UNIVERSITY OF SOUTH ALABAMA

Faculty Handbook

September 2025

The USA Faculty Handbook provides information concerning policies and procedures of the University that affect academic units and faculty members. Reasonable efforts are made to cover all important matters and to ensure that the contents are accurate and up-to-date. If any policy areas have been omitted or are not stated clearly, or if ambiguities or inconsistencies are found to exist, decisions regarding such will be made by appropriate officials of the University.

This handbook will be revised periodically. The revision process will include appropriate consultation with academic officials and the Faculty Senate. Information on matters of a legal or regulatory nature that the University is mandated to address in the Faculty Handbook will be provided expeditiously to members of the academic community.

The University also reserves the right to amend, revise, or alter the contents of this Handbook as it deems necessary. The date on the front page of the Handbook on the website will indicate the date of the latest revision. Inquiries regarding the information contained herein should be directed to the Office of the Executive Vice President and Provost, which maintains the Handbook.

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1.0 UNIVERSITY INFORMATION

1.1 University History and Overview

The University of South Alabama was created by Act of the Alabama State Legislature and approved May 9, 1963, as a comprehensive institution of higher education. All provisions relating to the establishment and operation of the University of South Alabama embodied in the Act are found in Sections 16-55-1 through 16-55-9, Code of Alabama 1975.

Serving as a major center of high-quality and accessible undergraduate, graduate and professional education for Mobile, the State of Alabama, the Gulf Coast Region, and the Southeastern United States, the University actively embraces the functions of teaching, research, public service, and health care through which it vigorously pursues the preservation, discovery, communication, and application of knowledge. As it grows and develops, the University will focus its strengths to produce programs of interdisciplinary excellence that address the special needs of the people it serves.

The University of South Alabama includes the main campus in west Mobile, USA Health University Hospital, USA Health Children's and Women's Hospital, USA Health Providence Hospital, the Mitchell Cancer Institute, and the Baldwin County Campus.

Academic programs are offered through the Colleges of Arts and Sciences, Engineering, Nursing, the Pat Capps Covey College of Allied Health Professions, the Mitchell College of Business, the College of Education and Professional Studies, the Whiddon College of Medicine, the Graduate School, and the School of Computing.

1.2 University Mission

The mission of the University of South Alabama, with a global reach and special focus on the Gulf Coast, strives to make a difference in the lives of those it serves through promoting discovery, health and learning.

1.2.1 Vision

The University of South Alabama will be a leading comprehensive public university internationally recognized for education, research, and health care excellence as well as for its positive intellectual, cultural, and economic impact on those it serves.

1.2.2 Strategic Priorities (2024-2029)

Student Success: South commits to creating multiple pathways and partnerships that support the pursuit of higher education. South provides the tools and resources all students need to be academically and personally successful at USA and also prepares them to achieve their post-graduate educational and professional ambitions.

Graduate Education: Graduate students and faculty are central to achieving both the educational and research components of our mission, to helping our community find solutions to its most pressing problems, and to improving economic and social outcomes in our region.

Research, Discovery, and Creative Works: The University of South Alabama faculty, staff, and students conduct internationally recognized research and scholarship to create new knowledge and medical advancements, spur economic development, help our region find solutions to its challenges, and improve the quality of life for our citizens.

University Community Engagement: The University of South Alabama commits to active community engagement and valuing community impact as fundamental to the success of all University stakeholders.

Excellence in Health Care: As the only academic medical center along the upper Gulf Coast, USA Health, and the University of South Alabama provides excellent health care through its hospitals and clinics, continuous research and technological advancements, and robust interprofessional and interdisciplinary partnerships.

1.3 University Symbols

The University logo and seal are the official symbols of the University, and should be appropriately used on all printed and electronic materials. The logo should be used on all USA brochures, newsletters, publications, academic materials, videos and websites. The logo must remain as originally drawn and proportioned, and should not be modified or altered in any way. The University seal should only be used on documents of a formal, academic or official nature (diplomas, transcripts, Board of Trustees and President's Office materials, commencement programs and academic certificates). For a complete guide to properly using the logo and seal, consult the Brand Guidelines website at https://www.southalabama.edu/brand. Additional questions regarding appropriate use of the logo or seal should be directed to the Office of Marketing and Communications at marcomm@southalabama.edu.

1.4 University Honorary Doctorate Degree

1.4.1 Purpose

The honorary doctorate degree is the highest honor bestowed by the University among the various awards given beyond the granting of earned degrees. The honorary degree is not equivalent to nor a replacement for an earned degree. The University reserves the right to revoke an honorary doctorate degree.

The honorary degree is awarded to:

Recognize and honor exceptional individuals who have given a substantial part of their lives to serving others and who have distinguished themselves throughout their professional careers and/or volunteer service; Establish a public association between the University of South Alabama and such exceptional individuals, thereby providing testimony to the values and quality of the University; and assist the University of South Alabama with its goals and objectives in the areas of educational programming, scholarly and creative activity, service, and institutional advancement.

1.4.2 Eligibility and Guidelines for Selection

Primary consideration shall be given to individuals whose achievements and contributions include a significant degree of creativity, resourcefulness, humanitarian concern, personal

dedication, intellect,and other qualities consistent with the intent of the honorary degree. An honorary doctorate degree may be granted to an individual who:

- Has achieved distinction in his/her profession;
- Has made an outstanding contribution or rendered an outstanding service to the University of South Alabama;
- Has made a significant public or scholarly contribution, or
- Has achieved personal status that will enhance the reputation of the University of South Alabama.

Individuals who are connected in some meaningful way with the State of Alabama or with the University of South Alabama will be given special consideration.

Honorary doctorates normally are not awarded to current faculty, administrators, or members of the Board of Trustees.

1.4.3 Nomination and Selection Process

The University Honorary Doctorate Degree Committee is appointed by and makes recommendations to the President for the awarding of honorary degrees. The committee is appointed by the President and is chaired by the Executive Vice President and Provost (EVP/P). In addition to the EVP/P, the committee consists of one academic Dean and three faculty members, including at least one faculty member nominated by the President of the Faculty Senate. Except in unusual circumstances, the process for nominating and selecting candidates for the honorary doctorate degree shall be as follows:

- The EVP/P shall accept nominations for honorary doctorate degrees from members of the University of South Alabama community.
- Nominations should include appropriate biographical information about the nominee as well as a description of the nominee's accomplishments that warrant consideration for the honorary degree.
- The nominee(s) receiving 2/3 vote of approval by the Honorary Doctorate Committee will have their name(s) sent forward to the President.
- The Honorary Doctorate Degree Committee will deliver its recommendations to the President at least two weeks before the Board of Trustees meeting immediately prior to the commencement ceremony at which the degree would be awarded.
- The President shall review the recommendations of the committee and submit his/her recommendations to the Board of Trustees for consideration.

1.4.4 Awarding the Honorary Doctorate Degree

Following approval by the President of the University and the Board of Trustees, the name(s) of the honorary doctorate degree recipient(s) will be announced to the public and the appropriate degree(s) will be conferred during the University's Commencement exercises.

1.5 University Compliance

1.5.1 State Ethics Law

The University of South Alabama and its employees are subject to all applicable provisions of ethics laws and regulations of the State of Alabama.

1.5.2 Discrimination and Harassment

The University of South Alabama is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, pregnancy, sexual orientation, gender identity, gender expression, religion, age, genetic information, disability, protected veteran status or any other applicable legally protected basis.

1.5.3 Equal Opportunity/Equal Access Complaint Process

Any person who believes that he/she, or any class of individuals, has been subjected to unlawful discrimination based upon race, color, national origin, sex (including pregnancy, sexual orientation, gender identity and gender expression), religion, age, genetic information, disability, or protected veteran status may file a complaint pursuant to appropriate University procedures as indicated below.

Any person may file a complaint on his/her own behalf or on the behalf of another person. All persons are encouraged to utilize the procedures set forth in this section in order to resolve any such dispute(s). Filing a complaint in good faith will not subject a person to any form of adverse action, reprimand, retaliation, or otherwise negative treatment by the University of South Alabama.

Complaints of unlawful discrimination or harassment brought against a faculty member or academic administrator are filed with the Executive Vice President and Provost (EVP/P) or Dean, College of Medicine/Vice President for Medical Affairs (DCOM/VPMA), depending upon the academic division in which the alleged discrimination occurred. If the Vice President of the division in which the complaint originated has been engaged in unsuccessful efforts at informal resolution, any resulting request for formal resolution of the same complaint is directed to the other Vice President. Complaints against students or staff members are filed with the Dean of Students or the Assistant Vice President (or Manager, EEO) for Human Resources, respectively, and their respective procedures will be utilized.

Complaints against faculty members and academic administrators alleging sexual harassment or sexual violence are filed and processed pursuant to the Faculty Sexual Harassment and Sexual Violence Policy. Faculty grievances that do not allege unlawful discrimination/harassment as described in this section (1.5) are filed under the Faculty Grievance Procedures.

1. Informal Resolution

The purpose of the informal resolution procedure is to provide a person who feels that he or she has been unlawfully discriminated against, harassed, or experienced an intimidating, hostile or offensive environment on the grounds covered in this section an opportunity to resolve the

problem informally. Every effort will be made to resolve complaints informally whenever possible. Legal representation is not allowed at informal resolution meetings.

Complainants seeking informal resolution should initially bring the complaint to the attention of an appropriate official of the University, i.e., Department Chair, Dean, supervisor, or Vice President. The person to whom the complaint is brought will assist the complainant in identifying the appropriate official to whom the complaint should be addressed: EVP/P or DCOM/VPMA if the accused party is a faculty member or academic administer; Dean of Students if the accused party is a student; or Assistant Vice President (or Manager, EEO) for Human Resources if the accused party is a staff member. If a resolution satisfactory to the complainant, the party complained against, and the University (as determined by the EVP/P or DCOM/VPMA) can be reached at this point, the process will conclude. If not, the complainant may wish to proceed to the formal resolution process described below.

Those who receive complaints of discrimination or harassment will maintain such information in confidence to the extent feasible for the investigatory process to proceed.

Administrators and supervisors who receive complaints for informal resolution may become aware of apparent patterns of discriminating or harassing behavior on the part of a member of the University community or simply behavior that, while not illegal, is unacceptable in this employment context. If such a situation occurs, the appropriate administrator or supervisor, with or without informing the individual of specific complaints or complainants (at the discretion of the administrator or supervisor), should take prompt remedial action to address the subject behavior.

2. Formal Resolution

Complainants seeking formal resolution must file complaints with the EVP/P or the DCOM/VPMA if the complaint is against a faculty member or academic administrator; the Dean of Students if the complaint is against a student; or with the Assistant Vice President for Human Resources if the complaint is against a staff member.

Such complaints should be filed within 180 calendar days of the most recent alleged discriminatory or harassing act and must be written and signed by the complainant. The University is not required to investigate reports that are not written and signed or that are submitted more than 180 days after the alleged incident. These complaints should contain the full name, University address, and telephone number of the person filing the charge and the name of the person alleged to have committed the discriminatory or harassing act. They also should contain a clear and concise statement of the alleged incident(s).

The following procedures are for complainants seeking formal resolution of complaints with the EVP/P or the DCOM/VPMA. (Complainants seeking formal resolution of complaints filed with the Dean of Students or the Assistant Vice President for Human Resources will be handled according to their respective procedures.)

Initial Review of Complaint

When a complainant seeking formal resolution files a complaint received by the EVP/P or the DCOM/VPMA, it will be reviewed to determine whether the alleged act is within the purview of this policy. If so, a copy of the complaint and a copy of the policy and procedures will be sent to

the person accused. The person accused will be asked to respond to the complaint in writing within ten (10) working days. The respondent's answer shall contain full, direct, and specific responses to each claim in the complaint. On receipt of the response, the EVP/P or the DCOM/VPMA will meet with both complainant and accused either separately or together to try to resolve the complaint. These meetings are understood to be informal and to exclude legal representation. If the complaint cannot be resolved in this manner, a committee will be appointed to investigate the complaint and determine whether a violation of the policy has occurred.

Appointment of Committee

Within thirty (30) days of meeting with the parties to the complaint, the EVP/P or DCOM/VPMA will appoint a committee of five (5) individuals to consider the allegations in the complaint and the response of the accused individual. The committee shall be composed of two (2) faculty members selected from the Faculty Grievance Committee Pool, two (2) academic administrators, and one (1) student or non-academic administrator. (A student member will be included only if the complaint is brought by a student.) The complainant and the person accused shall have a right to challenge any person appointed to membership on the committee. To exercise the right to challenge, the challenging party must send a written notice to the EVP/P or DCOM/VPMA within fourteen (14) working days of appointment, with copies sent to the other involved parties. The EVP/P or DCOM/VPMA shall determine whether there is cause for disqualification of a committee appointee, and the decision shall be final. The ruling by the EVP/P or DCOM/VPMA shall be issued within fourteen (14) days of the receipt of the challenge notice. This appointment process will continue until the composition of the committee is finalized. Once the committee is constituted, the EVP/P or DCOM/VPMA shall appoint one of the members as Chair.

Committee Proceedings

The Committee will receive copies of the formal complaint and of the response by the accused. The committee Chair shall convene the committee within fourteen (14) working days after the committee is constituted. At its initial meeting, the committee will review the Faculty Equal Opportunity/Equal Access Complaint Procedures and discuss the written complaint and written response.

The committee shall determine, either solely on the basis of complaint and response of the accused or through a formal hearing, whether the policy has been violated. If the committee concludes that a formal hearing should be conducted to gather additional facts, clarify the allegations and/ or responses, or otherwise to ensure that the claim has been fully reviewed, the committee shall set a date, time, and place for a hearing and notify the complainant, the accused, and the EVP/P or DCOM/VPMA. If, on the basis of its consideration of the complaint and response, the committee finds that no violation has occurred, the committee will report accordingly to the EVP/P or DCOM/VPMA, stating the reasons for the decision. In that event, there shall be no further proceedings. Copies of the committee's decision shall be sent to both the complainant and the accused.

Procedural Rules

Unless overruled by a majority of the committee present, rulings of the Chair shall be final on all questions except those pertaining to the initial determination and the substance of the findings

and recommendations of the committee. The Chair of the committee may establish such rules, within the general guidelines of these procedures, as deemed necessary.

Three (3) members of the committee, one of whom must be the Chair, shall constitute a quorum for business transaction of the committee. No member who is absent during any part of the hearing may participate in the preparation of findings and recommendations of the committee.

At the hearing, information may be presented by the complainant, accused, witness(es), and committee, all in accordance with the procedures set forth below.

The Chair of the committee shall:

- Call witnesses before the committee as requested by the complainant, the accused, and members of the committee;
- Maintain an orderly hearing, with the authority to exclude from the hearing any person whose conduct is disruptive or disorderly or attempts to subject any person to abusive treatment;
- Convey to all participants the seriousness of the proceedings and the necessity of their providing truthful and relevant testimony;
- Actively participate in questioning witnesses and reviewing information to ascertain the facts of the case.

Witnesses found unable to attend in the opinion of the committee may submit written or taped statements to the committee. Such inability to attend shall be found only in cases of serious illness or death of the witness or a family member or physical absence from the area due to pre-existing plans.

The complainant and the person accused shall be permitted to:

- Examine all information presented to the committee;
- Present information available to them and question witnesses;
- Present an oral and/or written statement, prior to the conclusion of the hearing.

The complainant and the person accused shall be permitted to be represented by any other member of the University community (faculty member, administrator, staff person, or student) who is willing to serve, with the exception of attorneys admitted to the practice of law before any State or Federal court. Any rights conferred on the parties at the hearing by these procedures may be exercised by their respective representatives. While the complainant and the complained against may consult attorneys, no attorneys may be present for the hearing or in any meetings regarding the complaint.

At the hearing, the members of the committee may ask questions of any witness, of the complainant, or of the person accused.

At the hearing, the following persons should be present: the committee members, the complainant, and the person accused and their respective representatives. If the person accused refuses to participate, the hearing will be conducted in his/her absence. Individual witnesses will be called to the proceeding by the committee and dismissed after questioning has

been completed. Witnesses are to be instructed by the Chair of the committee not to discuss with any other witnesses the information they presented to the committee. Because of the sensitive and confidential nature of the subject matter, the hearing shall be closed. The hearing will be conducted in a manner to protect the confidentiality of all parties to the extent feasible. Retaliation against any party as a result of his/her good faith activities in regard to bringing the complaint or participating in the investigation or proceedings will not be tolerated by the University. Any correspondence, notices, and evidence which is exchanged, shall be distributed to the complainant and to the person accused.

No audio recordings will be made of meetings, the hearing, or the executive sessions of the committee.

Standard of Proof Required

The complainant has the burden of providing evidence of the alleged discrimination or harassment prohibited by this policy, as well as the burden of proving that it is more likely than not that the alleged discrimination or harassment occurred.

Findings and Recommendations

Following the conclusion of the hearing, the committee shall meet in executive session, with all other persons excluded, to prepare its findings and recommendations for sanctions (if appropriate). The decision of the committee as to whether or not the accused violated the policy or otherwise engaged in unacceptable behavior is final. The committee may determine that:

1. the alleged conduct did not occur or does not constitute a violation. If so, the Chair will provide written notice of this determination to the EVP/P or DCOM/VPMA within three (3) calendar days of the decision, or;
2. the alleged conduct constituted discrimination or harassment under the policy. If so, the Chair will provide written notice to the EVP/P or DCOM/VPMA of this determination, including recommended sanctions, within three (3) calendar days of the decision, or;
3. while no violation of the policy occurred, nevertheless the committee found the behavior complained of unacceptable in the employment context and should be subject to correction either through remediation or disciplinary action, up to and including termination of employment.

Sanctions Permissible Pursuant to this Policy

The committee is authorized to recommend to the EVP/P or DCOM/VPMA disciplinary actions that may include, but are not limited to:

1. admonition not to repeat or to discontinue the discriminatory or harassing conduct;
2. certification of completion of an educational program addressing discriminatory or harassing conduct;
3. reprimand;
4. reassignment of duties;
5. reduction of salary, denial of pay increase, or other financial penalty;
6. suspension without pay;
7. termination of employment.

Sanctions will be based upon the severity and/or recurrence of policy violations and/or unacceptable conduct.

Action by EVP/P or DCOM/VPMA

The Chair shall deliver the committee's decision and recommended sanctions (if any) to the EVP/P or DCOM/VPMA. The EVP/P or DCOM/VPMA has the discretion to accept or modify the recommended sanctions. The decision of the committee regarding the disposition of the complaint and the decision of the EVP/P or DCOM/VPMA regarding sanctions shall be final. No audio recordings will be made of meetings, the hearing, or the executive sessions of the committee.

1.5.4 Title IX

Title IX of the Education Amendments of 1972 is a federal law that prohibits sex discrimination in education. It reads:

> "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."
> --Legal Citation: Title IX of the Education Amendments of 1972, and its implementing regulation at 34 C.F.R. Part 106 (Title IX)

The University of South Alabama (the "University") is committed to establishing and maintaining an environment where individuals, regardless of gender, gender identity, gender expression, or sexual orientation, are free from sex discrimination, sexual harassment, sexual violence, sexual coercion, domestic violence, dating violence, stalking, electronic stalking, and retaliation (collectively "sexual misconduct").

Faculty members are prohibited from participating in sexual and/or romantic relationships with students enrolled in their classes or with students whom they otherwise evaluate, grade, or supervise or avoid situations which would require them to evaluate, grade, or supervise students with whom they have or have had sexual and/or romantic relationships. If such a situation arises, a faculty member must report the situation immediately to his/her immediate supervisor prior to taking any such evaluative actions.

The Sexual Misconduct & Complaint Resolution policy is available in the University Policy Library:
https://www.southalabama.edu/departments/compliance/policylibrary/policy.html?doc=4E370511-C617-4CB8-AD1A-70B1F9E4C094

The University has a designated Title IX Coordinator, Ms. Deidra Byas, who shall oversee the implementation and enforcement of this policy, compliance with applicable rules and regulations, and coordination of communications between campus and community partners. The Title IX Coordinator may be reached at (251) 460-7280 or deidrabyas@southalabama.edu. The Title IX Coordinator's office is in Athletic Annex Suite 50. To report a Title IX incident, please visit the Title IX Office website:
https://www.southalabama.edu/departments/studentaffairs/titlenine/.

The University considers sexual misconduct to be a serious offense because it undermines the atmosphere of trust and respect that is essential to a healthy University Community. As such, sexual misconduct violates the standards of our University Community and constitutes a violation of this policy.

Retaliation against any person who reports or assists in making a report of sexual misconduct or who participates in the investigation and resolution of a complaint in any way would violate the University's Non-Retaliation Policy. Complaints of retaliation may be subject to the same grievance procedures as complaints of sexual misconduct.

The Non-Retaliation Policy is available in the University Policy Library: https://www.southalabama.edu/departments/compliance/policylibrary/policy.html?doc=B5C676F7-6EF9-48B6-8EC3-F4DE87B0DF94.

Sexual Harassment/ Hostile Environment Sexual Harassment: Unwelcome conduct of a sexual nature determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person access to the University's education programs and activities. This includes conduct on the basis of sex that constitutes Quid Pro Quo Sexual Harassment, Hostile Environment Sexual Harassment, Sexual Assault, Domestic Violence, Dating Violence, Stalking, or Electronic Stalking.

Sexual Harassment, Freedom of Speech, and Academic Freedom: While sexual harassment can include verbal and written conduct, the First Amendment to the U.S. Constitution and University policies establishing academic freedom provides significant space for individuals to express controversial views, teach controversial subjects, and engage in controversial research. As such, the offensiveness of a particular expression, course content, subject of academic inquiry, or research topic, as perceived by some, standing alone, is not sufficient to constitute a violation of this policy. The University will apply and construe this policy consistent with the legal rights of community members under the First Amendment and University policies governing academic freedom.

Faculty members and students should be aware that conduct occurring in the context of educational instruction may exceed the protections of free speech and academic freedom if it meets the definition of sexual misconduct and is not germane to the academic subject matter, lacks a pedagogical purpose, advances the personal interest of a faculty member or student without relating to the learning process or legitimate academic objectives, causes material adverse action against a person, reveals confidential information about a person, is defamatory or libelous, threatens physical harm or imminent violence, or constitutes some other category of speech that is unprotected by the U.S. Constitution.

1.5.5 Drug-Free Workplace Act – Substance Use Policy

The University of South Alabama recognizes that substance use is a major issue affecting all aspects of society. The University views the misuse of alcohol and other drugs as potentially harmful to life, safety, and the orderly progress of the academic community.

Responsible conduct and accountability are expected from each individual on campus. The University will express its ongoing concern through an institution-wide commitment to appropriate education, training and counseling services. The University recognizes, through this policy and through programs developed pursuant to this policy to prevent illicit use of drugs and

misuse of alcohol, its goals and commitments to a drug-free academic environment, in accordance with the Drug-Free Schools and Communities Act Amendment of 1989, the Drug-Free Workplace Act of 1988, and The Americans with Disabilities Act of 1990. As a part of the University's institution-wide substance use education/ prevention program, and also in accordance with the Drug-Free Workplace Act of 1988, the following are prohibited:

1. Use, possession, manufacture, distribution, dispensation or sale of illegal drugs or drug paraphernalia on University premises or while on University business, in University vehicles either during or after working hours;
2. Unauthorized use or possession or any manufacture, distribution, dispensation or sale of a controlled substance, as defined by State law, on University premises, or while engaged in University business, in University vehicles, either during or after working hours;
3. Unauthorized use, manufacture, distribution, dispensation, or possession or sale of alcohol on University premises or while on University business as set forth in the policy, in University vehicles either during or after working hours;
4. Storing on University premises any illegal drug, drug paraphernalia, any controlled substances, of which use is unauthorized, or any alcohol on University premises unless specifically authorized in accordance with this policy;
5. Use of alcohol off University premises that adversely affects the employee's work performance, their own or others' safety;
6. Possession, use, manufacture, distribution, dispensation, or sale of illegal drugs off University premises that adversely affects the employee's work performance, their own or others' safety;
7. Any act leading to conviction under any criminal drug statute;
8. Failure to notify the University of any arrest or conviction under any criminal drug statute within five days of the arrest or conviction, in accordance with the Drug-Free Workplace Act. The University pledges to support and enforce all Federal, State and City laws and ordinances pertaining to the use, possession, sale, and distribution of alcohol and other drugs.

The University of South Alabama institution-wide substance abuse education/ prevention program includes:

1. Substance Use Counseling - Employees are eligible for free substance use assessment and counseling services from the University Employee Assistance Program Counselor, 461-1346. Students are eligible for free substance use assessment and counseling services through the University Counseling and Wellness Center's Jag Intervention and Recovery program, 460-7051. Services are provided confidentially to the extent allowed by relevant laws and ethical guidelines. Employees and students who are concerned about their alcohol and other drug use are encouraged to self-refer.
2. Twelve Step Group - Off-campus support groups for people in recovery are available in the surrounding community. These member-led organizations provide information and hope for anyone with substance use concerns. Contact the University Employee Assistance Program or the University Counseling and Wellness Center for more information.
3. Alcohol/Drug Surveys - The Center conducts periodic surveys of campus attitudes and practices regarding the use of alcohol and other drugs. The surveys do not require

disclosure of names and are not mandatory.

4. Media Center - Books, pamphlets, videos, and other materials are available to the University community on loan at no charge.
5. Training - All University employees and student organizations can receive information about alcoholism and addiction, signs and symptoms, and resources for assistance with substance use concerns.

1.5.6 Tobacco Free Campus Policy

The University of South Alabama's 100% Tobacco-Free Campus Policy went into effect on August 1, 2015, ensuring that the University will be a healthier, tobacco-free environment. This policy is applicable for all students, faculty, staff, temporary/contract employees, contractors, patients and visitors.

The policy stipulates that no use of tobacco products is allowed on any campus property which includes on all property owned (structures, land and vehicles), and/or in the possession of (leased and rented by) the University of South Alabama. Personally owned vehicles are excluded. USA Health locations adhere to their own specific policies.

The policy covers all forms of tobacco, including smokeless (chew or dip), e-cigarettes, vaping and vaping-related products. Also prohibited are hookah products used to produce smoke and/or vapor from the burning of tobacco, shisha, and other plant matter. Smoking includes inhaling, exhaling, burning, or carrying any lighted or heated tobacco, marijuana, or plant product whether natural or synthetic, intended for inhalation.

Cessation products specifically approved by the U.S. Food and Drug Administration for use in treating nicotine or tobacco dependence are excluded.

As a community, the University has adopted this policy to support a healthy working and living environment and general health and wellness for its students, faculty, staff and visitors. The policy is intended to encourage healthy lifestyles.

For resources on the University's Tobacco Cessation Program, please visit:
https://www.southalabama.edu/departments/financialaffairs/hr/usahealth.html

1.5.7 University Firearms

The purpose of this Policy is to maintain a safe educational environment for students, employees, and visitors, free of dangerous weapons and firearms, except as otherwise authorized by law or this Policy.

Please refer to the University Policy Library:
https://www.southalabama.edu/departments/compliance/policylibrary/policy.html?doc=CDC38A96-1D53-4B6F-B3CE-F4C678096276

1.5.8 Employment Eligibility Verification

The U.S. Department of Homeland Security, U.S. Citizenship and Immigration Services, requires employers to complete the Form I-9 to document verification of the identity and

employment authorization of each new employee. Section 1 of the Form I-9 must be completed on or before the first day of employment and documents, as required by Section 2 of the Form I-9, be received within three days after the employee's first day of employment.

1.5.9 Clery Act Statement (Campus Security Act)

The University of South Alabama's annual security report includes statistics for the previous three years concerning reported crimes that occurred on campus; in certain off-campus buildings owned or controlled by the University; and on public property within or immediately adjacent to and accessible from the campus. The report also includes institutional policies concerning campus safety, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, dating/domestic violence, hazing, and other incidents including residential fires. A copy of this report can be obtained by contacting the University Police Department or by accessing the following web site: https://www.southalabama.edu/departments/police/clery/.

1.5.10 Ethics and Compliance Hotline See University Policy: **Ethics and Compliance Hotline**

1.5.11 Non-Retaliation Policy

This policy emphasizes the University's commitment to protect individuals who raise good faith concerns involving observed or suspected violations of University of South Alabama (USA) policies or procedures, of state or federal laws, or who cooperate in any inquiry or investigation by USA officials (or any court, agency, law enforcement, or other governmental body), from retaliation or any threat of retaliation by USA officials or other individuals doing work for or on behalf of the University.

Please refer to the University Policy Library: https://www.southalabama.edu/departments/compliance/policylibrary/policy.html?doc=B5C676F7-6EF9-48B6-8EC3-F4DE87B0DF94

2.0 ADMINISTRATIVE ORGANIZATION

2.1 Organizational Structure

The organizational structure of the University may be viewed at https://www.southalabama.edu/departments/institutionalresearch/orgcharts.html

2.2 Board of Trustees

The University of South Alabama, operating as a state institution of higher learning and financed in part by public funds, is governed by a Board of Trustees composed of sixteen members: three (3) from Mobile County; nine (9) from the State at large; three (3) from the United States at large; and the Governor, who shall be ex officio President of the Board and who shall appoint members to serve on the Board of Trustees, by and with the advice and consent of the Alabama Senate.

In its discretion, the Board of Trustees, as a public body corporate, may prescribe courses of instruction and rates of tuition and fees; set salaries or compensation; confer such academic and honorary degrees as are conferred by institutions of like character; and may do all that is necessary and considered in the best interest of the Institution in carrying out its mission. The Executive Committee is authorized to transact business on behalf of the Board, as set forth in the Board bylaws. The Board vests with the University President full management authority over institutional operations and maintenance. Authority vested with administrative officers, faculty, student committees and internal political bodies is granted by the Board of Trustees to the Executive Committee and President, and from the President to respective individuals or constituencies.

2.3 Office of the President

The President of the University is appointed and evaluated by the Board of Trustees and presides over the University to advance the institution's board approved mission, goals, and priorities. Ultimately, as the Chief Executive Officer, the President exercises leadership and control over all administrative functions including the appointment of administrative and academic officers for the University and appointment of the senior administrator for the College of Medicine and healthcare divisions. The President, as the institution's Chief Executive Officer, exercises oversight and control over the educational, administrative, healthcare, financial, and athletics programs and services. Further, the President exercises control and has oversight for all fundraising activities and other institutional related entities such as foundations and alumni groups who are affiliated and represent the University. The President is assisted in the administration of the University by the Executive Vice President and Provost (EVP/P), academic and non-academic Vice Presidents, academic Deans, Directors, and other administrative staff members.

2.3.1 Executive Vice President and Provost

The Executive Vice President and Provost (EVP/P) reports to the President and assists the President with special projects; reviews all contracts, appointment letters, and proposals submitted to the President, including both University and Health Divisions; operates as chief of staff for the President by prioritizing and coordinating daily activities, requests, and special

projects involvement both the University and Health Divisions; and serves as the Chief Academic Officer for the University.

2.3.2 General Counsel

The Office of the General Counsel provides legal advice to the Board of Trustees, the President, and other University officials and oversees all legal matters affecting the University, including its division USA Health.

2.3.3 Vice President of Governmental Relations

The Office of Governmental Relations provides a University liaison with local, state and federal governments and agencies. Special emphasis is placed on monitoring the Alabama legislative process and actions related to the University's appropriation from the Alabama Education Trust Fund.

2.3.4 Director of Athletics

The Director of Athletics is responsible for overall administration of the University's Division I intercollegiate athletic program.

2.3.5 Vice President of Marketing and Communications

The University of South Alabama Office of Marketing and Communications leads the planning, creation and implementation of the University's marketing, publications, and media and public relations initiatives, and is responsible for USA's brand management goals, policies, and processes. The office reports directly to the Office of the President and supports the University through messaging, collateral, video production, publications, digital media and public and media relations. The office communicates the University's identity to prospective and current students, alumni, parents, donors, supporters, and the public.

2.4 Councils of the President

2.4.1 President's Council

The President's Council meets regularly with and serves as an advisory group to the President. The Council includes: the President, the Executive Vice President and Provost, the Vice President for Development and Alumni Relations, the Vice President of Community Engagement, the Vice President of Government Relations, the Vice President for Marketing and Communications, the Vice President for Medical Affairs/Dean of the Frederick P. Whiddon College of Medicine, the Vice President for Research and Economic Development, the Vice President for Student Affairs and Dean of Students, the Chief Administrative Officer, the Chief Economic Development Officer, the Chief Facilities Management Officer, the Chief Financial Officer, the Athletics Director, the CEO of USA Health/Senior Associate Vice President for Medical Affairs, the Executive Vice Provost, and the General Counsel.

2.4.2 Budget Council

The University Budget Council, appointed by the President, provides oversight to the budget planning and development process and solicits input from personnel in each university division

as a part of that process. The Council reviews budget proposals from university divisions in its role as an advisory group to the President. The administrative divisions of the university are: Academic Affairs, Athletics, Development and Alumni Relations, Executive Administration, Finance and Administration, Marketing and Communications, Research and Economic Development, Student Affairs, College of Medicine and USA Health.

The University Budget Council consists of the following members: President, Executive Vice President and Provost, Chief Administrative Officer, VP Development and Alumni Relations, VP Community Engagement, VP Governmental Relations, VP Marketing and Communications, VP Medical Affairs/College of Medicine, VP Research and Economic Development, VP Student Affairs, CEO USA Health, Faculty Senate President, Faculty Senate Past President, SGA President, Director of Athletics, Associate VP of Institutional Effectiveness, and Assistant VP Finance and Administration (Budget).

2.4.3 Institutional Planning and Assessment Committee

The University Institutional Planning and Assessment Committee governs the strategic planning process to include approving new or modified elements of the strategic plan, review and evaluation of University assessments of the strategic plan, and other planning activities (e.g., University Master Plan). The committee includes faculty, administrative, student, alumni, and community representation.

2.5 Division of Academic Affairs

The Division of Academic Affairs includes the Colleges of Arts and Sciences, Mitchell College of Business, College of Education and Professional Studies, College of Engineering, the Pat Capps Covey College of Allied Health, the College of Nursing, the Graduate School, School of Computing, Global USA, Honors College, University Libraries, Institutional Research, Regional Campuses, Institutional Effectiveness, Enrollment Services, and Registrar. Academic Programs in the College of Medicine are under the Dean, College of Medicine/Vice President for Medical Affairs (see Section 2.6).

2.5.1 Executive Vice President and Provost

The Executive Vice President and Provost is the Chief Academic Officer of the University and has administrative responsibility for the academic and support programs and the faculty and staff serving the various academic units, colleges, schools, divisions, and departments. The divisions within Academic Affairs include: the Colleges of Arts and Sciences, Business, Education, Engineering, Nursing, Allied Health, the Graduate School, Institutional Research, Institutional Effectiveness, Global USA, the School of Computing, the Honors College and the University Libraries. The Executive Vice President and Provost has a major role in developing academic rules and regulations, planning and developing curriculum, and planning for and participating in faculty recruiting and appointments.

2.5.2 Executive Vice Provost and Associate Vice Presidents for Academic Affairs

2.5.2.1 Executive Vice Provost for Academic Affairs

The Executive Vice Provost for Academic Affairs reports to the Executive Vice President and Provost and is responsible for:

- Leadership and management for specific set of offices including but not limited to the Office of Academic Affairs, the Office of Institutional Research, and the Office of the Registrar;
- Serving as University liaison to the Alabama Commission on Higher Education;
- Collecting, reporting, analyzing, and interpreting information and statistical data for internal purposes;
- Interpreting policy for faculty and administration;
- Assisting in Promotion and Tenure reviews;
- Interfacing with the Enrollment Services on variety of procedural matters;
- Reviewing and approving all faculty position announcements;
- Reviewing full- and part-time faculty credentials for compliance;
- Reviewing all new/revised Academic Program Requests;
- Serving in the absence of the Executive Vice President and Provost as needed;
- Supervising the Title IX/EO/EA designee for the Division of Academic Affairs,
- Other duties as assigned by the Executive Vice President and Provost.

2.5.2.2 Associate Vice President for Academic Affairs

Associate Vice President for Academic Affairs and Dean of the Graduate School

Associate Vice President for Academic Affairs and Dean of the Graduate School reports to the Executive Vice President and Provost and is responsible for:

- Office of Postdoctoral Education;
- Office of Undergraduate Research;
- Student Academic Misconduct;
- Undergraduate student issues (retroactive withdrawals, medical withdrawals, reinstatements, tuition refunds, academic misconduct);
- Considering and administering graduate student appeals of academic policy decisions related to retroactive withdrawals, reinstatements, tuition refunds, and similar matters;
- Oversee Graduate Council;
- Facilitate external research funding;
- Facilitate graduate program expansion/growth and the development of new graduate programs.

2.5.2.3 Associate Vice President for Institutional Effectiveness and Liaison to the Southern Association of Colleges and Schools Commission on Colleges

The Associate Vice President for Institutional Effectiveness reports to the Executive Vice President and Provost and is responsible for:

- Leading and managing the Office of Institutional Effectiveness and the Quality Enhancement Plan;
- Serving as University liaison to the Southern Association of Colleges and Schools: Commission on Colleges to ensure monitoring and compliance with the SACSCOC Principles of Accreditation, coordination and submission of all required reporting to SACSCOC, monitoring and submission of substantive changes, as needed, and leadership for completion of all documentation and activities necessary for the University's reaffirmation;
- Developing and sustaining a comprehensive program of institutional effectiveness to include assessment and continuous improvement activities across all the academic and administrative units of the University;
- Leading the development, monitoring, and assessment of the University's strategic plan;
- Collecting, reporting, and encouraging use of data for decision making and continuous improvement across all academic and administrative units of the University;
- Overseeing the University's administration and reporting of Student Perceptions of Instruction;
- Leading the development and administration of University surveys and support the development and administration of surveys across academic and administrative departments;
- Establishing and implementing short- and long-term institutional effectiveness goals, policies, and operating procedures;
- Coordinating the program evaluation process reviews of academic programs;
- Assessment education of administrators, faculty, and staff;
- University compliance with the Federal Rule for state authorization for distance education programs;
- Serving as the University representative to the Alabama General Studies Committee;
- Overseeing the improvement of student learning outcomes and assessment in general education;
- Chairing the University Academic Calendar Committee
- Other duties as assigned by the Executive Vice President and Provost.

2.5.3 College of Arts and Sciences

The College of Arts and Sciences consists of the Departments of Air Force Studies; Art and Art History; Biology; Chemistry; Communication; Earth Sciences; English; History; Mathematics and Statistics; Military Science; Modern and Classical Languages and Literature; Music; Philosophy; Physics; Political Science and Criminal Justice; Psychology; Stokes School of Marine and Environmental Sciences; Sociology, Anthropology and Social Work; and Theatre and Dance.

2.5.3.1 Dean

The Dean is the executive officer of the college and reports to the Executive Vice President and Provost. Responsibilities of the Dean are described in section 2.7.

2.5.3.2 Associate Dean

The Associate Dean reports to the Dean and has the following responsibilities:

- Coordination of undergraduate studies for the College;
- Responsible for registration and orientation activities;
- Coordination of student advising and student records;
- Coordination of College curriculum and university Bulletin revisions;
- Coordination of graduate studies for the college; and
- Other duties as assigned by the Dean.

2.5.3.3 Associate Dean, Research

The Associate Dean for Research reports to the Dean and has the following responsibilities:

- Coordination of faculty research and development;
- Grant budget review and development; and
- Other duties as assigned by the Dean.

2.5.3.4 Assistant Dean

The Assistant Dean reports to the Dean and has the following responsibilities:

- Oversight of class schedules;
- Coordination of annual assessments;
- Coordination of development and public relations;
- Review, evaluation, and processing of undergraduate student issues;
- Oversight of the College Scholarship Committee;
- Oversight of Hiring Procedures and Policies;
- Interview all prospective part-time faculty members; and
- Coordinate Submission of Research Reassigned Time Requests.
- Reviews and approves faculty Conflict of Interest and Conflict of Commitment reports for the College
- Coordinates building safety
- Reviews cases undergraduate of Academic Misconduct
- Assists in coordination and review of Academic Program Reviews

- Other duties as assigned by the Dean

2.5.3.5 Department Chairs

The Department Chairs report to the Dean and serve as senior administrative and academic officers for their departments. Departmental Chair functions are described in section 2.8.1.

2.5.3.6 Standing Committees

- Academic Programs and Planning Committee (APPC)
- African-American Studies Committee
- College Graduate Curriculum Committee
- Community Engagement Committee
- Faculty Awards Committee
- Gender Studies Committee
- Graduate Final Grade Grievance Committee
- International Education Committee
- College Mid-Probationary Review Committee
- Museum Committee
- Promotion Committee
- Sabbatical Committee
- Summer Professional Development Awards Committee
- Support and Development Awards Committee
- Tenure Committee
- Undergraduate Final Course Grade Grievance Committee
- Undergraduate Scholarship Committee

2.5.4 Mitchell College of Business

The Mitchell College of Business consists of the departments of Accounting, Economics, Finance and Real Estate, Management, and Marketing and Quantitative Methods.

2.5.4.1 Dean

The Dean is the executive officer of the college and reports to the Executive Vice President and Provost. Responsibilities of the Dean are described in section 2.7.

2.5.4.2 Associate Dean

The Associate Dean reports to the Dean and is responsible for:

- Assisting in the general planning and operation of the college;

- Developing academic programs in the college with the Dean, departmental Chairs, and faculty;
- Assisting the Dean and Chairs in recruitment of new faculty;
- Coordinating and editing materials for the University Bulletin;
- Coordinating and supervising orientation, advising, and registration activities;
- Coordinating and supervising scheduling of academic classes;
- Assigning classroom space;
- Approving substitutions, fee waivers, late course drop/adds, etc.;
- Maintaining liaison with faculty in academic matters requiring policy determinations and making appropriate recommendations to the Dean;
- Coordinating the assessment activities of the college;
- Assisting the Dean in preparing accreditation reports;
- Assisting the Dean in updating the college Policies and Procedures Manual, as needed;
- Coordinating and editing materials for the college website, brochures, and other promotional materials;
- Assisting the Dean in maintaining scholarship records and coordinating awarding of scholarships;
- Other duties as assigned by the Dean.

2.5.4.3 Director of Graduate Studies

The Director of Graduate Studies reports to the Dean and is responsible for:

- Coordinating and supervising the graduate programs of the college;
- Developing, maintaining, and enhancing the relationship of the MCOB with other units of the university with respect to Graduate Programs;
- Recruiting students for the graduate programs of the college;
- Supervising the graduate assistants within the college;
- Assisting the Dean in developing graduate scholarships for the college;
- Assisting the Dean and Chairs in recruiting new faculty, especially for graduate programs and courses;
- Coordinating and supervising foreign students visiting or on exchange from other universities;
- Recruiting students to participate in the Study Abroad programs of the college;
- Assisting the Dean in developing, maintaining, and enhancing relationships with Study Abroad partners;
- Other duties as assigned by the Dean.

2.5.4.4 Department Chairs

The Department Chairs report to the Dean and serve as senior administrative and academic officers for their departments. Departmental Chair functions are described in section 2.8.1.

2.5.4.5 Executive Director, South Alabama Center for Business Analytics, Real Estate and Economic Development

The Executive Director of the South Alabama Center for Business Analytics, Real Estate and Economic Development reports to the Dean. The Center offers a comprehensive range of services and resources for those in business, industry, government, education, and economic and community development. Drawing on the expertise of its staff and Mitchell College of Business faculty members, the Center can customize strategic planning, personnel training, data analysis and visualization, consulting, economic impact analysis and forecasting, financial statement evaluation, site location assessment, and digital dashboard development, and much more, to best meet its clients' most critical needs. For those studying at the University of South Alabama, the Center partners with Mitchell College of Business faculty and PhD students to pursue wide-ranging research opportunities. For undergraduates, the Center provides support and advising for those pursuing the real estate concentration. The Center oversees USA Jaguar Realty, a first in the nation university-sanctioned company for real estate students, designed to educate and license the next generation of real estate professionals. Each year, the Center also hosts and conducts multiple professional education seminars and conferences.

2.5.4.6 Executive Director, Melton Center for Entrepreneurship and Innovation

The Executive Director of the Melton Center for Entrepreneurship and Innovation reports to the Dean. The Center offers high-quality undergraduate and graduate entrepreneurship course content and instruction and promotes the academic study of entrepreneurship as an undergraduate major concentration and an undergraduate minor. The Melton Center for Entrepreneurship and Innovation provides information through pitch competitions, minority business programs, seminars, conferences, and research activities to support the creation and advancement of family owned businesses, small business firms, and business creation opportunities.

2.5.4.7 Standing Committees

- Curriculum and Assurance of Learning Committee
- Faculty Development Committee
- Graduate Committee
- International Committee
- Tenure and Promotion Committee
- Student Development/Grievance Committee

2.5.5 College of Education and Professional Studies

The College of Education and Professional Studies consists of the Departments of Counseling and Instructional Sciences; Health, Kinesiology, and Sport; Integrative Studies; and Leadership and Teacher Education.

2.5.5.1 Dean

The Dean is the executive officer of the college and reports to the Executive Vice President and Provost. Responsibilities of the Dean are described in section 2.7.

2.5.5.2 Associate Dean of Graduate Studies, Faculty Development, External Funding, and Community Engagement

The Associate Dean of Graduate Studies, Faculty Development, External Funding, and Community Engagement reports to the Dean and is responsible for:

Graduate Studies: Serving as Director of Graduate Studies (see 2.5.5.7) and promoting the enrollment growth and program quality of graduate degree programs; to include:

- Serving on the University Graduate Council;
- Serving on the University Graduate Curriculum Committee;
- Developing a set of supports to promote professional enrichment opportunities for graduate students in the college, particularly in student research;
- Overseeing efforts to regularly solicit feedback from graduate students in the college as to their advising and mentoring experiences;
- Managing the process of hiring and evaluating graduate assistants and ensuring assistantships serve the best interest of the College and graduate students; and
- Overseeing the development of new graduate programs and efforts to enhance quality and rigor of existing graduate programs.

Faculty Development and Research:

- ***Faculty Development:*** Supporting faculty development as they progress towards tenure and/or promotion, particularly when research productivity is a key performance expectation; to include:
  - ✓ Chairing CEPS Faculty Service & Development Committee;
  - ✓ Coordinating the promotion and tenure process; and
  - ✓ Coordinating the orientation and mentoring of new faculty.
- ***Research:*** Supporting faculty development of research and community-engagement skills; to include:
  - ✓ Serving as a resource for faculty seeking advice and support to develop strategic research initiatives in response to emerging opportunities;
  - ✓ Coordinating professional development to facilitate and advance research scholarship and productivity;

- ✓ Overseeing the process of awarding internal financial support for pre-tenure faculty; and
- ✓ Chairing the College Research Committee.

External Funding: Nurturing the sustained growth of extramural research funding; to include:

- Serving as Director of the Office of Grants and Contracts;
- Providing support for college faculty in the development of proposals for externally funded research to include facilitating and supporting grant-writing activities and proposal submissions;
- Providing leadership and supervision of Principal Investigators of College-based grants;
- Overseeing professional development opportunities for faculty to enhance grant-proposal conceptualization and writing skills;
- Assisting faculty in navigating the policies and procedures of the Office of Sponsored Projects Administration;
- Providing supervision and support to the College grants support staff; and
- Serving on the university's College Research Council.

External Relations & Community Engagement: Developing mutually beneficial external partnerships that will support the following:

- Faculty research and grants efforts;
- Communication to prospective students, alumni, and external partners about the College's mission and efforts; to include:
  - ✓ Chairing the College Recruitment & Marketing Committee
  - ✓ Serving as the primary liaison to the College Office of Marketing & Communication
  - ✓ Assisting department chairs in developing strategic recruitment and communication plans
  - ✓ Coordinating website updates related to admissions, program requirements, and other College documents
  - ✓ Chairing CEPS Recruitment & Retention Committee

Other administrative and supervisory duties as assigned by the Dean.

2.5.5.3 The Associate Dean of Student Services, Academic Affairs, Accreditation, and Pedagogy

The Associate Dean of Student Services, Academic Affairs, Accreditation, and Pedagogy reports to the Dean and is responsible for:

Student Services: Supporting the success of students; to include:

- Facilitating processes for student complaints, grade grievances, and academic misconduct claims;
- Providing support to the Executive Director of Student Services and the College Advising Office;

- Chairing CEPS Student Honors & Awards Committee; and
- Serving as Co-Chair of the CEPS Diversity Committee.

Academic Affairs:

- **Curriculum Management & Undergraduate Programs:** Facilitating the curriculum process for undergraduate programs; to include:
  - ✓ Providing support to the Office of Academic Assessment and the Office of Field Services;
  - ✓ Collaborating with Department Chairs and the offices of the Registrar and Financial Aid to align services with the College's policies and procedures;
  - ✓ Supervising administrative staff in the Dean's office regarding curriculum management tasks;
  - ✓ Overseeing new undergraduate program proposals and ongoing efforts to improve undergraduate curricula; and
  - ✓ Chairing the CEPS Curriculum Committee.

- **Faculty Affairs:** Supporting and collaborating with Department Chairs in areas related to faculty; to include:
  - ✓ Collaborating with Department Chairs and administrative assistant(s) in faculty searches;
  - ✓ Facilitating processes for faculty complaints;
  - ✓ Collaborating with Department Chairs and advising the Dean on faculty teaching loads, including summer schedule; and
  - ✓ Chairing CEPS Academic Standards Committee.

Accreditation: Ensuring the accreditation of college programs; to include:

- Collaborating with the Office of Academic Assessment to achieve external accreditation goals for all accredited programs, including educator preparation;
- Collaborating with chairs and program coordinators over educator preparation programs to promote compliance with Alabama standards for educator preparation; and
- Collaborate with the Office of Marketing & Communication and relevant chairs and program coordinators to lead ongoing strategic recruitment efforts and efforts to ensure successful certification of CEPS students.

Pedagogy: Supporting the advancement of equitable pedagogical practices; to include:

- Developing and sustaining efforts to promote, improve, and evaluate faculty pedagogical skills;
- Coordinating educational and research technology and supervising technology support personnel;
- Chairing the CEPS Technology Committee; and
- Coordinating space utilization.

Other administrative and supervisory duties as assigned by the Dean.

2.5.5.4 Director, Field Services

The Director of Field Services reports to the Dean and is responsible for:

- Coordinating all educator preparation laboratory and field experiences within the college;
- Conferring with the Dean, departmental Chairs, and faculty concerning the establishment and/or modification of policies pertaining to field experiences;
- Serving as liaison between the college, districts, schools, teachers, and other agencies for participation in various external programs;
- Conferring with Department Chairs in the assignment of college faculty to supervise students in the field;
- Planning orientation sessions for teacher education field students each semester and making required information and forms available to college supervisors, cooperating teachers, and students;
- Providing orientations and professional development for field supervisors;
- Coordinating performance based (i.e., edTPA) state testing requirements for field supervisors, faculty, and students, including logistical information, training, etc.
- Supervising Field Services staff; and,
- Other administrative and supervisory duties as assigned by the Dean.

2.5.5.5 Executive Director, Student Services

The Executive Director of Student Services reports to the Dean and is responsible for:

- Planning, evaluating, formulating, and implementing operational policies and procedures;
- Supervising the staff and day-to-day operations of the Advising Center, Office of Graduate Studies, and Office of Student Services;
- Reviewing requests for grade replacement, transient approval, admission after dismissal, academic bankruptcy, and late course drop/adds;
- Coordinating USA Day, New Student Orientation, school/group visits to the College;
- Serving on University, College, and departmental committees;
- Coordinating and editing College materials for the University Bulletin;
- Chairing the College Honors and Awards Committee and organizing the student awards event;
- Collaborating with the offices of Financial Aid and Scholarship Services to award TEACH Grants and College scholarships;
- Serving as the USA Certification Officer to the ALSDE;
- Facilitating the interpretation of ALSDE policies, rules, and regulations for students, faculty, and staff;

- Overseeing teacher certification proposed curriculum modifications;
- Overseeing verification of undergraduate and graduate candidates meeting ALSDE requirements;
- Providing support to faculty in the creation, collection, and submission of documents required for State program review; and
- Other duties as assigned by the Dean.

2.5.5.6 Director, Academic Assessment

The Director of Academic Assessment reports to the Dean and is responsible for:

- Directing college-wide assessment of educational objectives;
- Monitoring comprehensive program reviews for accreditation;
- Overseeing a comprehensive integrated assessment system that defines problems, collects data, establishes facts, and draws valid conclusions to solve curricular problems and promote strategic educational initiatives;
- Ensuring compliance with federal reporting and national and state accreditation requirements for the College's certification, degree and licensure programs, and learning outcomes assessment in all academic programs;
- Collaborating with administrators, faculty, and staff in the development of effective assessment strategies associated with state and national standards, and student learning outcomes;
- Analyzing assessment methods and results to include reporting and communicating assessmentresults for planning for strategic initiatives and accreditation reviews; and,
- Other duties as assigned by the Dean.

2.5.5.7 Director, Graduate Studies

The Director of Graduate Studies reports to the Dean and is responsible for:

- Providing leadership for graduate program policies, planning, development, and evaluation;
- Representing the College on the University's Graduate Council and collaborate with the University's Institutional Review Board in setting and enforcing policies related to research;
- Developing cooperative programs at the graduate level with other Colleges and divisions of the University;
- Coordinating the selection, assignment, and evaluation of graduate assistants;
- Collaborating with the Department Chairpersons in the coordination and supervision of the activities of graduate program coordinators, including admissions, retention, and advisement, and ensure that candidates meet graduation standards, including the review of theses and dissertations; and
- Cooperating with the Dean and the Department Chairpersons in the development and implementation of faculty mentoring to improve graduate teaching and foster research

productivity by providing consultation and education on research related matters (e.g., research design, evaluation methods, supervision of student research, writing for professional publication).

2.5.5.8 Department Chairs

The Department Chairs report to the Dean and serve as senior administrative and academic officers for their departments. Departmental Chair functions are described in section 2.8.1.

2.5.5.9 Standing Committees

- Academic Standards Committee
- Assessment Committee
- Community Engagement & External Relations Committee
- Curriculum Committee
- Digital Information Management & Technology Committee
- Faculty Council
- Faculty Scholarship & Research Development Committee
- Recruitment and Marketing Committee
- Staff Council
- Success, Belonging, Wellness & Safety Committee
- Tenure & Promotion Committee

2.5.6 College of Engineering

The College of Engineering consists of the Departments of Chemical and Biomolecular Engineering; Civil, Coastal, and Environmental Engineering; Electrical and Computer Engineering; and William B. Burnsed Department of Mechanical, Aerospace, and Biomedical Engineering.

2.5.6.1 Dean

The Dean is the executive officer of the college and reports to the Executive Vice President and Provost. Responsibilities of the Dean are described in section 2.7.

2.5.6.2 Associate Dean for Undergraduate Affairs

The Associate Dean for Undergraduate Affairs reports to the Dean and has the following responsibilities:

- Assist in the general planning and operation of the college;
- Coordinate and supervise schedule preparation for the college;
- Oversee and confirm graduation audits on candidates for graduation;

- Assign classroom space;
- Participate in ad hoc committees;
- Coordinate and supervise registration and orientation activities;
- Review, evaluate, and process undergraduate student issues and academic misconduct cases;
- Approve student requests for substitutions, fee waivers, late course drop/adds, and other exceptional student requests;
- Serve as an ex-officio, non-voting member on the Undergraduate Affairs Committee;
- Coordinate technology and supervise technology support personnel;
- Other duties as assigned by the Dean.

2.5.6.3 Associate Dean for Research and Graduate Affairs

The Associate Dean for Research and Graduate Affairs reports to the Dean and has the following responsibilities:

- Oversee research and graduate program activities in the college;
- Serve as the Director of Graduate Studies for the college;
- Implementation of the graduate program policies of the college and university;
- Represent the college on the University Graduate Council and the Graduate Curriculum Committee;
- Liaison between the college and the Dean of the Graduate School, ORED, and SPA;
- Review and approve all Graduate Faculty applications;
- Review and approve all thesis and dissertation committees;
- Review and approve all Curriculum Action Forms for all college graduate courses;
- Assist faculty with proposal development and submission (pre-award);
- Point of contact for shared research laboratories;
- Other duties as assigned by the Dean.

2.5.6.4 Department Chairs

The Department Chairs report to the Dean and serve as senior administrative and academic officers for their departments. Departmental Chair functions are described in section 2.8.1.

2.5.6.5 Standing Committees

- Academic Standards Committee
- Engineering Computing Committee
- Faculty Affairs Committees
- General Engineering Studies Committee

- Graduate Affairs Committee
- Promotion and Tenure Committee
- Safety Committee
- Undergraduate Affairs Committee

2.5.7 Pat Capps Covey College of Allied Health Professions

The Pat Capps Covey College of Allied Health Professions consists of the Departments of Biomedical Sciences, Emergency Medical Services, Occupational Therapy, Physical Therapy, Physician Assistant Studies, Radiologic Sciences, and Speech Pathology and Audiology.

2.5.7.1 Dean

The Dean is the executive officer of the college and reports to the Executive Vice President and Provost. Responsibilities of the Dean are described in section 2.7.

2.5.7.2 Associate Deans

Associate Dean for Graduate Affairs and Faculty Development

The Associate Dean for Graduate Affairs and Faculty Development has the following responsibilities:

- Manage graduate student affairs
- Serve on the Graduate Council
- Ensure that all thesis and dissertation projects meet the rigor of scholarship appropriate to each field and degree level
- Ensure that graduate students are admitted meet Graduate School and College standards
- Manage and support graduate faculty appointments
- Ensure that faculty advisors and department chairs are informed of deadlines associated with registration, graduation, etc.
- Support faculty advisors for graduate programs as needed
- Oversee policy and curriculum process for the college; serve as ex-officio on college curriculum committee, review and approve all policy and curriculum proposals.
- Support faculty development activities
- Ensure faculty and chair support for faculty success and other processes such as mid-probationary reviews
- Oversee the annual evaluation process
- Oversee and manage the Tenure and Promotion Process
- Serve as ex-officio for college committees
- Represent the college at university and community events

- Participate in recruiting events such as USA Day and others
- Other duties as assigned by the Dean

Associate Dean for Community Engagement

The Associate Dean for Community Engagement has the following responsibilities:

- Develop, initiate, and support professional continuing education programs within the college
- Work with departmental leadership and faculty to gain funding for programs that enrich the healthcare community in Mobile and surrounding regions
- Establish certificate and/or training programs that support the healthcare community
- Support community engagement initiatives such as high school outreach and outreach to community organizations
- Organize and support on-campus engagement for allied health students, faculty, and alumni
- Plan, support, and grow our USA CAHP Healthcare camp for high schoolers
- Plan and execute co-curricular activities such as a wellness initiative for students
- Identify, plan, and execute alumni engagement
- Liaison to public agencies
- Support and teach in external contracts and other community-based contracts/events
- Manage college assessment reporting, Liaison to Institutional Effectiveness,
- Serve as ex-officio for college committees
- Ex-officio for college scholarship committee
- Serve as liaison to a variety of offices and groups on campus (e.g. veteran's affairs)
- Plan and coordinate special projects and events
- Participate in and support recruiting events such as USA Day, Preview Day, etc.
- Other duties as assigned by the Dean.

2.5.7.3 Department Chairs

The Department Chairs report to the Dean and are responsible for the general direction and supervision of the department. Departmental Chair functions are described in section 2.8.1.

2.5.7.4 Standing Committees

- Admissions Committee (for each department with a Professional Components)
- Biosafety Committee
- Clinical Education Committee
- Council of Chairs
- Curriculum & Academic Programs Planning Committee

- Faculty Tenure Committee
- Faculty Promotion Committee
- Research Committee
- Scholarship Committee
- Textbook Committee

2.5.8 College of Nursing

The College of Nursing consists of the Departments of Adult Health Nursing, Community/Mental Health Nursing, and Maternal/Child Health Nursing.

2.5.8.1 Dean

The Dean is the executive officer of the college and reports to the Executive Vice President and Provost. Responsibilities of the Dean are described in section 2.7.

2.5.8.2 Associate Dean, Academic Affairs

The Associate Dean for Academic Affairs reports to the Dean and has the following responsibilities:

- Provide leadership in the development and maintenance of college academic programs;
- Promote the image of the college through community service and public relations activities;
- Represent college on standing and ad hoc committees;
- Participate in grant development to support college programs;
- Serve as Director of Undergraduate, Graduate, and Doctoral Studies;
- Serve as the Overall Director of the Nurse Practitioner concentrations offered in the graduate programs;
- Oversee recruitment, retention, registration, student advisement, and course scheduling activities;
- Ensure compliance of academic programs with accreditation, certification, and approval organizations including state higher education boards and state boards of nursing;
- Maintain liaison with other colleges of the University;
- Coordinates the College of Nursing admission and graduation ceremonies;
- Provide leadership for the Baldwin County campus;
- Other duties as assigned by the Dean.

2.5.8.3 Assistant Dean, Academic Affairs

The Assistant Dean for Academic Affairs reports to the Dean and has the following responsibilities:

- Provide leadership in the development and maintenance of college academic programs;
- Promote the image of the college through community service and public relations activities;
- Represent college on selected standing and ad hoc committees;
- Participate in grant development to support college programs;
- Assist with activities related to directing the Undergraduate and Graduate Studies;
- Participate in recruitment, retention, and student advisement;
- Maintain liaison with other colleges of the University;
- Assist with compliance procedures and processes;
- Assist with clinical affiliation documentation and requirements in compliance with college policies and procedures;
- Assist with accreditation activities and reports for the college;
- Other duties as assigned by the Dean.

2.5.8.4 Associate Dean, Research, Evaluation, and Development

The Associate Dean for Research, Evaluation, and Development reports to the Dean and has thefollowing responsibilities:

- Promote the image of the college through community service;
- Garner and coordinate resources for assisting faculty with grant proposals, research projects, publications, and presentations;
- Facilitate programs for faculty development and continuing education;
- Oversee evaluation activities of the college;
- Create faculty research development initiatives in the college;
- Develop policies and procedures promoting research and scholarship for the college;
- Oversee grants management and compliance for the college;
- Create sustainable community partnerships for the college;
- Provide guidance for proposal development and submission to funding agencies;
- Participate in accreditation activities for the college;
- Engage alumni participation in college assessment activities;
- Represent college on selected standing and ad hoc committees;
- Other duties as assigned by the Dean.

2.5.8.5 Assistant Dean, Clinical Affairs

The Assistant Dean for Clinical Affairs reports to the Dean and has the following responsibilities:

- Provide leadership in the development and maintenance of clinical affiliation agreements;

- Serve as the liaison with the University in the state authorization process;
- Monitor boards of nursing and other regulatory and accreditation requirements that affect clinical placements and ensure compliance;
- Prepare reports as requested by regulatory agencies to retain compliance with requirements;
- Participate in grant development to support college programs;
- Provide leadership for the development of clinical sites and for the identification, orientation, and evaluation of preceptors;
- Maintain liaison with faculty in all matters regarding clinical placement of students;
- Represent the college on selected standing and ad hoc committees as assigned;
- Other duties as assigned by the dean.

2.5.8.6 Director, Community Engagement

The Director for Community Engagement reports to the Dean and has the following responsibilities:

- Assist with development of strategic outcomes for the college;
- Identify external funding to support initiatives relevant to the mission of the college;
- Cultivate the climate throughout the college that fosters internal community engagement and the development of external community partnerships;
- Design, develop, and assess strategic community engagement plans for the dean's office;
- Develop partnerships focused on building collaborative relationships in the community;
- Serve as a resource to the Curriculum Committees on community engagement in the educational and curricular programs within the college;
- Represent the college on selected standing and ad hoc committees as assigned;
- Other duties as assigned by the dean.

2.5.8.7 Director, Special Projects and Evaluation

The Director for Special Projects and Evaluation reports to the Dean and has the following responsibilities:

- Provide leadership in the accreditation activities for the college;
- Ensure the completion of evaluation activities and assessment requirements in the college;
- Identify and apply for external funding to support initiatives relevant to the mission of the college;
- Assist the Associate Dean for Research, Evaluation and Development in assisting faculty to locate and develop competitive proposals for grant funding;
- Offer post-award assistance to project directors with implementation and fulfillment of grant reporting requirements to the funding agency;

- Implement activities to promote research and scholarship in the college;
- Assist faculty with research/scholarship activities;
- Represent the college on evaluation, assessment, and selected ad hoc committees;
- Other duties as assigned by the Dean.

2.5.8.8 Department Chairs

The Department Chairs report to the Dean and serve as senior administrative and academic officers for their departments. Departmental Chair functions are described in section 2.8.1.

2.5.8.9 Standing Committees

- Evaluation Committee and Assessment Sub-Committees
- Graduate Admissions and Progression Committee
- Graduate Curriculum Committee
- Graduate Faculty Organization
- Heritage Committee
- Technology Committee
- Student-Faculty Committee
- Undergraduate Admissions and Progression Committee
- Undergraduate Curriculum Committee
- Undergraduate Faculty Organization

2.5.9 Global USA

Global USA consists of the Offices of Global Outreach, Immigration, International Admissions and Student Programs, International Education, the Center for Continuing Education and Conference Services, and the USA Baldwin County Campus, Fairhope.

2.5.9.1 The Associate Vice President

The Associate Vice President for Global Engagement is the executive officer of the Global USA Division and reports to the Executive Vice President and Provost. The Associate Vice President for Global Engagement oversees all international affairs for the University, provides leadership in setting the direction of the Global USA division, is responsible for establishing goals, creating a strategic plan and evaluating the division's overall effectiveness in achieving the stated goals and objectives. The responsibilities of the Associate Vice President include: Managing and maintaining clearinghouse of all international memorandums of understanding, agreements, and partnerships for the University;

- Reviewing and approving all international academic agreements and partnerships;
- Welcoming and hosting international visitors and governmental delegations to the University;

- Representing the University while traveling both domestically and internationally to develop partnerships with foreign governments, embassies, international universities, and programs;
- Supervising all Directors, Assistant Directors, Coordinators, and Staff in Global USA and at the Baldwin County Campus;
- Annually evaluating all department Directors within the division;
- Annually reviewing/evaluating all division Staff;
- Recommending personnel for University committees;
- Maintaining adequate personnel and financial records for the division;
- Working with Global Outreach to create a strategic plan of international recruitment;
- Overseeing and supporting the International Faculty Ambassador Program;
- Working with Immigration to assure compliance with and enforce Federal and State laws and policies;
- Working with International Admissions and Student Programs to assure compliance with University policies regarding acceptance of new students and supports efforts to increase international student retention;
- Working with the Office of International Education to promote and support opportunities for Study Abroad;
- Overseeing and Leading the Executive Study Abroad Program on Leadership with the President and Executive Vice President;
- Supporting and facilitating the efforts of the Center for Continuing Education and Conference Services, which provides a broad range of non-credit programs, as an external outreach for the University;
- Overseeing all the facilities that comprise all of the USA Baldwin County Campus, promoting the University on the Eastern Shore, and building positive relations with local institutions and businesses;
- Responsible for working with university departments to schedule and promote course offerings and collaborating with the Center for Continuing Education and Conference Services to build and present camps and conferences at the USA Baldwin County Campus;
- Assigning space, facilities, and equipment resources allocated to the division, including the maintenance of all university facilities located in Fairhope, AL in order to provide an attractive and welcoming venue for community events;
- Recommending and overseeing any division facilities alterations, remodeling, and new construction in any of the buildings in which they are housed;
- Promoting a positive image of the division and the University through public relations, social media and service activities;
- Performing other duties and functions as deemed to be in the best interest of the division and University; and,
- Performing other duties and functions as assigned by the Executive Vice President and Provost.

2.5.9.2 Executive Director, Outreach and Professional Development

The Executive Director of Outreach and Professional Development is directly responsible to the Associate Vice President for Global Engagement. The Executive Director will oversee all aspects of the Office of Global Outreach and the Center for Professional and Continuing Education. Provides strategic vision and leadership in developing and expanding the visibility and outreach of the Offices of Global Outreach and the Center for Professional and Continuing Education at the University of South Alabama. Fosters strong, dynamic relationships with campus partners and stakeholders, including deans, chairs, faculty, staff, and external domestic & international partners, to enhance collaboration and support of Outreach and Continuing Education's mission and goals. Oversees and implements the University of South Alabama's strategic plan for international student recruitment. Develops collaborative partnerships with the business community, health care industry, educational institutions, university departments, and state/federal agencies to promote and identify programming opportunities. Develops and executes a successful growth strategy for non-credit courses (professional and personal development) through collaboration with faculty and staff at the University of South Alabama as well as third-party vendors. Designs, plans, and implements innovative on-campus and online educational solutions and instructional design models for continuing education programs. Develops and executes a successful growth strategy for camps for school-aged children during the summer, establishing new, relevant camps for prospective students. Develops and builds programs at off-site locations, including the Baldwin County Campus, to increase the outreach of continuing education programming to both children and adults. Solicits grant funding to further the goals and objectives of the continuing education program and its partners. Coordinates data collection and reporting for purposes of analyzing enrollment and growth trends, ensuring compliance and accountability, assessing educational effectiveness, and ensuring effective program review. Directs day-to-day operations, monitors budgets, and supervises and hires staff, ensures all recruitment and continuing education staff are hired and compensated according to all university guidelines.

2.5.9.3 Director, Office of Immigration

The Director of the Office of Immigration reports directly to the AVP for Global Engagement and is responsible for immigration compliance for nonimmigrant students, faculty, and staff associated with the University. This office is also responsible for the development and implementation of policies and procedures associated with U.S. immigration compliance functions for foreign nationals associated with current and potential faculty/staff employment, J exchange scholars (including postdoctoral trainees, degree and non-degree students, professors and research scholars), academic/co-curricular exchange program participants and international guests.

2.5.9.4 Director, Office of International Admission and Student Programs

The Director of International Admissions and Student Programs reports directly to the AVP for Global Engagement. This position oversees the Office of International Admissions and Student programs. The Director oversees the evaluation and acceptance of international student applications, creating the student's permanent record. The Director is also responsible for overseeing the onboarding of new international students through orientation programs each semester, as well as overseeing International Student Programs, which serves the cultural, educational, social, and recreational interests of the international student population on the campus of the University of South Alabama.

2.5.9.5 Executive Director, Global Engagement

The Executive Director reports directly to the AVP for Global Engagement and oversees the Office of International Education and supports the Office of Immigration. The Executive Director is responsible for developing and administering study abroad, establishing international academic exchange programs, reviewing and approving university related travel abroad for students, faculty, and staff, serves as a resource for international visitor protocol and provides leadership concerning external grants and contract applications to promote and strengthen global engagement at USA. The Executive Director also assists in the development, approval, management and maintenance of institutional international agreements, facilitates cross-cultural collaborations and serves as the university's main contact for the Fulbright Program.

2.5.10 Honors College

The Honors College consists of University Honors and Departmental Honors.

2.5.10.1 Dean

The Dean is the executive officer of the college and reports to the Executive Vice President and Provost. Responsibilities of the Dean are described in section 2.7.

2.5.10.2 Advisor II, Honors College

The Advisor reports to the Dean and has the following responsibilities:

- Academic Advising of new and continuing students in the Honors College
- Coordination of student advising and student/college records;
- Coordination of College Scholarship process and awards
- Coordination of university Bulletin revisions;
- Coordination of annual assessments;
- Assist with College Recruitment;
- Other duties as assigned by the Dean.

2.5.10.3 Advisor I, Honors College

Advisor reports to the Dean and has the following responsibilities:

- Academic Advising of Pre-Health Students in Honors College;
- Other Duties as assigned by the Dean.

2.5.10.4 Office of Undergraduate Research (OUR) Director

Director reports to the Dean and has the following duties;

- Plans and oversees Summer Undergraduate Research Fellowship (SURF) program;
- Facilitates undergraduate research opportunities campus-wide;

- Other duties assigned by the Dean.

2.5.10.5 OUR/Honor College Coordinator

The Coordinator reports to the Dean and has the following duties

- Supports the OUR Director in managing the SURF and other Undergraduate Research endeavors;
- Tracks purchasing and spending within the College and the OUR;
- Assists with planning and hosting College Community Events;
- Other duties as assigned by the Dean.

2.5.10.6 Standing Committees

- Honors Faculty Advisory Committee (HFAC)
- Curriculum and Policy Subcommittee
- Recruitment and Admissions Subcommittee
- Research and Mentoring Subcommittee
- Development and Outreach Subcommittee
- Community and Events Subcommittee

2.5.11 The Graduate School

2.5.11.1 Dean

The Associate Vice President for Academic Affairs/Dean of the Graduate School is the executive officer of the Graduate School and reports to the Executive Vice President and Provost. The Associate Vice President/Dean of the Graduate School has the following responsibilities:

- Provide leadership to support graduate students and faculty in the development of scholarly and creative activity;
- Work with the academic Deans to improve the quality of graduate programs through program development, student recruitment, and enhancement of support for graduate fellowships, assistantships, and related opportunities;
- Provide leadership to the Graduate Council in the development, implementation, and evaluation of policies governing graduate programs;
- Administer graduate assistant program;
- Provide appropriate models for determining and evaluating quality of graduate programs;
- Represent the University in state, regional, and national organizations - graduate program administrators;
- Provide leadership to and act as director for the Office of Postdoctoral Education;
- Carry out other duties as assigned by the Executive Vice President and Provost.

2.5.11.2 Standing Committees

- Graduate Council

2.5.11.3 Graduate Faculty

The Graduate Faculty consists of those members of the faculty who have been designated by the Graduate Dean acting upon appropriate nominations from the academic unit. Nominations are made by completing the appropriate form. The form must be signed by the Department Chair, College/ School Dean, and the Dean of the Graduate School. Such designations provide for classification of Teaching Members, Associate Members, and Full Members of the Graduate Faculty.

Teaching Members of the Graduate Faculty must have:

- An academic appointment
- Normally, the terminal degree appropriate to the field or relevant special expertise;
- Demonstrated competence in teaching at the upper-division and/or graduate level;
- A letter of support from the Dean or designee;

Reviews and requests for reappointment are conducted at three-year intervals. Teaching members may teach approved graduate courses (500-level or higher). All course assignments must be approved by the Graduate School prior to the first time the course is taught. Under exceptional circumstances, teaching members may be approved by the Graduate School to serve on thesis committees.

Associate members of the Graduate Faculty must have:

- An academic appointment at the rank of assistant professor or higher;
- Normally, the terminal degree appropriate to the field;
- Evidence of scholarly/professional activities;
- Demonstrated competence in teaching at the upper-division and/or graduate level;
- The recommendation of a majority of graduate faculty in the appropriate department;

Reviews and requests for reappointment are conducted at three-year intervals. Associate members may teach graduate courses (500-level or higher), serve on graduate degree examination and thesis committees, and Chair master's thesis committees.

Full Members of the Graduate Faculty must have:

- An academic appointment at the rank of assistant professor or higher;
- Normally, the terminal degree appropriate to the field;
- Demonstrated competence in teaching at the upper-division and/or graduate level;
- Experience in having served on or chaired thesis/dissertation committees or directed other appropriate research;

- Current and continuing interest in creative research as evidenced by ongoing scholarly activity, usually resulting in peer-reviewed publication (e.g., three refereed publications/activities in the field within the past five years); and
- A letter of support from the Dean or designee.

Reviews and requests for reappointment are conducted at five-year intervals. Full members may teach graduate courses (course 500 or higher), serve on graduate degree examination committees, serve on master's thesis and Ph.D. Dissertation committees, and Chair doctoral dissertation advisory committees and master's thesis committees.

Administrative appointees to the Graduate Faculty are for a specified period of time and must have:

- A terminal degree or special expertise relevant to serving on a thesis/dissertation committee or teaching a graduate course; and
- A letter of support from the Dean or designee.

2.5.12 School of Computing

The School of Computing (SoC) offers four core programs in computer science, information systems, information technology and health informatics and has primary focus areas in cybersecurity and artificial intelligence/machine learning.

2.5.12.1 Dean

The Dean is the executive officer of the school and reports to the Executive Vice President and Provost. Responsibilities of the Dean are described in section 2.7.

2.5.12.2 Associate Dean

The Associate Dean of the SoC reports to the Dean and has the following responsibilities:

- Coordination of undergraduate studies for the College;
- Coordination of graduate studies for the college
- Responsible for registration and orientation activities;
- Coordination of student advising and student records;
- Oversight of class schedules;
- Coordination of university Bulletin revisions;
- Coordination of faculty research and development;
- Grant budget review and development;
- Review, evaluation, and processing of student issues;
- Oversight of the College-Level Committee;
- Oversight of Hiring Procedures and Policies;
- Other duties as assigned by the Dean.

2.5.12.3 Director, Graduate Studies

The Director of Graduate Studies reports to the Dean and has the following responsibilities:

- Leadership for Master's and Ph.D. program planning;
- Implementation of the policies of the graduate program of the University;
- Liaison between the Dean of the Graduate School and SoC; and
- Serve as needed on Master's and Ph.D. committees.

2.5.12.4 Department Chairs

The Department Chairs report to the Dean and are responsible for the general direction and supervision of the department. Departmental Chair functions are described in section 2.8.1.

2.5.12.5 Standing Committees

- Faculty Recruiting Search Committee
- Academic Standards Committee
- Promotion and Tenure Committee
- Faculty Development Committee

2.5.13 University Libraries

2.5.13.1 Executive Director of University Libraries

The Executive Director of University Libraries reports to the Executive Vice President and Provost is responsible for the proper administration of the University Libraries. The Executive Director's responsibilities include:

- Formulation and supervision of policies and regulations governing the use of the libraries, materials, and services;
- Supervision of the Biomedical Library;
- Supervision of the Marx Library;
- Supervision of the Mitchell College of Business Library;
- Supervision of the McCall Rare Book and Manuscript Library;
- Supervision of the library faculty and staff, including evaluations and making recommendations for appointments, promotion, and tenure to the Executive Vice President and Provost;
- Administration of library budgets;
- Supervision of ordering, cataloging, and accessibility of all library collections and electronic materials;
- Making the resources and services of the libraries well known to potential users;

- Preparation of reports, studies, and analyses that describe and evaluate library collections, services, and use;
- Receiving and considering recommendations and suggestions from the student body which may aid in improving collections, services, and use of the Libraries;
- Serving as ex-officio member of the University Libraries Committee;
- Carrying out other duties as assigned by the Executive Vice President and Provost.

2.5.14 Office of Enrollment Services

2.5.14.1 Associate Vice President, Enrollment Services

The Associate Vice President for Enrollment Services reports to the Executive Vice President and Provost and is responsible for the Offices of Admissions, New Student Recruitment, Prospective Student Programs & New Student Orientation, Enrollment Services Communication Center and Student Publicity.

2.5.14.2 Executive Director, Office of Admissions

The Executive Director of Admissions reports to the Associate Vice President for Enrollment Services and has the primary function of facilitating the admission of qualified students applying for admission to the University of South Alabama, evaluating all applications for admission. The Director is responsible for the initiation of the student data base, including the collection of statistical information used to establish the student's permanent record. The Executive Director also oversees the CRM that is used for both undergraduate and graduate admissions, and assists the Associate Vice President in managing the Office of New Student Recruitment.

2.5.14.3 Director, Office of New Student Recruitment

The Director of the Office of New Student Recruitment reports to the Associate Vice President for Enrollment Services and is responsible for developing and implementing strategies to identify and recruit new students to the University.

2.5.14.4 Director, Office of Prospective Student Programs & New Student Orientation

The Director of the Office of Prospective Student Programs & New Student Orientation is responsible for on boarding new students to the University through comprehensive Orientations programs each Fall, Spring, and Summer semester each year. In addition, the Director is responsible for organizing special recruitment events for the Office of New Student Recruitment.

2.5.14.5 Associate Director, Enrollment Services Communications Center

The Associate Director of the Enrollment Services Communications Center is responsible for managing the Communications Center and the student staff within the Center and manages the outgoing communications to new students via phone calls, emails, blogs, social media, and text messaging.

2.5.15 Office of Student Academic Success

2.5.15.1 Associate Vice President for Student Academic Success

The Associate Vice President for Student Academic Success reports to the Executive Vice President and Provost and is responsible for:

- Lead USA's Second Year Experience program;
- Lead USA's First Year student learning communities;
- Leadership for student access and success, including academic offices that support students at the institution: Academic Advising and Transfer Services, Career Development, and the Center for Academic Excellence;
- Leadership for the Student Success Team, a cross-divisional team that meets bi-weekly to remove barriers to student progression and degree completion widely (including policy recommendations, initiatives, practices), resulting in various additional actions to support student access and success;
- Contribute to development of student success metrics and report on progress;
- Contribute to development of accessible data to support student persistence and completion and make the data available to users;
- Collaborate with Finance/Administration to support South CARES and the One Stop, to deliver need-based aid and other emergency funds for students;
- Lead advising relationships and coordinating curriculum with all partners and students involved in regional partnership with 2 year institutions (Pathway USA and Map Your Path to USA);
- Lead USA's membership in Education Advisory Board's student success technology Navigate, implemented and support the technology across all Colleges and Schools and university offices
- Collaborate to design, implement, and assess initiatives or practices to support student access and success, including but not limited to Scholarship Earn Back programming, attendance outreach, and academic progress reports;
- Other duties as assigned by the Executive Vice President and Provost.

2.5.16 Office of the Registrar

2.5.16.1 University Registrar

The University Registrar reports to the Executive Vice Provost for Academic Affairs and is responsible for monitoring the release of specific student data and maintaining the integrity of all student records, (i.e., ensuring the accuracy, confidentiality, and security of these records). The University Registrar supervises the organization and maintenance of all student academic records systems including evaluation of all transfer credit, registration, and transcripts; the coordination of student academic data with the Computer Center; the development and implementation of new technological applications; and the management of budgetary matters and personnel for the Office of the Registrar. The University Registrar is the certifying official for

enrollment, degree verification, and NCAA student-athlete academic eligibility, is the FERPA compliance officer, and serves on other University committees by appointment.

2.5.16.2 Senior Associate, Associate, and Assistant Registrars

The Senior Associate and Associate Registrars report to the University Registrar and assist in supervising and coordinating all aspects of the Registrar's Office, such as graduation, registration, academic records functions, and general office supervision, including student assistants. The Senior Associate Registrar interacts with the Deans, faculty, staff, and students concerning implementing University policies and procedures. In the absence of the University Registrar, the Senior Associate Registrars assume responsibility for the office.

2.5.17 Office of Military Services

2.5.17.1 Director, Office of Military Services

The Director of the Office of Military Services leads and expands support for active-duty service members, veterans, and their families at the University of South Alabama. This role provides strategic direction, oversees military-specific programs and benefits, and fosters partnerships with military installations and government agencies. The Director ensures military-affiliated students have access to educational opportunities, scholarships, and resources, while creating a welcoming environment that eases the transition from military to academic life. The Director also serves as an advocate and advisor to university leadership on military-related issues.

2.6 Whiddon College of Medicine and Medical Affairs

2.6.1 Dean, Whiddon College of Medicine/Vice President for Medical Affairs

The Dean, Whiddon College of Medicine/Vice President for Medical Affairs reports to the President and is the principal academic officer for the academic programs in the Whiddon College of Medicine. In this capacity, the Dean, Whiddon College of Medicine/Vice President for Medical Affairs has administrative responsibility and authority for academic programs and the faculty and staff in the Whiddon College of Medicine.

2.6.2 Senior Associate Dean

The Senior Associate Dean reports to the Dean of the College of Medicine/Vice President for Medical Affairs concerning the academic and support functions of the college, and has the following responsibilities:

- Supervises Associate Deans for medical education, student affairs, research, accreditation and planning, faculty affairs and faculty development/professional development, and finance and administration;
- Accepts special assignments from the Dean.

2.6.3 Associate Dean for Research

The Associate Dean for Research reports to the Dean of the Whiddon College of Medicine (Whiddon COM), and is charged to promote the overall research mission of the College with the following responsibilities:

- Oversees the USA Health Clinical Trials Office, the Health System Grants Administration Office, the Whiddon COM Office of Research Educational and Training, and the Whiddon COM Facilities department;
- Oversees research core facilities, and other research infrastructure and facilities in the College;
- Manages the Whiddon COM Intramural Grants Program;
- Advises on the allocation of research space and funds for research equipment;
- Works collaboratively with the Associate Dean for Faculty Affairs/Faculty Development to organize training and/or mentoring programs on research-related topics;
- Represents the Whiddon College of Medicine to the University Colleges Research Council and to the university Facilities Management Division;
- Accepts special assignments from the Dean.

2.6.4 Associate Dean for Faculty Affairs and Faculty Development

The Associate Dean for Faculty Affairs and Faculty Development reports to the Dean of the Whiddon College of Medicine (Whiddon COM) and is charged with organizing, growing and implementing faculty development/ professional development initiatives across the Whiddon COM and oversees the Office of Faculty Affairs with the following responsibilities.

- Develop, implement, oversee a college-wide faculty development portfolio, making optimal use of university resources;
- Work with chairs to successfully retain and mentor faculty and to develop forward thinking faculty;
- Work with chairs on recruitment methodologies and policies;
- Serve as a resource for faculty regarding annual evaluation, promotion and tenure processes;
- Maintain current knowledge of all departmental/university processes and protocols for faculty;
- Work with other units in Whiddon COM to ensure progress toward strategic planning efforts related to faculty and staff;
- Recommend and implement policies pertinent to faculty;
- Foster an environment sensitive to the university’s mission and considers inclusiveness;
- Respond to and assist with the resolution of faculty concerns;
- Supervises Asst. Dean, Faculty Development/Professional Development and Executive Director, Faculty Affairs; and,

- Accepts special assignments from the Dean.

2.6.5 Associate Dean for Medical Education

The Associate Dean for Medical Education reports to the Senior Associate Dean of the Whiddon College of Medicine concerning activities in medical education of the college, and has the following responsibilities:

- Administers the Division of Medical Education;
- Works with the Curriculum Committee in development and administration of the undergraduate medical education program;
- Supervises Assistant Deans for Medical Education; and,
- Accepts special assignments from the Dean.

2.6.6 Associate Dean for Student Affairs

The Associate Dean for Student Affairs reports to the Senior Associate Dean of the Whiddon College of Medicine concerning medical student affairs, and has the following responsibilities:

- Administers the Office of Student Affairs, including the Student Records and Financial Aid;
- Coordinates the National Resident Matching Program including the Match Week activities;
- Coordinates college Honors Convocation and related activities;
- Oversees the Medical Student Affairs Committee and Student Promotion and Evaluation Committee;
- Works with Student Assembly Officers and Faculty Advisory Group;
- Supervises Assistant Dean for Student Affairs; and,
- Accepts special assignments from the Dean.

2.6.7 Associate Dean for Graduate Medical Education

The Associate Dean for Graduate Medical Education (GME) reports to the Dean of the Whiddon College of Medicine concerning activities related to residency and fellowship training programs in USA Health and has the following responsibilities:

- Oversees the Office of Graduate Medical Education;
- Oversees GME programs and maintenance of standards for ACGME program accreditation;
- Collaborates with leaders in USA Health to ensure a clinical learning environment conducive for resident and fellow training; and,
- Accepts special assignments from the Dean.

2.6.8 Associate Dean, Health Advancement/Assistant Vice President for Medical Affairs

The Associate Dean, Health Advancement/Assistant Vice President for Medical Affairs reports to the Dean of the Whiddon College of Medicine/Vice President for Medical Affairs concerning

activities related to education about health disparities in the college and USA Health, and has the following responsibilities:

- Oversees the Office of Health Advancement;
- Works with the Executive Director of the Office of Faculty Affairs to coordinate faculty orientations, department in-service sessions, and faculty development workshops;
- Supervises the Assistant Dean, Health Advancement; and,
- Accepts special assignments from the Dean.

2.6.9 Associate Dean for Accreditation and Planning

The Associate Dean for Accreditation and Planning reports to the Dean of the Whiddon College of Medicine/Vice President for Medical Affairs concerning activities related to University and Whiddon College of Medicine accreditation including, but not limited to, Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) and the Liaison Committee for Medical Education (LCME). The Associate Dean is also responsible for Strategic Planning design, implementation, and assessment. The Associate Dean has the following responsibilities:

- Maintain all records and prepare reports for compliance with LCME accreditation;
- Coordinate with the University Office of Institutional Effectiveness to comply with SACSCOC requirements;
- Oversee the Continuous Quality Improvement Committee (CQI);
- Oversee attainment of the College Strategic Plan;
- Supervises the Assistant Dean for COM Institutional and Academic Success; and
- Accepts special assignments from the Dean.

2.6.10 Associate Dean for Finance and Administration

The Associate Dean, COM Finance and Administration reports directly to the Dean of the College of Medicine and oversees all budgetary, financial, human resource and payroll processes in the College Medicine. In addition to general oversight of these areas, the Associate Dean also oversees the following areas:

- COM Business Office - provides support to the Dean's office, COM departments and centers to include audit functions, financial statement preparation, processing of all business activities for the college.
- Center for Strategic Health Innovations - focuses on health information technology and research to improve quality and to decrease cost of medical care
- Center for Disaster Preparedness - works with Alabama Department of Public Health and nine healthcare coalitions to provide disaster training and preparedness throughout the state of Alabama.
- Educational Technologies and Services - provides computer and audio-visual support and on-site technology integrations for the college.
- COM Support Services –provides administrative and interpersonal relations support to COM departments, works with administrators to communicate policies and procedures; supports and manage staff professional development, special projects and special events in COM

2.6.11 Assistant Deans

Assistant Deans in the Whiddon College of Medicine oversee activities in the areas of admissions, health advancement, accreditation and planning, undergraduate medical education, student affairs, and faculty development/professional development.

2.6.12 Department Chairs

Whiddon College of Medicine Department Chairs report to the Dean and serve as senior administrative officers for their department. Chairs work with the Dean's office on issues related to budget, faculty and research development. Chairs are responsible for faculty evaluation and development.

2.6.13 Standing Committees

As outlined in the Whiddon College of Medicine Bylaws, standing committees include:

- Admissions Committee
- Basic Medical Sciences Executive Committee
- Continuing Medical Education Committee
- Continuous Quality Improvement Committee
- Curriculum Committee
- Executive Council
- Faculty Committee on Appointments, Promotions and Evaluations
- Graduate Medical Education Committee
- Medical Student Affairs Committee
- Student Promotions and Evaluations Committee
- Student Research Committee
- University Committees with Whiddon COM standing appointments
    - Institutional Animal Care and Use Committee
    - Institutional Biosafety Committee
    - Institutional Review Board
    - Radiation and Laser Safety Committee

2.6.14 Faculty Assembly

As outlined in the Whiddon College of Medicine Bylaws, the Faculty Assembly consists of all members of the regular faculty holding the rank of Lecturer or above in the Whiddon College of Medicine. The Assembly participates in the working governance of the college through participation in college committees. Officers of the Faculty Assembly are the Immediate Past President, President, Vice President (President Elect), and Secretary. The Assembly leadership acts as a Committee on Committees to organize faculty election to college committees.

2.7 Administration of Colleges/Schools

2.7.1 Role and Responsibility of the Dean

As the executive officer, the Dean provides leadership in setting the direction of the college/school. With input from appropriate constituency groups, the Dean is responsible for establishing a vision for the college/school, for creating a strategic plan and for evaluating the college/school's overall effectiveness in achieving the stated goals and objectives. The responsibilities of the Dean include:

- Develop academic programs of the college/school compatible with the mission statement of the University;
- Evaluate and make recommendations for appointment, reappointment, promotion, tenure, dismissal, and salary of faculty members in consultation with appropriate Chairs, and departmental committees;
- Evaluate and make recommendations for appointment, reappointment, dismissal, and salary of departmental Chairs and Associate Deans in consultation with the Executive Vice President and Provost (except in the case of the College of Medicine) and departmental Chairs;
- Evaluate and make recommendations for appointment, reappointment, dismissal, and salary of college/school office personnel;
- Foster faculty development in teaching, research, and service;
- Assign academic and professional responsibilities to the faculty, and associate Deans;
- Appoint faculty to committees to assist in the developing of curricula and programs and policies pertaining to the academic affairs of the college/school;
- Recommend faculty appointments to the University committees;
- Maintain adequate personnel and financial records of the college/school;
- Conduct meetings for faculty and Chairs to ensure effective communications;
- Administer and supervise the academic programs, departments, policies, and regulations of the college/school;
- Develop and supervise the academic (and clinical) schedules of the programs of the college/ school;
- Coordinate college/school programs with other colleges and divisions of the University;
- Maintain academic standards and enforce policies and procedures of the University, the college/ school, and the departments;
- Establish the criteria for eligibility of students to enter and graduate from the programs of the college/school;
- Certify completion of degree requirements by candidates for graduation;
- Approve the credits offered by students in partial fulfillment of the requirements for the respective programs administered by the college/school;

- Provide leadership in all matters relative to the accreditation/reaccreditation of college/school programs;
- Prepare, recommend, and administer the budgets of the college/school;
- Assign space, facilities, and equipment resources allocated to the college/school
- Recommend and oversee college/school facilities alterations, remodeling, and new construction;
- Review all publications originating within the college/school;
- Promote the image of the college/school and University through public relations and service activities;
- Perform such other duties and functions as deemed to be in the best interest of the college and University;
- Perform such other duties and functions as assigned by the Executive Vice President and Provost or, in the case of the Dean, College of Medicine/Vice President for Medical Affairs, the President.

2.8 Administration of Academic Departments

2.8.1 Role and Responsibility of the Department Chair

The Department Chair is both a faculty member and an administrator. The basic orientation is toward the role of a faculty member, but the Chair also functions as an administrator and performs as an integral member of the administration. The Department Chair is responsible for the general direction and supervision of the department, reporting to the Dean of the respective college. The Department Chair is responsible for:

- Planning, recruiting, and recommending the appointment of faculty members;
- Evaluating annually, and as directed, the performance of departmental faculty and making recommendations with respect to salaries, promotions, tenure, and retention;
- Measuring and reporting student learning outcomes to continuously improve each program within the department;
- Planning and recommending departmental programs and curricular changes, additions and deletions, coordinating with others when needed and as directed;
- Recommending departmental class schedules, semester and annually;
- Planning and recommending departmental space needs;
- Developing and supervising a departmental protocol for advising students;
- Recommending annual budget requests, and after appropriations, supervising expenditures;
- Serving as custodian of all instructional property assigned to the department, including receipt, assignment, and eventual disposition;
- Teaching and conducting research/scholarly activities;
- Promoting/advancing the research productivity of faculty;
- Promoting excellence in teaching and learning;

- Performing other duties as assigned by the Dean, including special projects.

Further detail and elaboration of the role, responsibilities, and duties of the Department Chair are given below.

2.8.2 Departmental Governance

2.8.2.1 The Position of the Chair

The Department Chair is the chief administrator of the department and shall be responsible for the academic, personnel, financial, and administrative needs of the department. The Department Chair has two primary responsibilities: administrator of the department and academic leader of that faculty in the development of the department's programs. The faculty should have a deep interest in the administrative decisions that condition the department's capacity for implementing its policies. Consequently, continuing interaction must occur between the Chair and the faculty in a climate of mutual respect and in recognition of their respective roles as outlined in this policy.

By virtue of the position, the Chair is able to initiate actions and establish procedures, and should regard it as a specific responsibility to see that the faculty have adequate opportunity to discuss all matters, even those primarily administrative, that bear upon the department's development and direction.

The Chair has a responsibility to promote appropriate communications and to keep faculty members informed of matters affecting the department.

The Chair's leadership of the department includes securing the advice of the faculty and keeping them informed, not only of formal administrative decisions but also, of broad directions and developments in the formative stage. In short, faculty members should participate in the affairs of the department, and the Chair must encourage the faculty to become actively engaged in departmental planning.

2.8.2.2 General Guidelines for Departmental Chairs

Inasmuch as departments vary greatly in size and complexity, methods appropriate for one may be inappropriate for another. Each Chair will be expected, however, to submit to the Dean of the college an acceptable arrangement to assure appropriate consultation with the faculty. In matters for which the faculty have primary responsibility, e.g., curricula, standards of instruction, and requirements for degrees, action will be required by the faculty as a whole or by a representative committee of the faculty. In transmitting recommendations on such matters, the Chair must certify that the action has been approved by the faculty or by such a committee. In matters for which the Chair has primary responsibility, e.g., recommendations for appointments and reappointments, promotions, leaves, salary increases, budgetary allocations, and the general administration of the department, appropriate consultation with the faculty is expected before a decision is reached.

Advisory committees may be helpful, particularly in the larger departments. The formality of this advisory machinery may be left to the discretion of the Chair as well as the makeup or method of selection of such committees. However, the Chair should take care to involve most, if not all,

of the faculty in departmental decision-making activities and should not depend exclusively upon a few especially compatible colleagues. Two points should be remembered: 1) The Chair is expected to seek advice; 2) final decisions at the departmental level on these matters are those of the Chair and must be considered as final departmental decisions.

Departmental faculties should have ample opportunity to meet as a body to discuss departmental business. Departmental meetings should be scheduled regularly, at least, bi-monthly, unless the faculty (not the Chair) feel the informal contacts of daily operations make such formal sessions superfluous. Informal contacts would presumably suffice only in small departments.

In addition to regularly scheduled meetings, a departmental meeting should be called whenever at least one-third of the faculty request a meeting. Opportunity should be given at any such meeting for the discussion of new and old business without limitation, except as faculty members themselves might rule to limit discussion. The Chair should not restrict the agenda of a meeting or abruptly terminate a meeting unless a majority of the faculty agree to such arrangements.

Minutes of departmental meetings should be prepared and distributed to the departmental faculty, the Dean of the college, the Associate Dean of the College, and the Executive Vice President and Provost. A copy should be retained on file in the department.

Because the perspectives of students can add a valuable component to department planning, the Chair should implement appropriate processes to ensure adequate opportunities for student input.

2.8.2.3 Responsibilities of Departmental Chairs

1. Academic Responsibilities

The Department Chair will involve the faculty in determining educational policy within the broader outlines of those policies already established within the college and the University. Such departmental policy would include the establishing of curricula and departmental majors, developing the department's faculty, establishing standards of instruction, evaluating instruction within the department, and determining requirements for graduation. Chairs in the Colleges of Allied Health Professions, Medicine, and Nursing also oversee and/ or approve clinical activities. Thus, the Department Chair should encourage excellence in teaching; engage the faculty in the evaluation of teaching; establish appropriate arrangements for the supervision and approval of graduate theses/ dissertations and for the advising and guidance of both undergraduate and graduate students within the department; encourage the organization and operation of appropriate student seminars, convocations, student groups, and clubs within the department; participate in teaching and research; maintain appropriate relationships with the technical, scientific, and scholarly organizations within the discipline; and effect an appropriate library collection. Those departmental operations that concern primarily the formulation of educational policy, including curriculum requirements, are the primary responsibility of the faculty. The faculty must act to effect changes.

2. Personnel Responsibilities

The Department Chair must assist the Dean and the faculty in recruiting capable faculty by making appropriate recommendations to the Dean; ensuring that appropriate departmental members are recommended for membership to the faculty of the Graduate School; making all other pertinent recommendations about personnel to the college Dean; encouraging effective teaching; encouraging research, writing, and other creative endeavors of departmental members; organizing and supervising the operation of appropriate faculty members and convocations; and assisting, on occasion, in selecting a replacement Chair.

3. Financial Responsibilities

The Department Chair must be involved with budget preparation and with administering the departmental budget, making recommendations to the Dean relative to promotions, salaries, tenure, faculty evaluations, leaves of absence, etc. for departmental faculty members.

4. Administrative Responsibilities

The Department Chair, as the Chief Administrative Officer of the department, shall be responsible for the programs of the department; supervision of the department's staff members, initiating and securing textbook lists for classroom use; preparation of class schedules and teaching assignments; maintaining a liaison with other Department Chairs, officers of the Graduate School and of the University; supervision and management of the physical facilities assigned to the department; making appropriate arrangements for advising student majors of the department; cooperating with and assisting the Dean in evaluating and promoting development of the department's programs of instruction; development and maintenance of contracts with research organizations and foundations on and off campus and with appropriate business, professional, and public groups; serving as liaison between the department and other academic units of the University. The Chair will serve, when assigned, as a member of college or University committees.

Department Chairs, when appropriate, may assign responsibility for program coordination, including observation of classroom instruction and assessment of student learning outcomes, to persons academically qualified in the field.

5. Observation by Supervisors

Because of the usefulness of having firsthand information about an instructor's teaching effectiveness, a faculty member's classroom instruction may be observed by an authorized supervisor, such as a Dean, Department Chair or his/her designee. Such observation is justified where the purpose of the observation is to evaluate the instructor for advancement purposes or to enhance instruction.

Observation of online classrooms by supervisors is to be done in a way that parallels that of traditional classrooms as closely as possible. To this end, supervisors' observation of online classrooms shall be done using a read-only viewing mode.

Furthermore, because faculty teaching in a traditional classroom are aware of supervisory observations, faculty teaching online courses shall be informed that a supervisor will have

access to the faculty's online course for evaluation purposes and shall be notified of when the observation took place and what was observed.

Supervisors who need to view a classroom instructor's gradebook, or feedback provided on individually submitted student work (such as completed papers, tests, and quizzes), may request that such materials be provided by the instructor.

Given the wide variability in disciplines that can affect pedagogical considerations such as format, objectives, content, and methods, departments and/or colleges may elect to develop specific written policies in addition to these general guidelines regarding the conditions regulating classroom observation. Once approved by the Dean, these policies will be made available to the faculty.

2.8.2.4 Appointment of Chairs

Chairs should be appointed after consultation with, and normally in conformity with the judgment of, the members of the department. The Chair's appointment will be recommended by the Dean of the involved college to the Executive Vice President and Provost or Dean, College of Medicine/Vice President for Medical Affairs who, if in agreement, will recommend the appointment to the President of the University.

Chairs may be appointed to term appointments upon recommendation by the college Dean to the Executive Vice President and Provost or Dean, College of Medicine/Vice President for Medical Affairs, after consultation with the departmental faculty.

2.8.2.5 Evaluation of Chairs

Each Chair is evaluated annually by the college Dean with formal input from departmental faculty are described in section 3.18.1.

2.8.2.6 Access of Department Chairs to the Executive Vice President and Provost or Dean, College of Medicine/Vice President for Medical Affairs

Except in unusual circumstances, Departmental Chairs should conduct official university business through the Deans of their respective college/school rather than communicating directly with the Executive Vice President and Provost or President.

Ordinarily, a Chair who wants to make an appointment with the Executive Vice President and Provost or Dean, College of Medicine/Vice President for Medical Affairs on official business must inform them of the purpose of the meeting and obtain his/her approval. The Dean may choose to accompany the Chair, but in any event, the Dean must be informed of the outcome of the meeting.

If the Chair wishes to make an appointment with the Executive Vice President and Provost or Dean, College of Medicine/Vice President for Medical Affairs concerning a subject that is personal in nature, or of a special sensitivity, and there is a reasonable basis for requesting confidentiality, the Chair should inform the appropriate Vice-President accordingly.

The purpose of this procedure is not to restrict access but to establish and maintain appropriate and effective communication lines, simultaneously preserving and enhancing the proper authority of both college Dean and Chair.

2.9 Division of Student Affairs

2.9.1 Vice President for Student Affairs and Dean of Students

The Vice President for Student Affairs reports to the President and is responsible for the operation, coordination, and supervision of the Counseling and Wellness Center; Student Center; Student Activities and University Programs; the University Leadership Center; Title IX; Student Organizations and Leadership Development; Upward Bound; Campus Recreation; Center for Educational Accessibility and Disability Resources (CEADR); Student Government Association; Housing and Dining; and Student Health. The Vice President coordinates several campus-wide honoraries and oversees disciplinary procedures.

2.9.2 Associate Director, Student Organizations and Leadership Development

Associate Director for Student Organizations and Leadership Development is responsible for developing and implementing university guidelines for student organizations in the Office of Student Involvement. Duties include registering each organization and publishing an annual directory. Additional responsibilities include coordinating an annual student leadership development conference and the Freshman Leadership Scholarship Program.

2.9.3 Director, University Leadership Center

The Director of the University Leadership Center provides programs and services in conjunction with the Student Involvement Office; develops and implements retention programs; serves as liaison with the community; provides advice and counsel to students.

2.9.4 Assistant Vice President for Student Affairs

The Assistant Vice President is responsible for supervision, coordination and operations of the Student Center Department, including Student Center Services, Student Activities, Organizations, Leadership, University Programming, Center for Educational Accessibility and Disability Resources (CEADR), and Fraternity and Sorority Life. The Assistant Vice President is responsible for compliance, policy, prevention, and supervision of staff including the Title IX Coordinator, the Title IX Investigator, and the Graduate Assistant for Prevention.

2.9.5 Associate Director, Student Activities for University Programs

The Associate Director is responsible for the supervision of the University Programs Office and advisement of Jaguar Productions which presents community building, implementing activities that serve the cultural, educational, social, and recreational interests of students. Additional responsibilities include supervision of the Coordinator for University Programs and the Graduate Assistant for Jaguar Productions, Student Programming functions through Jaguar Productions committees, such as Special Events, Music, Variety Act, Membership, Marketing, and Membership.

2.9.6 Assistant Director, Fraternity and Sorority Life

The Assistant Director for Fraternity and Sorority Life is responsible for supervision of the Greek sororities and fraternities and their social and philanthropic events. Additional responsibilities include supervision for the Graduate Assistant for Fraternity and Sorority Life, advising the three Greek Governing Councils, and coordinating developmental programming related to hazing prevention and leadership development.

2.9.7 Director, Student Center

The Director, Student Center is responsible for the operation and maintenance of the Student Center and coordination and event management of the various activities of the Center. The Student Center Services Office makes Student Center room reservations and processes photo I.D. cards. Additional responsibilities include supervision of the Assistant Director of the Student Center, Student Center Housekeepers, the Graduate Assistant for Student Center Services, and the student employee staff as well as coordination of the student employment training and art exhibit space in the Student Center.

2.9.8 Coordinator, University Programs

The Coordinator for University Programs is responsible for advisement of Jaguar Productions and assists with coordination of community building implementing activities that serve the cultural, educational, social, and recreational interests of students.

2.9.9 Executive Director of Counseling and Wellness

The Department of Counseling and Wellness is staffed by professional counselors who are available to assist students, faculty, and staff with personal, academic, and vocational concerns. Psychotherapy is provided by qualified psychologists and counselors. Referrals are made to various agencies. In addition, the center provides assessment, counseling, intervention, and referral services for the university.

2.9.10 Director, Campus Recreation and Wellness

The Director of Campus Recreation and Wellness is responsible for the operation and maintenance of the Student Recreation Center and recreation programs; including: intramural, open recreation, fitness activities, sports clubs, and outdoor recreation.

2.9.11 Associate Vice President for Student Affairs and Auxiliary Services

The Associate Vice President for Student Affairs and Auxiliary Services is responsible for the supervision of Housing and Dining, Barnes and Nobles Bookstore, Campus Recreation and Wellness, Student Health, USA Mail Hub, and Campus Vending. The Associate Vice President for Student Affairs and Auxiliary Services also manages any contractual agreements that exist between the University and any vendors within their area of supervision.

2.9.12 Executive Director of Housing

The Executive Director of Housing provides leadership and direction for University Housing which includes residence education and business operations; sets Housing goals and

coordinates assessment efforts, supervises professional and support staff, and ensures efficient operations and programming. The Executive Director provides vision and direction for the residence education program administration, and facility management of the residence hall system, to complement the mission and goals of the University.

2.9.13 Director, Student Health

The Director of Student Health oversees and administers the delivery of high-quality services provided at the Student Health Center and determines departmental budget needs and oversees physical resources. The Director also collaborates with other health and wellness areas to develop and implement campus outreach programs and provide leadership and guidance on public health matters and emergency preparedness. The Director is responsible for the design, implementation, administration and evaluation of a broad-based program that meets the standards of the AAAHC.

2.9.14 Director, Center for Educational Accessibility and Disability Resources (CEADR)

The Director, Center for Educational Accessibility and Disability Resources (CEADR) is responsible for processing ADA compliant accommodations requests of more than 700 students, investigation/resolution of disability discrimination complaints, and assisting with responding to OCT complaints on behalf of the University. The Director is responsible for recruiting, selecting, training and supervising proctors, processing of late withdrawal for reenlistment students, processing medical withdrawals for the entire University community, proctoring over 2,000 exams, incompletion negotiations; note tracker recruitment selection and placement, sending faculty accommodation letters each semester.

2.9.15 Director, Student Involvement

The Director of Student Involvement is responsible for the administrative management and oversight of the Student Involvement offices, including Fraternity and Sorority Life, Student Activities, Student Organizations and Leadership Development.

2.9.16 Associate Director, Fraternity and Sorority Life

The Associate Director for Fraternity and Sorority Life serves as the primary advisor to the College Panhellenic (CPC), Interfraternity (IFC), and National Pan-Hellenic (NPHC) councils, council officers, and chapter presidents. The Associate Director supervises, mentors, and evaluates the performance of Fraternity and Sorority Life professional staff.

2.9.17 Assistant Director for the Student Government Association

The Assistant Director for the Student Government Association (SGA) implements and administers all programs designed to meet the needs of the student body. Additionally, the Assistant Director for the SGA serves as the liaison for SGA and supervising the SGA officers in the day-to-day operation of the office.

2.10 Division of Finance and Administration

2.10.1 Chief Administrative Officer

The Chief Administrative Officer provides general supervision and recommends policies for administrative units of the University. The Chief Administrative Officer reports to the Executive Vice President with responsibility for Budget, Tax Accounting, Student Accounting, Financial Aid, USA One Stop, Human Resources, Information Technology, Police, Parking Services, and Internal Audit.

2.10.1.1 Associate Vice President, Finance & Administration/Chief Human Resources Officer

The Associate Vice President for Human Resources reports to the Chief Administrative Officer, provides supervision for Human Resources offices on the main campus and partners with senior management to provide services and consultation on human resources issues. Responsibilities include, but are not limited to, oversight and policy recommendations for employee fringe benefits, staff employment, staff compensation/classifications, staff performance management, and employee relations

2.10.1.2 Associate Vice President, Finance & Administration/Chief Information Officer

The Associate Vice President, Finance & Administration/Chief Information Officer reports to the Chief Administrative Officer. This position oversees the Computer Center, Office of Information Security, Web Services, Telecommunications, Audio-Visual Technologies, the University Computer Services Center, the Director of Information Security Risk & Compliance, the Senior Manager of Web Services, and the Director of Information Services. This position is responsible for the overall direction and coordination of all University computing activities and telecommunications, including assessment of needs and approval of purchases of computer systems and telecommunication services.

2.10.1.3 Assistant Vice President for Finance and Administration

The Assistant Vice President for Finance and Administration reports to the Chief Administrative Officer. This position assists in developing and evaluating the University's operating budget and budget process, manages financial planning and analysis for the University, and is responsible for Tax Accounting. This position also is responsible for supporting University initiatives and special projects.

2.10.1.4 Director, Internal Audit

The Director of Internal Audit serves as the strategic leader of the Internal Audit Department and reports to the Chief Administration Officer in the Division of Finance and Administration, and is the internal audit liaison to the Board of Trustees. The Director of Internal Audit is responsible for managing and overseeing all aspects of the internal audit function, including financial compliance, risk assessment, audit planning, execution, reporting, and follow-up for all USA entities (university & healthcare).

2.10.1.5 Chief of Police

The Chief of Police reports to the Chief Administrative Officer, and is responsible for planning, organizing, implementing and directing the law enforcement, public safety, parking services, and emergency management functions of the University of South Alabama. The Chief of Police recommends public safety policy on the campus and directs campus emergency operations. The Chief of Police is the chief law enforcement officer of the University responsible for protecting life and property, enforcing all state and local laws and University regulations, preventing crime and preserving order.

2.10.1.6 Director, Student Accounting/Bursar

The Director of Student Accounting/Bursar reports to the Chief Administrative Officer and is responsible for the disbursement of Title IV funding, scholarships, tuition and fees assessment, student billing, collections, and online gateway payments and institutional deposits. The Director is responsible for development of internal procedures to ensure all applicable regulations are in compliance with federal, state and institutional agreements, application of funds and applicable operating reports.

2.10.1.7 Director, Financial Aid

The Director of Financial Aid reports to the Chief Administrative Officer and is responsible for providing assistance to eligible students through a multitude of federal, state, institutional, and private programs The Director is responsible for establishing the necessary procedures to ensure all applicable regulations are observed in filing all agreements, applications for funds, and operating reports within the specified time requirements for each.

2.10.1.8 Manager, USA One Stop

The Manager of USA One Stop reports to the Chief Administrative Officer and is responsible for supervising staff who provide student support and conduct strategic outreach related to financial, academic, and campus resources. The Manager is also responsible for the South CARES program that provides assistance to students in need. Additionally, the Manager is responsible for the operations of the Jag Pantry, which supports students experiencing food insecurity.

2.10.2 Chief Financial Officer

The Chief Financial Officer (CFO) reports to the President and recommends policies and directives for the financial reporting and compliance for all institutional books of account including USA, USA Health, HCA, and RTC. Areas reporting to the CFO include the Business Office, Treasury Management, Payroll Accounting, Grants & Contracts Accounting, Risk Management, Real Estate Services & Asset Management, PCard and Travel Services, Purchasing, Accounts Payable, and the Credit Union.

2.10.2.1 Associate Vice President, Assistant Chief Financial Officer/Controller

The Associate Vice President, Assistant Chief Financial Officer/Controller reports to the CFO and provides oversight of all areas reporting to the CFO. This position provides leadership and direction for accounting matters and for University accounting departments, including general accounting, financial reporting, financial compliance, purchasing, accounts payable, purchasing card, travel, property, grants and contracts accounting and payroll along with accounting management of USA Health, HCA, and RTC.

2.10.2.2 Director, Financial Reporting

The Director of Financial Reporting reports to the Assistant CFO/Controller. The duties of this position include overall preparation, review, and compilation of financial data into financial statements in accordance with Generally Accepted Accounting Principles.

2.10.2.3 Director, Financial Compliance

The Director of Compliance reports to the Assistant CFO/Controller. This position serves as a University resource for compliance matters related to external awards, procurement services, and financial reporting. This position identifies process improvement gaps and leads efforts that ensure the most effective and efficient business processes are in place.

2.10.2.4 Executive Director, Treasury Management

The Executive Director of Treasury Management reports to the CFO. This position oversees the Investment Management Services and Treasury Services such as most aspects of bond issues, and other investments.

2.10.2.5 Assistant Vice President, Finance Systems

The Assistant Vice President, Finance Systems reports to the CFO. This position supports the information technology and business application systems utilized by the Finance and Administration Division.

2.10.2.6 Director, Financial Accounting & Payroll Processes

The Director of Financial Accounting & Payroll Processes reports to the CFO and has responsibility for, and oversight of, accounting and processing related to the Payroll Office.

2.10.2.7 Director of Payroll

The Director of Payroll reports to Assistant CFO/Controller and has responsibility for, and oversight of, the Payroll Office. This position is responsible for ensuring the accurate and timely payment of all employees, the proper recording of all payroll transactions in the University accounting system, and maintaining compliance with all applicable Federal and State tax laws and regulations.

2.10.2.8 Director, Grants & Contracts Accounting

The Director of Grants & Contracts Accounting reports to the CFO and has responsibility for, and oversight of, the Grants & Contracts Office. This position provides financial and accounting oversight for sponsored research activity of academic departments by serving as the central fiscal administrator for the post award function of sponsored research.

2.10.2.9 Director of Risk Management

The Director of Risk Management reports to the CFO. This position plans and coordinates the University's risk management and insurance programs. The Director oversees both the professional and general liability self-insurance programs and acts as Trust Fund Administrator for both. This position also oversees the property insurance coverage through the Alabama State Insurance Fund program and other coverages purchased by the University in the commercial insurance market. The Director maintains the incident reporting system for the entire USA system, including patient, employee, student, and visitor incidents

2.10.2.10 Executive Director of Real Estate Services and Asset Management

The Executive Director of Real Estate and Asset Management reports to the CFO and serves as the broker of USA Properties, a fully licensed real estate brokerage of the University devised to provide strategic asset management and comprehensive real estate services to the University and USA Health. The office's services to the University and USA Health include assistance in property acquisition and disposition; development services; leasing and management with third parties for all off-campus and campus property, in addition to leasing and management services associated with the USA Research and Technology Corporation.

2.10.2.11 Director of Accounts Payable, Purchasing Card, & Travel Services

The Director of Accounts Payable, Purchasing Card, & Travel Services reports to the Assistant CFO/Controller. This position provides guidance to travelers and approvers concerning the University's travel policies and procedures. This position also oversees approval for travel related expenditures and reimbursement requests, and administers the University's purchasing card program.

2.10.2.12 Manager Accounts Payable

The Manager of Accounts Payable reports to the Assistant CFO/Controller. This position processes payments for university expenditures in correlation with university guidelines and other applicable regulations. This office also ensures vendors, travelers, University departments, and others are paid in a timely and accurate manner and also ensures the accurate recording of expenditures within the University's financial management software.

2.10.2.13 Director of Purchasing

The Director of Purchasing reports to the Assistant CFO/Controller. This position serves as an avenue for ordering supplies, equipment, and services necessary for the operation of the organization. This office also oversees vendor bid solicitation and review and ensures procurement compliance with state bid laws as well as provides oversight for university inventory control.

2.10.2.14 Chief Executive Officer, USA Federal Credit Union

The Chief Executive Office, USA Federal Credit Union reports to the CFO and oversees all operations of USA's Federal Credit Union.

2.10.3 Chief Facilities Management Officer

The Chief Facilities Management Officer supervises the departments of Engineering, Design and Construction (including Project Management, Space Management, Interior Design), Materials, In-House Construction, Maintenance, Facilities Services (including Transportation, EVS, Moving Services, Automotive Shop, Recycling), Facilities Accounting, Safety & Environmental Compliance, Facilities Stockroom, Warehouse & Central Receiving, Grounds & Landscape Services, Campus Sustainability and Central Utilities.

This position also ensures that all University facilities, newly constructed USA Health facilities, and Baldwin County Campus are properly maintained, and that new University and USA Health construction projects are properly planned, budgeted, and completed on-schedule.

2.10.3.1 Senior Director, Facilities Accounting

The Senior Director, Facilities Accounting is responsible for the financial management of departments within Facilities. This includes maintaining and tracking departmental and project budgets, Facilities work orders, Access Control requests, and Stockroom inventory. This position also acts as a Human Resources liaison and manages other day-to-day office operations.

2.10.3.2 Director, Safety and Environmental Compliance

The Director, Safety and Environmental Compliance oversees the Department of Safety and Environmental Compliance, which encourages a safe environment for faculty, staff, students, and others. The office monitors for compliance, provides technical support, and offers safety education.

2.11 Division of Development and Alumni Relations

2.11.1 Vice President for Development and Alumni Relations

The Mission of the Office of the Vice President for Development and Alumni Relations is to develop strong alumni engagement and community/friend engagement to advance the University of South Alabama and to fundraise for USA's strategic priorities. The Vice President is responsible for oversight and leadership of all Development and Alumni Relations initiatives for USA and USA Health and the Providence Hospital Foundation. The Office of Special Events reports up to the Vice President for Development and Alumni Relations. The Vice President provides oversight and strategic direction for the special events team.

2.11.2 Associate Vice President for Medical Affairs Development

The Associate Vice President is responsible for providing strategic direction and leadership to the Divisions within USA Health, including USA Health University Hospital, USA Health Children's & Women's Hospital, USA Health Providence Hospital, USA Health Mitchell Cancer

Institute, USA Health Physicians Group, the USA Whiddon College of Medicine, and the USA Medical Alumni Association. The AVP will contribute to the success and mission of the academic, clinical and research missions of USA Health. The AVP will serve on the leadership team of both USA Health and the USA Development and Alumni Relations division.

2.11.3 Associate Vice President for University Development and Annual Giving

The Associate Vice President is responsible for managing a comprehensive development program in support of the fundraising goals for USA's colleges and schools, Global USA and student success initiatives. The AVP oversees the development team for University Development. The AVP leads all annual giving initiatives including the Grateful Patient Program and oversees the staff. The Assistant Vice President, University Development, works closely and collaboratively with the Medical Affairs Development team, the Alumni Relations team, the Office of Special Events and the Advancement team.

2.11.4 Assistant Vice President for Advancement Services

The Assistant Vice President for Advancement Services is responsible for oversight and management of individuals in the areas of Gift and Biographic Records, Prospect Research and Management, and Advancement Information Services and Analytics. The AVP serves as the content expert for the unit and ensures that the Division conforms to the highest level of ethical and professional standards. The AVP interfaces with colleagues within the Division and across campus.

2.11.5 Director, Alumni Relations

The Director is responsible for alumni engagement activities for 100,000 USA alumni including but not limited to University-wide alumni programs, chapters and societies, and managing the affairs and executing the strategic plan of the USA National Alumni Association and related programs. The Director, Alumni Relations also serves as the Executive Director of the National Alumni Association.

2.12 Division of Research and Economic Development

2.12.1 Vice President for Research and Economic Development

The Vice President for Research and Economic Development (ORED) is responsible for the oversight of university sponsored activity. Offices reporting to the Vice President include Sponsored Projects Administration, the Office of Research Development and Learning, the Office of Commercialization and Industry Collaboration, and the Office of Research Compliance and Assurance. Services to support sponsored activity include the functions of information dissemination on potential sponsored programs, proposal development and submission, pre and non-financial post-award oversight, technology transfer support, liaison with funding agencies, and contract/grant award negotiation, and the management and oversight of research compliance. In addition, the ORED promotes the role of the University in economic development within the community. ORED is responsible for development and updating policies and assurances mandated by the federal government relevant to receipt of federally sponsored grants and contracts. The Vice President serves as the Authorized Organizational Representative (AOR) to approve all sponsored activity proposals submitted to external agencies on behalf of the University. For further information, please go to the Vice President for

Research and Economic Development website:
https://www.southalabama.edu/departments/research/

2.13 USA Health

2.13.1 Dean of the College of Medicine/Vice President for Medical Affairs

The Dean of the College of Medicine/Vice President for Medical Affairs reports to the President and has the responsibility of administering USA Health, including hospitals, the Mitchell Cancer Institute and physician practices, to ensure quality care to the patients it serves. Additional responsibilities are related to the hospitals' organized medical staff and responsiveness to the needs of the individual physicians and patients.

2.13.2 Administrative Leadership Team

The administrative leadership team for USA Health consists of the Chief Executive Officer, Chief Operating Officer, Chief Medical Officer, Chief Financial Officer, Chief Human Resources Officer, Chief Information Officer, Chief Policy Officer, Chief Legal Counsel, Chief Transformation Officer, Chief Physician Enterprise Officer, the hospital Chief Executive Officers for University Hospital, Children's & Women's Hospital, and Providence Hospital, the Director of the Mitchell Cancer Institute, and the Executive Director of Marketing and Communications.

This administrative team, in collaboration with physician leadership, has responsibility for the development and implementation of the overall strategic direction of USA Health and the individual entities that constitute USA Health. Further, the individuals have responsibilities associated with designated subject matter areas of expertise to ensure the effective and efficient operation of the health system and its entities.

2.13.3 Hospital/Outpatient Services Administrators

The hospital Chief Executive Officers, Chief Nursing Officers, and Assistant Administrators, in collaboration with the medical staff and department heads, provide leadership, planning, organization, and direction of the department and operation of the USA Health Hospitals.

2.13.4 Director, Mitchell Cancer Institute

The Director of the Mitchell Cancer Institute reports to the Dean, College of Medicine/Vice President for Medical Affairs and has overall administrative responsibility and authority for the clinical and research programs of the MCI.

2.14 University Standing Committees—Appointed by the Executive Vice President and Provost

The Executive Vice President and Provost appoints University Standing Committees at the beginning of each academic year. Appointees include faculty and students who have been recommended by the Deans of the various academic units. Service on such committees is part of a faculty member's responsibilities.

Standing committee proposals and recommendations are considered for policy decisions in each committee's focus area. Each committee submits a formal report to the Executive Vice

President and Provost at the end of the academic year summarizing its activities. Copies of these annual reports are also forwarded to appropriate administrative officers of the University.

Chairs of standing committees are elected at the first meeting of each academic year, not later than October 1. The Chair schedules regular meetings thereafter to review and discuss matters within the committee's area of focus and make recommendations to the President, with copies to other appropriate administrative officers. Copies of University Standing Committee rosters are distributed campus-wide when the respective Chairs have been selected.

University Standing Committees are listed below with their respective charges:

- **Academic Affairs Policy Committee:** To coordinate academic policy changes with Academic Affairs and the faculty. The positions of Chair and co-Chair of the committee rotate annually between the academic Deans and the Faculty Senate. The committee reports to the Executive Vice President and Provost and is composed of four Academic Deans appointed by the Executive Vice President and Provost and four faculty members (Faculty Senate President, Vice President, Immediate Past President, and Chair of the Faculty Senates' University Policy and Faculty Handbook Committee).
- **Academic Calendar Committee:** To review and propose the academic calendar for future years.
- **Academic Computing Committee:** To recommend and advise on the computer services to the academic units and serve as a liaison between faculty, students, and computer center personnel. The primary purpose of this committee is to provide a regular review of the current services and those planned which would impact teaching and research in all academic areas. The committee regularly meets to provide information relative to new program planning and research projects. This committee will function as a subcommittee to the Information Services Strategic Governance Committee.
- **Admissions and Records Committee:** To recommend policy concerning student admission standards, make recommendations concerning the structure and content of student records, and assist the Director of Admissions in resolving borderline admission problems on rare occasions.
- **Admissions Appeals Committee:** To consider appeals from applicants who have initially been denied admission. Appeals may be made by applicants who do not meet published criteria for admission based on entrance exam scores and high school GPA. Such applicants may present additional information relevant to predicting success in college. Appeals may also be made by applicants who apply after the published deadline for admission. In either case, the committee may consider entrance exam scores (e.g. ACT or SAT scores), high school GPA, personal statements, recommendation letters, or other information relevant to predicting success in college. Committee recommendations will be submitted to the Executive Vice President and Provost who will make the final admission decision. The committee will deliberate at least weekly through the summer, either in person or via email, to make decisions on appeals. The committee will meet as needed during the academic year.
- **Advising Leadership Committee:** Effective academic advising requires coordination and collaborative partnerships among all units across campus. These partnerships foster ongoing communication and promote resource sharing. They involve frequent and

intentional exchanges of information and ideas and they advance a shared aspirational vision for academic advising across all units.

- **Bookstore Committee:** To review and provide feedback on recommended improvements to bookstore operations and services. Serves as a communication link between departments and the bookstore. Educates faculty, staff, and students on bookstore resources.
- **Commencement Committee:** To review issues related to commencement and make recommendations for improvement.
- **Council of Academic Deans:** The Council of Academic Deans is chaired by the Executive Vice President and Provost and is comprised of the full Academic Deans of the Colleges/Schools of Allied Health Professions, Arts and Sciences, Business, Computing, Education and Professional Studies, Engineering, Graduate School, Medicine, Nursing, Honors, Global Engagement, and University Library. The Council meets regularly, deliberates on all academic and administrative matters, serves as an advisory council to the Executive Vice President and Provost, and is the decision-making authority on academic policies administered under the Executive Vice President and Provost.
- **Course Fee Review Committee:** To review proposals from departments to assess fees on particular courses. The committee will advise the President on whether to approve, deny or modify requested fees. The committee will also oversee reviews of departmental expenditures of course fee revenues to ensure that such fees are used for their intended purpose.
- **Degree Exceptions Review Committee:** To review degree exceptions on a regular basis, but no less than once each semester. This review will focus on curricular integrity, appropriate documentation of approvals, compliance with all applicable regulations and accreditation standards, and identification of patterns of exceptions that may necessitate modifications to the degree audit system. The committee will issue a summary report to the Registrar and the Executive Vice Provost after each review which identifies policy violations, indicates patterns/trends that should be addressed, and lists any recommended actions.
- **First Year Experience Committee:** To review the course learning objectives with attention to maintaining a tight set of outcomes and place emphasis on course assessment. The committee will review the USA FYE text and online materials, and development opportunities for faculty teaching this course. The goals of the course are to improve academic engagement among students and strengthen their connections to the University through First Year Experience Courses.
- **Freshman Residency Policy Exception Committee:** To review requests for exceptions to the Freshman Residency Policy.
- **General Education Committee:** To oversee the General Education curriculum and assessment process. Responsible for all communication related to the general education curriculum and assessment. The committee is composed primarily of representatives having appropriate expertise in general education. Included in the membership to this committee will be the USA representative to Alabama Articulations and General Studies Committee (AGSC). Also, the Faculty Senate appoints one member to this committee. The general charge to the Committee is to oversee general education in the undergraduate curriculum to ensure compliance with the University mission. The specific charges include:
  - ✓ define appropriate learning outcomes for general education at USA;

- ✓ regularly assess the status of accomplishment of these learning outcomes;
- ✓ review the assessments and recommend any needed changes in the general education curriculum to the Associate Vice President for Academic Affairs for consideration;
- ✓ maintain a current knowledge of the statewide general education structure as administered by the Alabama General Studies Committee and use that knowledge in their recommendations;
- ✓ report on committee activities to the Executive Vice President and Provost.

- **Global Curriculum Committee:** To provide strategic oversight of global curriculum initiatives including the Global Engagement Certificate Program and make recommendations to the Executive Vice President and Provost (EVP/P); to review proposed "global" course designations for recommendation to the EVP/P; and to serve in an advisory role to the Undergraduate Curriculum Committee on matters related to global education.
- **Graduate Council:** To serve as an advisory body to the Dean of the Graduate School on all matters of policy and procedure pertaining to the conduct of graduate education at the University of South Alabama.

  All graduate work is administered by the Graduate School under the direction of the Graduate Dean, who is advised by the Graduate Council. The voting members of the council are eight Full Members of the Graduate Faculty; eight Graduate Directors, one from each college; a Faculty Senate representative; a Graduate Student Association member; and one graduate student at large. Non-voting ex officio members are the Graduate Dean, the Executive Director of Libraries, a representative of the Office of Institutional Effectiveness, a representative from the Innovation in Learning Center, a representative of the Office of Admissions, and a representative of the Registrar's Office.

  Only full members of the Graduate Faculty are eligible for election to the Graduate Council. (If this requirement imposes a hardship to an emerging program or smaller academic unit, the college Dean may request an exception be made by the Dean of the Graduate School.)

  The Director of Graduate Studies, appointed by the Dean of each academic unit, will serve as a member of the Graduate Council. The eight elected Graduate Council members serve staggered terms of three years each. Should a member fail to serve a full term of three years, a replacement member is elected (as described above) to complete the remaining portion of the term.

  The graduate student member of the council serves a one-year term and has full voting privileges. Student membership will rotate among schools and colleges in the same order in which they appear in the University Bulletin. College/School Graduate Directors nominate students to the Graduate Dean for approval. The term for a student member begins in the fall semester.
- **Honors Faculty Council:** To work with the Dean and other staff of the Honors College to assist in furthering the mission of the Honors College, expanding opportunities for Honors students and faculty, and increasing the impact of the Honors College on the entire USA community.
- **International Student Services and Success Committee:** To advise the Associate Vice President for Global USA on matters relating to international student recruitment and admission; enhancing the international student experience on campus; facilitating

international student success; improving support services and access to support services for international students.

- **Orientation Advisory Council:** To advise the orientation program from the perspective and expertise of various campus services; disseminate information in regards to the orientation program to various areas of campus; continually evaluate the success of the orientation program in meeting student needs and appropriately transitioning students into USA; make recommendations on changes and improvements to the orientation program as it relates to the student experience at USA.
- **Prior Learning Assessment Committee:** To guide the prior learning assessment process at USA in support of the University's goals of a) recruiting a diverse body of students who are well prepared for college study; and b) strengthening the financial standing of the University using strategies that recognize and address financial and market realities in higher education.
- **Process Improvement Committee:** This committee is charged with the discovery of process improvements that can increase service quality, increase enrollment (and revenue), reduce cost, time-on-task, and errors.
- **Registrar Advisory Committee:** To serve as a consultative body and collaborate to improve critical services for students. The committee will meet four times annually, and any additional times, as needed. Topics covered will include general discussions on how policies could affect academic departments and academic advising across campus. The committee will also solicit ideas and concerns from academic departments on how the Registrar's Office may better serve their needs.
- **Registration Committee:** To review the registration process after each registration cycle and provide feedback to the Registrar and to Academic Affairs.
- **Scholarship and Financial Aid Committee:** To recommend policy to be followed by the Scholarship office and Financial Aid office in the administration of scholarship and financial aid funds, serve as an appeals board for students who wish to appeal denials of scholarship or financial assistance, and advise on matters brought to them by the Scholarship office and Financial Aid office.
- **Student Success Scholarship Committee:** The University of South Alabama supports students with financial need to continue learning through several persistence and degree completion scholarships. The committee will review applications and make recommendations for scholarships each term.
- **Student Success Team:** To advance the student access and success agenda on campus, including improving student persistence and degree completion. It will review barriers to on-time graduation and consider policies, practices, and initiatives that will increase student access and success. The teams' work will engage extensively with institutional data as well as national evidence based approaches that improve student success, with an emphasis on eliminating achievement gaps and expanding access to higher education.
- **University Committee on Teaching and Learning:** To serve as an advisory board to the Innovation in Learning Center and provide feedback and guidance to advance effective teaching and learning at the university.
- **University Committee on Undergraduate Research (3 year appts):** To advise the Director of Undergraduate Research in all matters related to promoting and enhancing

Undergraduate Research at the University of South Alabama. The committee meets one time each fall and twice in each spring semester. The duties also include reviewing of student submissions for the paid, summer UCUR Program and the selection of the outstanding paper for presentation at the Fall UCUR Symposium. Committee members are encouraged to discuss and promote undergraduate research in their home departments and colleges, and to share their ideas and concerns with the Director.

- **University Community Engagement Advisory Committee:** 1) To participate in the strategic planning for the Office of Community Engagement at USA to include developing and approving working definitions of Community Engagement Terms; setting the strategic goals and establishing a vision for Community Engagement for the University of South Alabama; and developing policies to support the advancement of Community Engagement efforts. 2) To assist in the identification and recognition of exemplary Community Engagement Efforts of faculty, students, staff, and community partners across the campus and community.
- **University Library Committee:** To formulate policies governing the use of library materials, explore methods of promoting library use, formulate policies relative to development of resources for teaching and research, and recommend allocations of library funds to departments for acquisition of books and library materials.
- **USA Council on International Education and Scholarship:** To guide and implement international efforts in support of the University's International Mission and Strategic Plan. Appointed by the Executive Vice President and Provost and recommended by the Deans of the Colleges/Schools, the Council on International Education (USACIE) is also responsible for advising the President, Executive Vice President and Provost, and Dean, College of Medicine/ Vice President for Medical Affairs on: the administration and resource needs of the Office of International Education; curricular and campus wide internationalization and cultural competence; international agreements and collaboration; strategic planning and benchmarking; health/safety/ risk management for study abroad/international travel, standards and continuous improvement of the International Education functions; memberships in International Education organizations and related groups; development; and "State of International Education at USA" reports and recommendations.
- **USA Veteran Affairs Committee:** To advise the university on issues related to recruitment, enrollment, and retention of veterans, as well as to promote the coordination of services by multiple university offices, departments, and programs across campus to support veterans. In addition, the committee will explore opportunities for interdisciplinary collaboration on research related to veterans.
- **Week of Welcome Committee:** To develop and implement programming for students' first weeks on campus, including events such as First Night and Convocation.
- **Writing Committee:** To annually assess and report on the accomplishment of written communication learning outcomes; annually review and update the "W" website, as needed; annually review and update the "W" policy, as needed; develop and implement a plan of review for existing "W" courses; approve "W" courses.

2.15 University Standing Committees—Appointed by the President

- **Commencement Speaker Advisory Committee:** To identify potential speakers for commencement and make recommendations to the President.

- **The Fringe Benefits Committee:** To review and make recommendations to the President on all matters related to fringe benefits. This committee is appointed by the President, chaired by the Vice President for Finance and Administration, and is composed of administration, faculty including the Chair of the Faculty Senate Salaries and Benefits Committee, and staff members.
- **The Institutional Planning and Assessment Committee:** This committee oversees and guides the direction, structure, and use of the University's Strategic Plan, Campus Master Plan, and other planning needs as directed by the University President. This committee also seeks to advance our campus values, mission, and vision and ensure these elements of the University's identity are monitored and reaffirmed on a regular basis. Finally, this committee considers and recommends performance indicators in alignment with the University's Strategic Plan.
- **The Patent Review Committee:** Is appointed by and reports to the President. Its membership consists of faculty members, the Director of Office of Technology Transfer, and the Vice President for Finance and Administration.
- **Safety and Environmental Compliance Committee:** To serve as a referral group for all advisory and administrative committees related to safety and environmental compliance, and reviews and recommends changes in University policies pertaining to these issues.
- **The Space and Facilities Committee:** Is appointed by and reports to the President and is chaired by the Executive Vice President and Provost.
- **The Undergraduate Curriculum Committee:** To oversee all academic programs, with particular attention to curricular structure and development to ensure compliance with the University mission. The committee is part of the Division of Academic Affairs and is composed of representatives from each academic unit, who are recommended by the academic Deans/Directors. In addition, the Faculty Senate appoints one voting member to this committee. The members of the committee and Chair are appointed by the Executive Vice President and Provost. The committee's specific charge includes:
  - ✓ review of all curricula for overlapping and duplication;
  - ✓ review and recommend approval/disapproval of significant proposed curricular changes;
  - ✓ review and recommend approval/disapproval of proposed curricula for new undergraduate programs and certificate programs;
  - ✓ recommendations concerning academic affairs as deemed appropriate;
  - ✓ to review proposed curriculum changes and to make recommendations to the Executive Vice President and Provost.

  All curricular matters are routed through the Office of Academic Affairs to the Undergraduate Curriculum Committee. All requests for curricular and programmatic changes must be forwarded before October 31 of each year in order to appear in the next edition of the University Bulletin.

  If/when a request has an impact, conflict, or relationship to another college/school, it is the responsibility of the Dean of the requesting college/school to inform the Dean of the other college/school. If there is a difference of opinion between colleges/schools, both sides should be allowed to present information to the Undergraduate Curriculum Committee before the Committee makes recommendation to the Executive Vice President and Provost.

When an inter-college conflict occurs, the recommendation from the Committee should include the vote as well as a principle/rationale.

Each curricular change request is logged in the Office of Academic Affairs at the time the completed form is distributed so that all curricular changes can be tracked by date.

- **University Assessment Advisory Committee for Academic and Student Support Services:** 1) To be a knowledgeable point of contact for their division/unit regarding information about institutional effectiveness; 2) to review assessment data and provide guidance regarding the extent to which the University is progressing towards its goals and the continued appropriateness of the University's Strategic Plan goals and objectives; 3) to review data and provide guidance regarding the extent to which the University's assessment practice is effective and meaningful; 4) to assist in identifying and recognizing exemplary assessment practices across the University.
- **University Assessment Advisory Committee for Student Learning Outcomes:** 1) To be a knowledgeable point of contact for their division/unit regarding information about institutional effectiveness; 2) to review assessment data and provide guidance regarding the extent to which the University is progressing towards its goals and the continued appropriateness of the University's Strategic Plan goals and objectives; 3) to review data and provide guidance regarding the extent to which the University's assessment practice is effective and meaningful; 4) to assist in identifying and recognizing exemplary assessment practices across the University.
- **The University Conflict of Interest Committee:** To serve as a deliberative body to consider matters involving conflict of interest (see section 7.2.7). This committee is appointed by the President, is chaired by the Vice President for Research and Economic Development or his/her designee, and includes the Associate Vice President for Academic Affairs, Dean of the College of Medicine, and no less than three additional appointed members with broad representation across the University.
- **University Honorary Doctorate Degree Committee:** To make recommendations to the President for the awarding of honorary degrees. The University Honorary Doctoral Degree Committee is appointed by and reports to the President. The committee is co-chaired by the Executive Vice President and Provost and the Dean, College of Medicine/Vice President for Medical Affairs. The composition and duties of the committee are outlined in section 1.4.
- **The Faculty Development Council:** Is appointed by the President and chaired by the Dean of the Graduate School and is composed of term-appointed faculty representing all academic units as follows: one representative each from the college/school of Allied Health Professions, Business, Computing, Education, Engineering, Medicine, Nursing, and University Library; and five representatives from Arts and Sciences. The Faculty Senate appoints one voting member to the Council. The Dean of Graduate Studies serves as permanent Chair of the Council and the Vice President for Research and Economic Development serves as an ex-officio member. The Council is specifically responsible for:
  - ✓ formulation of policy concerning internally funded grants;
  - ✓ issuing requests for internal proposals;
  - ✓ conducting an annual meeting to review proposals for acceptance;
  - ✓ allocating funds for grants that satisfy the requirements set forth by the Council;

- ✓ Planning for and holding an annual forum to celebrate research activities of faculty and graduate students.

2.16 Other University Standing Committees

- **The University Parking and Traffic Committee:** To report to the Vice President for Student Affairs and is composed of faculty, administrative staff, and students. The committee reviews issues related to parking and traffic control. For more information, please refer to the University Policy Library: https://www.southalabama.edu/departments/compliance/policylibrary/policy.html?doc=6ABE87F4-B4C1-40EE-9B04-173DE92A2460

2.17 Faculty Senate

The Faculty Senate is composed of duly elected representatives of the faculty from each of the university's colleges and schools and is the primary vehicle for eliciting and expressing the opinions, suggestions, and recommendations of the faculty on issues and concerns. Within the framework of shared governance, the Faculty Senate and its Executive Committee communicate regularly with the President and other administrative officers of the university. The Faculty Senate Constitution may be accessed at: https://www.southalabama.edu/departments/fsenate/resources/governingdocuments/constitution.pdf

3.0 FACULTY PERSONNEL POLICIES

3.1 Introduction

The University of South Alabama subscribes to the Statements of the American Association of University Professors, as noted throughout the Faculty Handbook and as listed below:

- 1940 Statement of Principles on Academic Freedom and Tenure with 1970 Interpretative Comments
- Standards of Notice of Non-Reappointment
- 1958 Statement of Procedural Standards for Faculty
- Dismissal Proceedings
- Statement of Government of Colleges and Universities
- The Role of Faculty in Budgetary and Salary Matters
- Faculty Participation in the Selection, Evaluations, and Retention of Administrators
- The Faculty Role in the Reform of Intercollegiate Athletics: Principles and Recommended Practices

Where differences occur, University policy supersedes.

Special Considerations

University policy and accreditation require that:

- each faculty member be proficient in spoken and written English. The Chairperson and Dean must provide certification of proficiency prior to the appointment;
- each full- or part-time faculty member holds AT LEAST a master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (minimum of 18 graduate semester hours in the teaching discipline, or justify, in exceptional cases, outstanding professional experience).

All faculty search committees are asked to ensure compliance with these minimum requirements during the applicant screening process BEFORE interviews are requested. Official transcripts must be a part of the completed file which is forwarded to the President when the candidate is recommended for appointment. Requiring them early saves time in the final appointing process and enables the committee to ensure compliance with minimum requirements. Also, spoken and written English proficiency should be critically evaluated through written evaluation materials and through telephone interviews of those applicants making the short list. No full-time or part-time faculty will be appointed who do not meet these criteria.

3.2 Definition of Academic Ranks

3.2.1 Instructor and Senior Instructor

The ranks of Instructor and Senior Instructor are open to persons who have not met the degree, graduate study, and/or experience requirements for appointment or promotion to a professorial rank. See Section 3.10.

3.2.2 Assistant Professor

The rank of Assistant Professor is open only to a faculty member considered terminally qualified in his/ her field.

3.2.3 Associate Professor

The rank of Associate Professor is open only to one holding an earned doctoral degree or other terminal degree in the field in which he/she is teaching, or to one whose credentials have been accepted by the University as equivalent to terminal qualifications. In exceptional cases, an associate professorship may be granted for clearly distinguished achievement to one who has not met the prescribed degree requirements.

3.2.4 Professor

The rank of Professor is open only to one holding an earned doctoral degree or other terminal degree in the field in which he/she is teaching, or in a closely related field. In exceptional cases, a full professorship may be granted for clearly distinguished achievements to one who has not met the prescribed degree requirements.

3.2.5 Professor of Practice

The rank of Professor of Practice is open to one holding a graduate degree in the field in which he/she is teaching, or in a closely related field, and extensive industry experience. The non-tenure track faculty position, Professor of Practice, enables USA to provide students with professional instruction from faculty with practical experience in industry.

3.2.6 Lecturer

The titles “Professorial Lecturer” and “Lecturer” may be used for appointments at any salary and experience level. Service in either capacity does not qualify a person for tenure.

3.3 Adjunct, Joint Appointments, Distinguished, Emeritus, and Visiting Faculty

3.3.1 Adjunct Faculty

Appointing authority is the Board of Trustees through the President. Origination of recommendation is from the department to the Dean to the Executive Vice President and Provost. Adjunct status in any rank may be awarded to part-time faculty as well as to those designees who are not paid by the University and who have a primary affiliation with some other institution or in some other profession. Reimbursement, benefits, and duration of appointment are specified by letter of appointment.

3.3.1.1 Affiliated Research Faculty

This is a category of uncompensated adjunct faculty intended for researchers with or without other university affiliation. The position is reserved for individuals who have knowledge and skills applicable to ongoing research; or who represent an organization that can provide experiential learning opportunities for USA students; and/or collaborate with University faculty. As with other Adjunct Faculty, the recommendation for appointment should originate from the department to the Dean and then the Provost/Senior Vice President for Academic Affairs. Duties, benefits, privileges, and duration of appointment are specified by letter of appointment. Appointments are subject to yearly renewal.

3.3.2 Joint Appointments

An individual faculty member may be appointed to two or more academic units within the University. The terms and conditions of such appointments are normally specified at the time of original appointment in the letter(s) of appointment signed by the President.

However, a joint appointment may be arranged with mutual consent subsequent to the original appointment and confirmed by new letter(s) of joint appointment. Such faculty may be awarded all rights and privileges of full-time faculty in each academic unit. Definition of teaching, research, service expectations, rights and privileges of the individual are specified in the letter(s) of appointment.

Responsibility for evaluation and consideration of salary, promotion, and tenure, also, are specified in the letter(s) of appointment. Usually, because of the weight of the duties and salary responsibilities, one academic unit is designated the primary department of appointment for the individual faculty member, and the other department(s) as the secondary department(s).

3.3.3 Distinguished Professor

Appointing authority is the Board of Trustees through the President of the University. In Academic Affairs, candidates for this appointment will be nominated and recommended by the Dean of the college to the Executive Vice President and Provost. In the College of Medicine, candidates will be nominated and recommended by the Dean, College of Medicine/Vice President for Medical Affairs for recommendation to the President.

Reimbursement is as specified by letter of appointment. The status of Distinguished Professor as described in this section will be an honorary designation, not to be equated with the academic rank of Distinguished Professor in the Mitchell College of Business. The basic criteria for eligibility shall be a sustained scholarly productivity over a period of at least five years immediately preceding this appointment and that this productivity represents the output of original scholarship in the field of the eligible person. The status of Distinguished Professor shall be open only to those having attained the rank of full professor. The administration shall give special recognition to this honor with suitable documents and ceremonies, but no pecuniary consideration shall be given. Duration of appointment shall be for a specific year of appointment, renewed as desired by the University.

3.3.4 Dean Emeritus

Introduction

The institution may confer, at its discretion, the title of “emeritus” on any Dean who, at the time of retirement or reversion to faculty status had 10 or more years of honorable and distinguished service to the University of South Alabama.

Eligibility

All academic Deans holding rank of Dean at the University are eligible for consideration for emeritus status. The Dean must have either retired officially from the University of South Alabama or reverted to faculty status and have ten or more years of service at the university. Deans entering into retirement as the result of a disability may be exempt from the ten year requirement. Deans may also be considered by exception posthumously.

Criteria

Eligible Deans are recognized for emeritus status for honorable and distinguished service to the university. It is expected that this would be evident in significant contributions in one or more of the following areas: teaching, research, service, scholarship, or administration.

Procedures

- At the time of retirement, the eligible Deans will be considered for emeritus status by the Executive Vice President and Provost.
- With a favorable vote from the Faculty Senate, the Executive Vice President and Provost will send a letter to the President. The nomination letter must address one or more of the stated criteria. Additionally, current curriculum vitae must accompany the nomination letter. Deans not considered at the time of retirement, due to differences in historic policies, may also be recommended.
- The Executive Vice President and Provost will review all materials/ recommendations and forward a recommendation along with the nomination materials/ recommendations to the President.
- The President will review all materials/recommendations and forward a recommendation to the Board of Trustees. All recommendations will be considered by the Board of Trustees only once each year during the September meeting.
- Upon approval of the Board of Trustees, the President will send a letter to the candidate notifying her/him of the emeritus appointment. The duration of the emeritus appointment is for life unless terminated earlier by the Board of Trustees.

Benefits / Privileges

Emeritus Status is an honor that includes the following privileges to the extent available:

- Name included in listing of Emeritus Deans
- Certificate with name and emeritus status
- Library privileges including opportunity to use electronic databases within library
- Invitations to various university events

- May serve by invitation on various university related committees
- May be invited to serve as guest lecturer or in other volunteer service
- University email account available
- May be a member of recreation center
- May use Faculty Club
- May attend university cultural events

3.3.5 Emeritus Professor

Introduction

The institution may confer, at its discretion, the title of “emeritus” on any retired faculty member who, at the time of retirement, had ten or more years of honorable and distinguished service to the University of South Alabama.

Eligibility

All full-time faculty at all ranks and titles and all academic administrators holding faculty rank at the University are eligible for consideration for emeritus faculty status. The faculty member must have retired officially from the University of South Alabama and have ten or more years of service at the university. Faculty entering into retirement as the result of a disability may be exempt from the ten year requirement. Faculty may also be considered by exception posthumously.

Criteria

Eligible faculty members are recognized for emeritus status for honorable and distinguished service to the university. It is expected that this would be evident in significant contributions in one or more of the following areas: teaching, research, service, scholarship, or administration.

Procedures

- At the time of retirement, the eligible faculty member will be considered for emeritus status by the faculty member’s Department Chair. With a favorable vote from departmental faculty members, the Chair will forward a recommendation letter to their Dean. The nomination letter must address one or more of the stated criteria. Additionally, current curriculum vitae must accompany the nomination letter. Faculty not considered at the time of retirement due to differences in historic policies, may also be recommended.
- The Dean will review the candidate’s materials/recommendations and will submit a recommendation along with the candidate’s materials/recommendations to the Executive Vice President and Provost, if applicable.
- The Executive Vice President and Provost or Dean, College of Medicine/Vice President for Medical Affairs will review all materials/recommendations and forward a recommendation along with the nomination materials/recommendations to the President.
- The President will review all materials/recommendations and forward a recommendation to the Board of Trustees. All recommendations will be considered by the Board of Trustees only once each year, during the December meeting.

- Upon approval of the Board of Trustees, the President will send a letter to the candidate notifying her/him of the emeritus appointment.

The duration of the emeritus appointment is for life unless terminated earlier by the Board of Trustees.

Benefits / Privileges

Emeritus Status is an honor that includes the following privileges to the extent available:

- Name included in listing of Emeritus Faculty;
- Certificate with name and emeritus status;
- Library privileges including opportunity to use electronic databases within library;
- Invitations to various university events;
- May serve by invitation on various university related committees;
- May be invited to serve as guest lecturer or in other volunteer service;
- University email account available;
- May be a member of recreation center;
- May use Faculty Club;
- May attend university cultural events.

3.3.6 Visiting Faculty Status

Appointments of Visiting Faculty are made by the President upon the recommendations of the appropriate Department Chair, Dean and Vice President. A current curriculum vitae, biographical data information form, and background check are required for all Visiting Faculty appointments. In addition, appointments of International faculty are contingent upon required verification of eligibility status pursuant to the Department of Homeland Security/U.S. Citizenship and Immigration Service. Further, for Visiting Faculty within the health sciences who will have contact with patients, appointments require proof of malpractice insurance coverage, completion of HIPAA training and other credentialing as necessary. For those involved in research, additional training will be required to meet applicable compliance standards relative to the specific research project.

3.4 Librarian Faculty Rank

3.4.1 Professional Librarians

Professional librarians at the University of South Alabama shall have faculty status equivalent in all respects, including eligibility for tenure, to that status enjoyed by those in the departments of instruction, but professional librarians shall not hold professorial rank per se. Although faculty status for professional librarians carries all the rights and privileges of the instructional faculty, three aspects of faculty status must not be misunderstood. First, although the ranks of professional librarians and their suggested instructional counterparts may be established, the rank structure of professional librarians and the rank structure for members of the faculty whose primary function is instruction and research shall be denominated differently (see below).

Second, although carrying different designations, no differences are intended, nor shall any be made. Third, the ranks of professional librarians differ from those of the instructional staff because of the basic differences in function. Consequently, the criteria for promotion are different.

The library ranks and their instructional counterparts are as follows:

Library Rank	**Counterpart Rank**
Instructor Librarian (non-tenure only)	Instructor
Senior Instructor Librarian (non-tenure only)	Senior Instructor
Assistant Librarian	Assistant Professor
Associate Librarian	Associate Professor
Senior Librarian	Professor

Rank at the time of appointment will be determined by educational credentials and professional experience. Only those with terminal degrees are eligible for Assistant, Associate and Senior Librarian rank. In accordance with the policy of the Association of College and Research Libraries, the Master's Degree in Library Science from an institution accredited by the American Library Association is considered the appropriate terminal degree for librarians employed in the academic setting. Tenure determinations will be made for professional librarians in accordance with the policies in effect for the instructional ranks on an equivalent basis. Promotion in rank will occur on the basis of performance and merit as determined by the stated criteria for promotion, both general and specific, included below.

3.4.2 Instructor Librarian and Senior Instructor Librarian

These ranks constitute the beginning level of professional librarianship and performance of professional duties. A supervisor, for adequacy and compliance with instructions, reviews professional work performed. Some professional functions are performed independently but within a limited scope. Administrative responsibility is not required at this level.

Minimum Qualifications: A minimum of a master's degree appropriate to the position is required. The ranks of Instructor Librarian and Senior Instructor Librarian are open to persons who have not met the requirements for appointment or promotion to the Assistant Librarian, Associate Librarian, or Senior Librarian ranks. Persons holding the rank of Instructor Librarian may be promoted to Senior Instructor Librarian only after a minimum probationary period specified in section 3.15.2, and are subject to the same requirements for promotion outlined in 3.15.3, and 3.15.4.

3.4.3 Assistant Librarian

This rank includes all positions that involve application of professional knowledge, responsibility for performance of others, and independent professional judgment. Persons in this position assist in policy-making decisions and perform independently; a supervisor is available for consultation when necessary. Assistant Librarian is the minimum rank for department heads.

Minimum Qualifications: A Master's Degree in Library Science from an ALA-accredited program or an equivalent terminal degree. Persons holding this rank perform professional duties with considerable autonomy and serve their profession, the University, and the community.

3.4.4 Associate Librarian

This rank independently performs complex professional duties and supervises the activities of others. It also requires considerable subject expertise or depth in areas of librarianship or related areas with evidence of strong research potential. The person in this rank participates actively in professional contributions to the Libraries and the institution, as well as attainment of a high level of bibliographic activities in research or in other professional endeavors.

Minimum Qualifications: A Master's Degree in Library Science from an ALA-accredited program or an equivalent terminal degree, at least seven years of professional library experience or six years of USA service at the rank of Assistant Librarian, and appropriate administrative and supervisory experience. An additional graduate degree lends evidence of subject knowledge, although other evidence may be acceptable.

3.4.5 Senior Librarian

This rank includes the highest levels of professional responsibility. It has responsibility for staffing and assigning duties, for recommending establishment of or changes in policy; and for establishing procedures within the parameters of library regulations.

Minimum Qualifications: A Master's Degree in Library Science from an ALA-accredited program or an equivalent terminal degree; at least twelve years of professional library experience or three years of USA experience at the Associate Librarian rank; demonstrated administrative and supervisory ability; and a subject specialization where appropriate, evidenced by a graduate degree in the subject field or the equivalent in training or experience. Promotion to this rank requires outstanding achievements in bibliographical activities, in research, or in other professional endeavors.

3.5 Appointments – Special Cases

3.5.1 College of Education and Professional Studies Clinical Appointments

Clinical appointments for faculty in the College of Education and Professional Studies will be designated by the title Clinical Supervisor. Appointments are made official with the terms specified in writing. Clinical appointments may be made when faculty members are primarily engaged in teaching and/or supervision of clinical or field-based experiences and are not involved in research as a major component of their time.

1. Clinical appointments are made under two circumstances:
    - Individuals who volunteer their services or are employed part-time in clinical, field-based, practicum, or internship teaching and/or supervision. Volunteer or part-time clinical faculty will carry the title of Adjunct Clinical Supervisor.
    - Individuals who are salaried full-time faculty of the University and who meet the eligibility requirements will carry the title of Clinical Supervisor and hold the rank of Instructor. In

such cases, clinical supervisors will be afforded all of the privileges awarded to faculty in probationary services in tenure-track appointments.

2. Clinical appointments are non-tenure track and are made on an annual basis. Notification of non-reappointment for salaried Clinical Supervisors will be identical to the notification procedures specified for tenure-track faculty unless otherwise specified in writing in the letter of appointment.

Procedures relative to appointment, non-reappointment, and dismissal of clinical appointments are as follows:

- Recommendation by the departmental Chair to the Dean of the college.
- Upon concurrence by the Dean, recommendation to the Executive Vice President and Provost.
- Upon concurrence by the Executive Vice President and Provost, recommendation to the President of the University.
- Dismissal entails special procedures that comply with AAUP standards. Dismissal is defined as termination of employment prior to expiration of the term appointment.
- Performance evaluations and other matters relating to consideration for reappointment and salary increases will be based on individual performance relative to the responsibilities as a clinical appointee.
- Procedures for promotion in clinical appointments from the rank of Instructor (Clinical Supervisor) to the rank of Senior Instructor are identical to those outlined in Section 3.15 and will carry the title Senior Clinical Supervisor.

3.5.2 College of Allied Health Professions – Faculty Appointment Ranks and Criteria

Faculty in the College of Allied Health Professions may be appointed to: Non-Tenure Instructor, Senior Instructor Track; Non-Tenure Assistant, Associate, Full Professor Track; or Tenure Assistant, Associate, Full Professor Track Positions.

Faculty in the College may be employed into one of three tracks as follows:

1. Non-Tenure Instructor Track – Instructor, Senior Instructor
2. Non-Tenure Assistant Professor Track – Assistant Professor, Associate Professor, Full Professor
3. Tenure Accruing Track – Assistant Professor, Associate Professor, Full Professor

Initial Criteria for Employment Track:

1. Instructor Track: (a) A terminal degree in the field as determined by accreditation standards and a minimum of a Master's degree in a field related to the discipline, or to one whose credentials have been accepted by the University as equivalent to terminal qualifications. In exceptional cases, an assistant professorship may be granted for clearly distinguished achievement to one who has not met the prescribed degree requirements; (b) a Master's degree in a related field and 18 hours of graduate work in the field.
2. Assistant, Associate, Full Non-Tenure Track: (a) A terminal doctoral degree in the field; or (b) a doctoral degree in a related field and a terminal degree in the field; or (c) a terminal

degree in the field and a doctoral degree in a related field with 18 graduate hours in the field or related field.

3. Tenure Track: (a) A terminal doctoral degree in the field as determined by accreditation standards; or (b) a doctoral degree in a related field and a terminal degree in the field with at least 18 hours in the discipline.

Criteria for move from Instructor to Non-Tenure or Tenure Track

1. A faculty member employed on the Instructor Track may request transfer to a non-tenure track faculty line as follows:

   ✓ Completion of a doctoral degree in the field or related field with 18 graduate hours of related study AND approval of the Department Chair, Dean, and Executive Vice President and Provost.

Tenure Track appointments are subject to the same promotion and tenure policies as specified in Sections 3.10, 3.11, and 3.12 herein. Non-Tenure appointments are typically made for positions with narrow workload assignments that are primarily devoted to either clinical, teaching, research, or administrative functions and not of sufficient breadth to provide adequate opportunities for successful progress in the tenure track. Non-Tenure Track appointments are also made for positions supported by extramural funding (Section 3.15).

3.6 Administrative Officers: Academic Rank and Reversion

3.6.1 Appointment of Administrative Officers to the Ranked Faculty

Administrative officers may hold rank in an academic department.

3.6.2 Reversion of Administrators to Faculty Status

Given below are two academic reversion policies: The 1989 Policy applies to administrators who were appointed to their administrative position on or after 1989. Administrators appointed prior to June 1989 will revert to faculty status in accordance with the reversion policy effective prior to February 1980.

June 1989 Academic Administrator Reversion Policy:

The following reversion policy applies to full-time administrators who hold faculty rank and tenure. The policy applies to both administrators who choose to revert to faculty status and to administrators who are removed from administrative positions for administrative reasons. Administrators who are removed from a position for cause are not automatically entitled to the following privileges. Reversion to faculty status does not apply to Departmental Chairs.

1. Salary Conditions

Nine-Month Salary - An administrator's salary consists of a base portion, a summer portion, and a stipend. The base salary is comparable to the nine-month salary for faculty in a particular rank and department. The summer portion is 33% of the base. The stipend is an amount necessary to make the salary appropriate to the position. Annual raises are proportionately applied to all three portions of the total salary.

Upon reversion, an administrator becomes a faculty member and the base portion of the salary becomes the nine-month salary paid in twelve equal installments. The stipend stays with the position.

Summer Salary - An administrator who has held a full-time administrative appointment for five years and who reverts to a nine-month position is entitled to one summer's assignment at full pay (25% of base salary) the summer immediately following reversion. An administrator who has held a full-time administrative appointment for ten years is entitled to two consecutive summer assignments at full pay.

Twelve-Month Salary - An administrator's salary in a department/college with twelve-month faculty appointments will receive a salary of the base portion and a stipend.

The base salary is comparable to the twelve-month salary for faculty in a particular rank and department. The stipend is an amount necessary to make the salary appropriate to the position. Annual raises are proportionately applied to both portions.

Upon reversion an administrator becomes a faculty member and the base salary portion becomes a twelve-month salary paid in twelve equal installments and the stipend stays with the position.

2. Study Leave

An administrator who has held a full-time administrative appointment for five years is entitled to the equivalent of one semester of academic leave with full pay to prepare for return to full-time classroom and scholarly activity.

An administrator who has held a full-time administrative appointment for ten years is entitled to the equivalent of two consecutive semesters of academic leave with full pay. Study leave would normally be taken during the year after reversion.

3. Vacation and Sick Leave

Vacation not taken at the time of, or before the time of, reversion is lost.

February 1980 Academic Administrator Reversion Policy:

1. The following policy is applicable (or will apply) only to administrators who hold administrative posts on a fiscal-year basis and who hold tenured appointments at faculty rank in an academic department.
2. Reversion to faculty status is possible only for those holding tenured faculty appointments. Reversion to faculty status does not apply to departmental Chairs.
3. The individual's twelve-month administrative salary will be converted to a nine-month faculty salary by multiplying the former by 0.818 (9/11). (This provision does not apply to those academic units whose faculty are on twelve-month appointments.)
4. For those who have served as an administrator for at least five years, but fewer than ten, no assignment will be made in the semester immediately subsequent to reversion. Rather, this semester is to be used for the study and research necessary to prepare adequately for return to the classroom. For those who have served for ten or more years, two semesters without assignment will be provided. Full compensation at the new faculty salary will be

provided. Full compensation at the new faculty salary will be paid in semester(s) in which those services of study and research preparation are made.

5. Those serving as an administrator for five years or more will be given a teaching or research assignment for two Summer Semesters following reversion. In the event reversion occurs at the end of a Spring Semester, the first of these two summers will be devoted to the study cited in Item 1 above.

3.7 English Language Proficiency Requirement for Teaching Personnel

The Chairperson and Dean must certify in writing to the Executive Vice President and Provost, if applicable, that each individual appointed to a teaching position at the University of South Alabama can communicate effectively with students in the English Language. This policy took effect on November 15, 2002.

3.8 Faculty Appointments

3.8.1 Full-Time Faculty Contract Period

The academic year (9-months) is from August 15 through May 15. Faculty receive academic year contracts (normally issued in May each year) after the initial appointment year until tenure is acquired. Tenured faculty receive notification each year of any salary increase.

Faculty in the College of Allied Health Professions, the College of Nursing, and in the University Libraries are typically on 12-month contracts instead of academic year contracts.

Annual salaries and salary rates for full-time faculty, as well as administrators (with or without faculty status) are dependent upon the financial condition of the University and may be adjusted accordingly at any time. Prior to implementing adjustments deemed necessary due to the financial condition of the University, the President will consult with appropriate administrators and the Faculty Senate leadership.

3.8.2 Part-Time Faculty Policy and Procedures

The University recognizes that part-time faculty are an essential component of the University's instructional workforce. Part-time faculty bring to the classroom and laboratories professional experience, disciplinary expertise, and provide an important enrichment to student learning. The University also recognizes its responsibility to maintain an appropriate balance of part-time and full-time faculty and will carry out this responsibility in a manner that does not jeopardize academic standards as determined by individual departments. Given below are policies and procedures regarding part-time faculty.

1. Appointment Procedures

Part-time faculty are temporary employees who are appointed "as needed" on a semester-by-semester basis. Appointment procedures are as follows:

Search Process: National searches are not conducted for part-time faculty. Although search committees are not normally used for part-time faculty, the Chair will appropriately consult with departmental faculty in their selection and appointment. Advertisements in local newspapers will

be done only when deemed necessary by the Dean and the Chair. In those cases where local advertisement is necessary the Mobile Register will be used.

Documentation of Credentials: Required documentation for a part-time faculty appointment is identical to that of a full-time faculty appointment as given below:

- ✓ Official transcripts (cannot be “issued to student”)
- ✓ Curriculum vita
- ✓ Biographical Data form
- ✓ USA Faculty Consent form
- ✓ Three signed original professional letters of recommendation
- ✓ A letter of recommendation from the Department Chair with the approval signature of the Dean
- ✓ Completed Part-Time Faculty Appointment Form

All of the above information is forwarded to the Executive Vice President and Provost or Dean, College of Medicine/Vice President for Medical Affairs. Upon approval for addition to the Part-Time Faculty Roster, a copy of the approved part-time faculty appointment form is kept in Academic Affairs/College of Medicine, and the complete file is returned to the College/School Dean.

Part-time faculty will not be able to teach until a completed, approved part-time file has been returned to the college/school.

Part-Time Faculty Roster: A roster of approved part-time faculty is maintained in the offices of the Executive Vice President and Provost or Dean, College of Medicine/Vice President of Medical Affairs, if applicable, and the College/School Dean. Once approved for addition to the Part- Time Faculty Roster, the individual is eligible to teach on an “as needed” semester-by-semester basis. The Department Chair is responsible for initiating a written notice to the Dean and the Executive Vice President and Provost, if applicable, to withdraw an individual from the Part-Time Roster.

Appointment Letter (Contract): A contract letter using the approved standard form will be issued to all part-time faculty appointees for each semester employed.

Time Frame: The Dean’s office will call for recommendations from the department. The letter will be issued by the Dean at least two weeks prior to the end of the semester immediately preceding the semester in which the individual will teach.

Exceptions to the time-line will be made only in critical situations when the file is complete and the individual has been duly interviewed, recommended and approved at all levels.

A teaching assignment may not be made in the absence of a written contract. Official files for part- time faculty are maintained in the Dean’s office.

2. Academic Credential

Part-time faculty members teaching credit courses leading toward the baccalaureate degree must have completed at least 18 graduate semester hours in the teaching discipline and hold at least a master's degree, or hold the minimum of a master's degree with a major in the teaching discipline. In exceptional cases, outstanding professional experience and demonstrated contributions to the teaching discipline may be presented in lieu of formal academic preparation. Such cases must be justified by the department on an individual basis using the standard "Exception for Faculty Academic and Professional Preparation" form.

Part-time faculty teaching courses at the master's and specialist degree level must hold the terminal degree, usually the earned doctorate, in the teaching discipline or a related discipline. In some instances, the master's degree in the discipline may be considered the terminal degree, such as the M.F.A., the M.S.W., and the M.L.S.; in others, a master's degree in the discipline coupled with a doctoral degree in a related discipline is considered appropriate. It is the responsibility of the department to justify the master's degree, or master's in the teaching discipline coupled with a related doctorate, as the terminal degree for faculty members teaching in those disciplines. All faculty members teaching courses at the doctoral degree level must hold the earned doctorate in the teaching discipline or a related discipline.

The University recognizes that in unusual cases it may be appropriate to include those graduate faculty members who have demonstrated exceptional scholarly or creative activity, or professional experience, but who may not possess the required academic credentials. There also may be an occasion when a new graduate discipline is in its formative stage in higher education, and there are no faculty members available with academic credentials in the discipline. In either case, when a department presents evidence of competence or academic credentials other than the doctorate in the discipline for its graduate faculty, the department must justify the employment of such faculty.

3. Tenure Eligibility

Part-time faculty are not eligible for tenure and thus are non-tenure accruing.

4. Scheduling and Staffing

Scheduling and staffing of all classes are tentative until registration is complete; therefore, course assignments and employment of part-time faculty may change with little notice. Part-time faculty will be notified of such changes as soon as possible.

5. Pay Rates

Pay rates for part-time faculty will be reviewed periodically by the Executive Vice President and Provost or Dean, College of Medicine/Vice President for Medical Affairs and the Council of Deans to determine if remuneration should and can be adjusted. Pay rates for part-time faculty are dependent upon the financial condition of the University and may be adjusted accordingly at any time.

6. Pay Dates

Fall Semester	First normal working day in October, November, December, and January
Spring Semester	First normal working day in February, March, April and May
May Semester	First normal working day in June
Summer Semester	First Term: First normal working day in July; Second Term: First normal working day in August; Full Term First normal working day in July and August

7. Duties

In general, the duties of part-time faculty are limited to teaching and should not include research or service.

8. Participation in Departmental Faculty Meetings

Although regular attendance at Departmental, College, or University faculty meetings is not required, part-time faculty should be encouraged to attend those meetings directly dealing with their teaching responsibilities. Supervisors will keep part-time faculty informed about meetings relevant to part-time faculty or about the information disseminated at such meetings.

9. Teaching Load

Part-time faculty should teach no more than 6 credit hours per semester for fall and spring terms, and no more than 4 credit hours in May/summer, except in unusual cases in which special permission is given by the appropriate Dean, and approved in advance by the Executive Vice President and Provost, if applicable.

10. Orientation and Teacher Development

Orientation refers to providing information on mission statements, policies, logistics, facilities, and pedagogical advice that assist faculty in performing their duties and becoming integrated into the University community. Teacher development refers to initiatives by the University to promote effective teaching and to promote their professional development as educators.

Part-time faculty will be encouraged to participate in University-sponsored teacher development and orientation activities (e.g., “Orientation for New Faculty Program”, workshops, and meetings).

In addition to institutional-level orientation opportunities for part-time faculty, each department will also provide orientation for its new part-time faculty. Such orientation can be in the form of, e.g., printed material, oral communication, or audiovisual technology. Orientation also can be one-on- one or in groups. Each Department Chair will provide new part-time faculty with the institution’s New Faculty Orientation Handbook, which can be supplemented with information specific to the department. Departmental orientation should especially focus on matters that apply to the department and to the part-time instructor’s particular role.

Department Chairs are encouraged to appoint a faculty mentor to each new part-time teacher for at least the first semester of employment at the University.

Although not prohibited by policy, the University usually does not fund individual requests for professional development of part-time faculty (e.g., funding for presentations at conferences).

11. Supervision and Evaluation

Supervision refers to a means by which the faculty member's teaching performance is monitored and by which individual guidance on meeting teaching responsibilities is received. Evaluation refers to a means by which teaching performance is formally assessed.

Part-time faculty will be supervised and evaluated by the Dean, Department Chair or his/her designee on an annual basis.

In every course taught by a part-time faculty member, the Department Chair or his/her designee will observe the class at least one time during the first semester that the part-time faculty member is teaching. In the course of such observations, the supervisor may have read-only access to any and all instructional materials. The resulting evaluation of teaching effectiveness will be documented and provided to the faculty member and maintained in departmental files. When deemed appropriate and constructive, the Department Chair may arrange subsequent visits to the part-time faculty member's class in later terms.

Each semester, the Department Chair or designee will review and approve the syllabus, schedule of lectures or topical outline, objectives, and textbook(s) for all courses taught by part-time instructors, and will discuss with the part-time instructor the department's expectations for the course as well as the part-time instructor's teaching plan for the course.

Part-time faculty will be evaluated in accordance with the same policy and procedures as those employed for the evaluation of teaching for full-time faculty. However, part-time instructors will be evaluated by students in every course. Part-time faculty should be informed of the procedures for the evaluation of teaching during their orientation.

Each department will demonstrate that it uses the results of student and other evaluations of the courses in decisions regarding rehiring part-time instructors and in improvement of teaching and student learning.

12. Student Access

Student access refers to the means by which students can communicate with their instructors in a regular, effective, and timely fashion.

On the first day of classes of the semester, part-time instructors will provide students with information indicating how and when students can access them for out-of-class assistance.

To facilitate student access, the department will, to the extent possible, provide part-time teachers with reasonable access to appropriate support services (e.g., office space, office telephone, faculty parking, mailbox, mail services, email account, and essential secretarial support for performing teaching duties).

3.8.3 Part-time Teaching by Staff

Full-time staff are expected to devote their professional time at work to fulfill their primary roles and essential job responsibilities.

Although staff normally have demanding workloads, from time to time, staff with relevant academic qualifications and experience may be invited to teach one course per semester for an academic department.

Full-time staff who teach must:

1. Meet all requirements for appointment to the part-time faculty in the discipline and be interviewed and approved through normal channels;
2. Submit all required documentation of eligibility for the part-time roster in the teaching discipline;
3. Teach no more than one course per semester*;
4. Obtain written approval of his/her immediate supervisor and approval of the Chairperson and Dean of the college/school in which the course will be taught;
5. Devote a minimum of 40 hours per week to their regular full-time position while teaching.

Supervisor:

If the supervisor approves part-time teaching during the full-time employee's regularly scheduled work hours, the supervisor will provide a plan (attached to the approval form) indicating how the individual's full-time job responsibilities will be met. Non-exempt employees will not be eligible for part-time teaching during regularly scheduled work hours.

Chairperson and Dean:

For staff who are not currently approved on the part-time roster, the Chairperson of the department (with the Dean's approval) in which the course will be taught must complete the request no later than the sixth week of the semester prior to the semester the course will be taught to allow time for the part- time faculty credentialing process.

Compensation:

Compensation is per the standard part-time instruction rate for the course.

*When determined to be in the best interest of the University, with the approvals above and with approval from the employee's respective division administrator and the Executive Vice President and Provost (or his/her designee), full-time staff employees may be granted a waiver to teach additional courses in a semester outside of regular business hours.

3.9 May and Summer School Teaching Assignments

It is University policy that no academic year (9-month) faculty is guaranteed May/summer school teaching.

Academic Affairs will notify the Colleges of the current rate of compensation per student per credit hour at the beginning of May/summer schedule development. A contract based on current enrollment of the course and compensation per student per credit hour rate, which will be stated in the contract, will be sent to the faculty member fourteen (14) days before the start of the May/summer session. This contract will establish the salary for the course; final enrollment, at the end of the "drop and add" period, will determine the faculty compensation for the course.

Faculty members are required to notify their respective Dean in writing their intention of teaching the course seven (7) days before the start of the session. The respective Dean reserves the right to decide whether offering the under-enrolled course(s) is in the best interest of the students and College.

For faculty teaching more than one course, the combined enrollment of the courses will be considered when determining total faculty compensation. As in the previous section, the Dean reserves the right to decide whether offering the under-enrolled course(s) is in the best interest of the students and College even if the combined enrollment is revenue positive or neutral. The Dean will communicate this decision to the faculty seven (7) days before the start of the session.

Faculty teaching required undergraduate or graduate courses that are only offered once a year as part of a fixed program are generally expected to be compensated at the full rate regardless of the enrollment.

Faculty compensation for directed studies courses and thesis hours is at the discretion of the Dean. A written May/summer directed studies/thesis hours compensation policy for the college will be distributed to college faculty members.

In all instances, May/summer school assignments will be made in the best interest of the University. Therefore, the Dean of each college or school, along with the respective Department Chair, will make the determination about May/summer school assignments. Moreover, each department, within the policy framework, will develop and refine a policy for the selection of faculty for the May/summer sessions. Such a policy must be approved by the Dean of the college or school.

3.10 Promotion Policies and Procedures

3.10.1 Introduction and General Criteria

The overall quality of the University and its programs depends on the quality of the faculty. The faculty's achievements in research, scholarship and creative activity, honors, professional reputation, and teaching excellence are all measures of faculty strength. Because promotion in rank is recognition of the achievements by which the University is measured, promotion decisions have serious long-term implications for the quality of the faculty, and, therefore, of the University.

All promotion decisions will be based solely on demonstrated professional merit, the quality of contributions to the University, and the competent and regular performance of duties. In making promotion decisions, the general policy of the University shall be to use faculty consultation with appropriate approval and recommendation by the Department Chair, Academic Deans/Directors, Executive Vice President and Provost, with a final decision to be made by the President and the Board of Trustees.

Participation in university management by persons who, also, are faculty members -- either through holding administrative positions at the University or through committee work of a purely administrative nature -- may not be the sole basis for promotion in academic rank. Promotions are always based on merit and achievement, rather than upon length of service only. Promotions will not be denied solely on the basis of budgetary limitations; as a practical matter,

however, budgetary limitations may not always permit an immediate salary increase commensurate with the new rank at the time the promotion is granted.

As a matter of policy, the University has no quota system as to the number or percentage of persons who can hold any particular rank. In addition, full-time academic service is defined as full-time employment as a faculty member for the entire academic year. An “academic year” is nine months (August-May) normally covering Fall and Spring semesters. For faculty appointed on a twelve-month basis, an “academic year” is twelve months covering Fall, Spring, and Summer terms.

Promotion in academic rank constitutes recognition of an individual’s professionalism and professional achievement. The pertinent attributes of professionalism are identified in the “AAUP Statement on Professional Ethics” (see section 4.5). The degree of professional achievement is evaluated in several broad areas including: teaching effectiveness, research, scholarship and creative activity, and professional service (to the department, the college/school, the University, and, where appropriate, the community). While not exhaustive, the following descriptions provide broad definitions of the three areas.

The area of teaching effectiveness includes classroom and laboratory performance, academic advising and counseling, availability to students, supervision of students’ independent research or study, course and curriculum development, and guest lectures to classes.

The areas of research, scholarship and creative activity involve all forms of scholarly activity including: publications, exhibitions, performances, professional awards, grants and fellowships, inventions and patents, presentations to professional organizations, service on editorial and advisory boards, offices held in professional organizations, participation in professional institutes and workshops, and lecture appointments.

The area of university-related service includes committee and administrative work at any level of the University, assisting in student activities and university-related community, and clinical services rendered in a professional capacity.

Within the university, these broad areas for promotion may be actualized in a number of ways depending upon the characteristics of the unit and the professional responsibilities expected of faculty members in the unit. Each academic unit may develop a written statement of criteria and expectations that elaborates on the general criteria listed above. The function of the statement is to clarify unit expectations for promotion.

Candidates recommended for promotion must meet the following minimum qualifications as well as the highest standards of the discipline according to the general criteria found above, and must display evidence of substantial research, scholarship, and creative activity since attaining their present rank.

Exceptions: While all criteria and formal requirements normally must be met for promotion to the ranks indicated, it is conceivable that, in rare instances, truly outstanding performance will carry sufficient weight to make exceptions appropriate. In such instances, a compelling case for promotion must be made, including specific, detailed information that will allow reviewing officials to make an informed evaluation of the recommendation. Such cases will constitute rare exceptions to the normal policy.

3.10.2 Criteria by Rank

1. Senior Instructor

The rank of senior instructor is open to faculty holding a minimum of a Master's Degree appropriate to the field in which they are teaching. Their primary duties include teaching in their field, academic advising, active involvement in departmental and university governance, research, scholarship, creative activity and public service, or equivalent academic activity. Senior instructor is a non-tenure track rank.

The requirements for promotion from instructor to senior instructor are given in Section 3.15.2.

2. Assistant Professor

The rank of assistant professor is open only to faculty members considered terminally qualified in their field, or to one whose credentials have been accepted by the University as equivalent to terminal qualifications. In exceptional cases, an assistant professorship may be granted for clearly distinguished achievement to one who has not met the prescribed degree requirements. The following requirements must be met for promotion from instructor to assistant professor:

- The candidate must have the appropriate terminal degree.
- The candidate must display evidence of effective teaching and advising.
- The candidate must display evidence of participation in research and scholarly/creative activities.
- The candidate must display evidence of participation in service activities at the unit, college, university, community, or profession.

3. Associate Professor

The rank of associate professor is open only to those holding an earned doctor's degree or other terminal degree in the field in which they are teaching, or to one whose credentials have been accepted by the University as equivalent to terminal qualifications. In exceptional cases, an associate professorship may be granted for clearly distinguished achievement to one who has not met the prescribed degree requirements. The following requirements must be met for promotion from assistant professor to associate professor:

- The candidate must have at least six year's full-time professorial experience as an assistant professor. The time-in-rank requirements refer to service only at the University of South Alabama. For prior teaching or other professorial experience to count toward promotion eligibility, the individual's initial letter of appointment must so specify and indicate the extent to which it will be counted. Lacking this specification, no prior experience can be used to establish eligibility to be considered for promotion.
- The candidate must display evidence of research, scholarship, and creative activity of sufficient quality to indicate the continuation of a significant scholarly or creative career.
- The candidate must display evidence of effective teaching and student advising.
- The candidate must demonstrate competent work in university-related services at one or more levels.

4. Professor

The rank of professor is open only to those holding an earned doctor's degree or other terminal degree in the field in which they are teaching, or in a closely related field. In exceptional cases, a full professorship may be granted for clearly distinguished achievement to one who has not met the prescribed degree requirements. The following requirements must be met for promotion from associate professor to professor:

- The candidate may request to be promoted to full professor after a minimum of three years' full- time academic experience as an associate professor, although time-in-rank as associate professor typically exceeds three years prior to promotion to full professor. Time-in-rank requirements refer to service only at the University of South Alabama. For prior teaching or other professorial experience to count toward promotion eligibility, the individual's initial letter of appointment must so specify and indicate the extent to which it will be counted. Lacking this specification, no prior experience can be used to establish eligibility to be considered for promotion.
- The candidate must display evidence of effective teaching and student advising.
- The candidate must display evidence of outstanding scholarly (or equivalent creative) work, including, for instance, one or more significant book-length works or number of substantial articles.
- The candidate must display evidence of significant and sustained university related service.

3.10.3 Promotion Procedures

Promotion recommendations will be submitted to the Executive Vice President and Provost each year, normally by March 1. A list of eligible faculty is forwarded to the college/school Dean by the Executive Vice President and Provost during the preceding summer semester. The recommendations for promotion originate at the departmental level and proceed upward through normal administrative channels. Final promotion decisions are made by the President, subject to approval by the Board of Trustees.

1. Departmental Procedures

The Chair is responsible for the organization and conduct of the department's activities with regard to promotion. Candidates for promotion are nominated by the Chair or may be self-nominated. The Chair will ensure that all candidates have an opportunity to submit relevant information and materials for appropriate review.

Candidates who elect to apply for promotion are responsible for gathering and organizing relevant information and material to document their achievements. These materials are used by each evaluative body to assess the accomplishments of the candidate. The process starts with a peer review within the candidate's department. The appropriate faculty review body consists of a committee composed of all those members of the department, except assistant professors, senior in rank to the candidate. Some academic units may find it difficult or impossible to constitute a committee, given the above exclusions. In that event, the Chair appoints an appropriate committee, following the spirit of the review process. All involved faculty must have an opportunity to examine whatever supporting information and materials the candidate may have submitted in support of his/her candidacy. Faculty members who serve on both the Departmental Promotion Committee and on the Collegiate Promotion Committee, shall vote

concerning the candidate at the departmental committee only, and must abstain from voting at the Collegiate Promotion Committee.

External Review of Candidates for Promotion to Associate Professor or Professor

An external review of the candidate's scholarship will be included in all applications for Promotion to Associate Professor or Professor. In cases where the candidate is simultaneously under review for tenure, the external review for tenure will suffice for promotion as well. External reviewers must be professionally competent to evaluate the academic credentials of a candidate; thus, reviewers must be external to the university and should normally be at or above the rank for which the candidate is being considered. Exceptions are discouraged, and must be justified in the Chair's report. The candidate may submit the name(s) of individuals that could have a conflict of interest in serving as an external reviewer. The list should be accompanied by a description of the potential conflict. External reviewers who have a conflict of interest or the appearance of one or whose objectivity may be questioned may not serve in this role.

Obtaining the reviews will be the responsibility of the Department Chair in accordance with the following procedures:

- The candidate, the Chair of the Departmental Promotion Committee, and full tenured faculty of the department, who are senior in rank, each will submit a list of names of external referees who are recognized scholars in the candidate's field of scholarship.
- The Chair of the Departmental Promotion Committee will select name(s) from each of the three lists and will request that the Department Chair contact reviewers. The Department Chair will request that these external reviewers provide a written review of the candidate's scholarship. The candidate will be notified of the names of those selected to serve as referees after the tenure and promotion process has been completed. The external review will then be included in the candidate's portfolio and will be a component of all levels of the promotion review process. All reviews received by the deadline must be included in the file.
- The Departmental Promotion Committee shall submit a written report to the Department Chair. The Chair shall submit a written report to the Dean along with the Departmental Promotion Committee's report and the faculty member's supporting documents.
- The procedures for promotion at the departmental level are as follows:
- The candidate for promotion must submit all materials relevant to the promotion decision to the Department Chair by the specified timeline.
- The Department Chair appoints the Departmental Promotion Committee and gives the candidate's materials to the Chair of the committee.
- The Chair of the Departmental Promotion Committee is responsible for convening the committee to review the candidate's materials, and for developing a narrative report of the committee's evaluation. Each committee member signs the report indicating participation in the voting process, and attesting to the accuracy of the outcome of the vote tally, including abstentions. Proxy votes are not permitted.
- The Chair of the Departmental Promotion Committee returns all materials relevant to the promotion decision to the Department Chair.
- The Department Chair reviews all materials received from the candidate and the Departmental Promotion Committee. The Chair develops a written recommendation for or

against promotion along with a justification for the recommended action. The Chair then meets with the candidate and informs the candidate of the recommendation, giving the candidate a copy of the written recommendation and justification (which should omit the names of external reviewers). If the candidate wishes to include additional materials supporting his/her candidacy for promotion, he/she will have one week to submit the materials. This evidence will be added to the Promotion Portfolio for review at the College/School level where it must be clearly indicated in an extra section of the candidate's portfolio. If additional evidence is submitted, the College Tenure Committee may, at its discretion, consult with the Departmental Tenure Committee to clarify questions related to the additional materials.

- The candidate may choose to withdraw the application for promotion by submitting a written request to both the Chair and Dean at any point prior to the submission of the materials to the Executive Vice President and Provost.
- The Department Chair then forwards the candidate's materials, the Departmental Promotion Committee's report and the Chair's written recommendation and justification to the Dean of the academic unit.
- The Dean then forwards all materials received from the Department Chair to the College/School Promotion Committee.

2. Collegiate Procedures

The Dean of each College/School will appoint each year a College/School Promotion Committee consisting of at least five (5) faculty. Membership on this committee is limited to tenured associate and full professors. However, non-tenure track associate or full-professors may serve on committees to review non-tenure track applicants for promotion. Colleges/schools may restrict membership of the review committee to full-professors. Normally, Chairs of departments will not serve as members. Some academic units may find it difficult or impossible to constitute such a committee. In that event, the Dean will appoint an appropriate committee, following the spirit of the review process. The committee's charge shall be to review the departmental promotion recommendations submitted to the Dean's office and to evaluate the candidates so that it can make its own recommendations to the Dean. The committee may establish the procedures it wishes to follow in carrying out its charge, subject to the Dean's approval. These procedures must include, however, adequate provision for the candidates to submit relevant information and materials in support of their candidacies and must be grounded in the general promotion criteria stipulated above and the criteria and expectations explicated by the academic unit (if any).

The committee's recommendations submitted to the Dean should contain a rationale for the committee's actions and a report of the committee's vote on each recommendation. The committee's recommendation shall be signed by all members present for each recommendation for promotion. Signing will indicate participation in the voting process and attest to the accuracy of the outcome of the vote tally, including abstentions. Proxy votes are not permitted. If an academic unit finds this committee procedure unworkable, it may substitute another consultative method, upon the approval of the Executive Vice President and Provost.

The procedures for promotion at the college level are as follows:

- The College/School Promotion Committee reviews all materials received from the Dean relevant to the promotion decision and makes its own recommendations to the Dean.

- The Chair of the College/School Promotion Committee returns all materials received from the Dean, including a written report of the committee's recommendation. The committee's recommendation shall be signed by all members present for each recommendation. Signing indicates participation in the voting process and attests to the accuracy of the outcome of the vote tally, including abstentions. Proxy votes are not permitted.
- The Dean reviews the recommendations of the Departmental Promotion Committee, the Department Chair, the College/School Promotion Committee, external letters of reference, and all materials received from the College/School Promotion Committee relevant to the promotion decision, and forwards these materials including the Dean's written recommendation to the Executive Vice President and Provost.

3. Executive Vice President and Provostial Procedures

After receiving the college submissions, the Executive Vice President and Provost shall submit to the President his/her recommendations, along with those of the departmental Promotion Committee, Department Chair, College/School Promotion Committee, and the college/school Dean.

4. Presidential Action

The President takes final action on the recommendations for promotion, subject to the approval of the Board of Trustees. All submitted materials relevant to promotion will be held until the Board of Trustees takes action on the promotion application.

5. Notification

Once the President and the Board of Trustees have acted, letters of promotion are issued by the President. Upon the issuance of such letters, the Executive Vice President and Provost shall report to the appropriate Dean the results of the Board action, which will be transmitted further to the Chairs and faculty, and appropriate personnel action forms will be processed.

3.10.4 Promotion Following Completion of Terminal Degree

Faculty members who are appointed as instructors may be considered for promotion upon completion of the terminal degree if the following conditions are met:

- Receipt of official transcripts sent to the Department Chair directly from the awarding institution.
- Verification of degree by the Office of the Executive Vice President and Provost (Note: USA Faculty Consent Form https://www.southalabama.edu/departments/eforms/academicaffairs/facultyconsentform.pdf must be completed by the faculty member).
- Recommendation forwarded by the departmental Chair through normal administrative channels for approval.

Final promotion decisions are made by the President.

3.10.5 Promotion Increments for Faculty

A salary increase accompanies each promotion. The promotion increments are:

Instructor to Senior Instructor	$4,000
Promotion to Associate Professor	$4,000
Promotion to Full Professor	$6,000

Due to a wide variation of circumstances under which a faculty member is promoted from Instructor to Assistant Professor, the promotional increment is based on a $1,000 increase with the understanding that many circumstances make the increase negotiable.

3.11 Tenure Policies and Procedures

3.11.1 Introduction

The University supports the AAUP 1940 Statement of Principles on Academic Freedom and Tenure, as printed below. If University policy differs with AAUP policy, the University policy supersedes and prevails.

The purpose of this statement is to promote public understanding and support of academic freedom and tenure and agreement upon procedures to assure them in colleges and universities. Institutions of higher education are conducted for the common good and not to further the interest of either the individual teacher or the institution as a whole. The common good depends upon the free search for truth and its free exposition.

Academic freedom is essential to these purposes and applies to both teaching and research. Freedom in research is fundamental to the advancement of truth. Academic freedom in its teaching aspect is fundamental to the advancement of truth. Academic freedom in its teaching aspect is fundamental for the protection of the rights of the teacher in teaching and of the student to freedom in learning. It carries with it duties correlative with rights.

Tenure is a means to certain ends, specifically: (1) freedom of teaching and research and of extramural activities; (2) a sufficient degree of economic security to make the profession attractive to men and women of ability. Freedom and economic security, hence, tenure, are indispensable to the success of an institution in fulfilling its obligations to its students and to society.

3.11.2 Academic Freedom

1. The teacher is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of his/her other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.
2. The teacher is entitled to freedom in the classroom in discussing his/her subject, but he/she should be careful not to introduce into his/her teaching controversial matters which have no relation to his/ her subject. Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of appointment.

3. The college or university teacher is a citizen, a member of a learned profession, and an officer of an educational institution. When he/she speaks or writes as a citizen, he/she should be free from institutional censorship or discipline, but his/her special position in the community imposes special obligations. As a person of learning and an educational officer, he/she should remember that the public may judge his/her profession and his/her institution by his/her utterances. Hence, he/ she should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that he/she is not an institutional spokesperson.

3.11.3 Academic Tenure – General Criteria

Ongoing faculty achievements in teaching, scholarship, research, and/or creative activities and services reflect on the quality of the University and the ability of the University to achieve its vision and goals. Tenure is awarded to faculty in recognition of the faculty members' professionalism and professional achievements.

After the expiration of a probationary period, tenure-track faculty members who are retained should have permanent or continuous tenure unless tenure was not granted (see 3.11.4.). A faculty member who has been granted permanent or continuous tenure should not have their service terminated except for adequate cause, retirement, or for extraordinary circumstances because of financial exigency.

In the interpretation of this principle it is understood that the following represent acceptable academic practice:

1. The precise terms and conditions of every appointment should be stated in writing and be in the possession of both institution and faculty member before the appointment is consummated.
2. For tenure-track appointments to full-time assistant professor or higher rank, the probationary period should not exceed six years. Faculty at the rank of Assistant Professor or above may be granted credit up to a maximum of three years toward tenure for prior full time service. If credit is granted toward tenure, the number of years of credit will be stated in the letter of appointment. Deadlines for notice of non- reappointment are specified in 3.16.1.
3. During the probationary period a faculty member should have the academic freedom that all other members of the faculty have.
4. Policy governing termination of continuous appointment, for cause, or the dismissal for cause of a faculty member, prior to the expiration of term appointment is described in section 3.16.4.
5. Termination of a continuous appointment because of financial exigency should be demonstrably bona fide.

3.11.4 Process

3.11.4.1 Introductory Statements

All tenure decisions will be based solely on demonstrated professional merit, the quality of contributions to the University, and the competent and regular performance of duties, including one's ability to participate harmoniously in a healthy learning environment. In making tenure

decisions, the general policy of the University shall be to use faculty consultation with appropriate approval and recommendation by the Department Chair, academic Deans/Directors, Executive Vice President and Provost, with a final decision to be made by the President and the Board of Trustees.

As a matter of policy, the University has no quota system as to the number or percentage of persons who can hold tenure. In addition, full-time academic service is defined as full-time employment as a faculty member for the entire academic year. An “academic year” is nine months (August-May) normally covering Fall and Spring semesters. For faculty appointed on a twelve-month basis, an “academic year” is twelve months covering Fall, Spring, and Summer terms.

Tenure constitutes recognition of an individual’s professionalism and professional achievement. The pertinent attributes of professionalism are identified in the “AAUP Statement on Professional Ethics” (see section 4.5). The degree of professional achievement is evaluated in four broad areas: teaching effectiveness; research, scholarship, and creative activity; professional service (to the department, the college, the University, and where appropriate, the community); and collegiality. While not exhaustive, the following descriptions provide broad definitions of the three areas.

The area of teaching effectiveness includes classroom and laboratory performance, academic advising and counseling, availability to students, supervision of students’ independent research or study, course and curriculum development, and guest lectures to classes.

The areas of research, scholarship and creative activity involve all forms of scholarly activity including: publications, exhibitions, performances, professional awards, grants and fellowships, inventions and patents, presentations to professional organizations, service on editorial and advisory boards, offices held in professional organizations, participation in professional institutes and workshops, and lecture appointments.

The area of university-related service includes committee and administrative work at any level of the University, assisting in student activities, and university-related community and clinical services rendered in a professional capacity.

In addition to achievement in teaching effectiveness, service, research, scholarship, and creative activity, collegiality is also an important consideration in tenure decisions.

Collegiality is the cornerstone of professionalism and requisite for a healthy learning environment. Collegiality is more than civility and getting along with colleagues, staff, students and others in all university environments; rather it is consistent behaviors that show respect for others, cooperative and concerted efforts to achieve department, college, and university goals, and the assumption of responsibilities for the good of the whole. Hallmarks of collegiality include, but are not limited to, cooperative interaction, open and honest communication, mutual support, respect, and trust of others, and collaborative efforts toward the common mission.

Within the university, these broad areas for tenure may be actualized in a number of ways depending upon the characteristics of the unit and the professional responsibilities expected of faculty members in the unit. Each academic unit may develop a written statement of criteria and expectations that elaborates on the general criteria listed above. The statement(s) function to provide greater clarity and transparency in the expectation for tenure and may vary across

academic units depending upon faculty assignment and/or effort assigned to each of the focus areas for tenure.

Candidates recommended for tenure must meet rank requirements (see 3.11.4.2) and the following minimum qualifications:

1. The candidate must display evidence of research, scholarship, and creative activity of sufficient quality to indicate the continuation of a significant scholarly or creative career.
2. The candidate must display evidence of effective teaching and student advising.
3. The candidate must demonstrate competent work in university-related services at one or more levels.
4. The candidate must display professionalism and collegiality toward their colleagues, staff, students, and other members of the university family.

1. Pre-Tenure Review of Assistant Professors

In addition to the Annual Faculty Evaluation, tenure-track faculty members will be reviewed annually for progress toward tenure during their probationary period by the Department Chair. The annual pre-tenure reviews should address all aspects of the faculty member's performance relevant to tenure. As part of this annual review, the faculty member has the responsibility of providing timely and accurate documentation to ensure adequate consideration. The Chair will meet with the faculty member to discuss the results of the review and will provide the faculty member with a written evaluation that addresses all aspects of the faculty member's performance relevant to tenure, including scholarship, teaching, service and collegiality. The college Dean will review all annual reviews for compliance with university policy and procedures.

A mid-probationary review will be conducted at the department level or comparable academic unit for all untenured tenure-track faculty by no later than the completion of the third year of probationary service (or near the midpoint of the probationary term for those faculty members whose probationary term includes credit for prior service). The mid-probationary review, also, will function as the annual pre-tenure review for that year. The mid-probationary review should address all aspects of the faculty member's performance relevant to tenure. As part of this review, the faculty member has the responsibility of providing timely and accurate documentation to ensure adequate consideration. The departmental Chair will conduct the mid-probationary review in consultation with the tenured faculty of the department or comparable unit.

The departmental mid-probationary tenure committee shall be notified by the Department Chair to review a faculty member who is in the mid-probationary review year of service, as defined above. The departmental mid-probationary committee, just like the tenure committee, is normally composed of all tenured faculty members in the department except the Chair. The committee shall have an opportunity to examine whatever supporting information and materials the candidate may have submitted in support of his/her review. Following the mid-probationary review, the departmental committee shall submit a written report to the Department Chair.

The Chair will meet with the faculty member to discuss the results of the review and will provide the faculty member with a written summary that addresses all aspects of the faculty member's

performance relevant to tenure, including scholarship, teaching, service and collegiality. The Chair will also provide the faculty with a copy of the written report submitted by the mid-probationary review committee.

The Chair will forward his/her written summary and the written report from the mid- probationary tenure review committee to the Dean of the college. The Dean will submit these materials for an additional college-level review. The college-level review will be conducted either by the College Tenure Committee or by a special committee composed of faculty appointed by the Dean, which may include administrators appointed by the Dean. Once the review is completed, the Dean and Chair will meet with the candidate undergoing review to discuss the findings. A copy of the written summary of the college level committee's review will be provided to the candidate.

The Dean will also ensure that the mid-probationary evaluation process is in compliance with University policy and procedures.

2. Tenure Policy

Tenure acquisition requires specific procedures and approvals. It is never automatic, regardless of the number of years of service. Tenure is granted only by the Board of Trustees.

If approved, tenure is granted to faculty members in the ranks designated below on August 15th following the completion of a period of probationary service as a full-time member of the faculty of the University of South Alabama. The tenure decision may not be delayed beyond the applicable probationary period indicated by rank.

When this tenure policy differs from the AAUP 1940 Statement of Principles on Tenure, this policy will supersede the AAUP Statement.

3.11.4.2 Requirements for Eligibility for Tenure

1. Rank Requirements

Tenure is granted only to faculty members holding the rank of Assistant Professor, Associate Professor, Professor, Assistant Librarian, Associate Librarian, or Senior Librarian.

2. Time of Service Requirements

The period of required full-time probationary service is defined in the table below:

RANK	YEARS OF FULL-TIME PROBATIONARY SERVICE BEFORE BEING ELIGIBLE FOR TENURE
Professor, Senior Librarian	2
Associate Professor, Associate Librarian	3
Assistant Professor, Assistant Librarian	6

A tenure track faculty member who has not achieved at least the rank of assistant professor or assistant librarian normally shall not serve on the faculty more than six years. Years of service as a faculty member on fractional appointment(s) cannot be accumulated to be counted toward tenure (see section 3.12).

Academic service must be full-time to be counted toward tenure. Full-time academic service is defined as full-time employment as a faculty member for the entire academic year. Academic service includes both administrative and academic activities while holding faculty rank. Time on leave from the University of South Alabama normally may not be counted toward the required probationary period.

Faculty at the rank of assistant professor, assistant librarian, or above may be granted credit up to a maximum of three years toward tenure for prior full-time academic service at the University of South Alabama or other institutions of higher education. If credit is granted toward tenure, the number of years of credit will be stated in the letter of appointment, and the same number of years of credit, also, must be granted toward promotion. In exceptional cases, at the time of appointment, tenure may be granted to persons who are tenured at another university at the rank of Professor. For appointments with tenure, reviews and recommendations shall occur prior to appointment at the departmental level, the collegiate level, and the University level.

3.11.4.3 Tenure Procedures

The review process for awarding tenure is conducted during the faculty member's final year of probationary service. The process begins in the department and includes administrative and peer recommendations at both the departmental and the collegiate levels. Following are the procedures for each level of review including departmental, collegiate, Dean, Executive Vice President and Provost, and President.

1. Departmental Procedures

The Departmental Tenure Committee shall be notified by the Department Chair to consider a faculty member who is in the final year of probationary service. The departmental tenure committee is normally composed of all tenured faculty members in the department except the Chair. The committee shall have an opportunity to examine whatever supporting information and materials the candidate may have submitted in support of his/her candidacy. Faculty members who serve on both the departmental tenure committee, and on the collegiate tenure committee, shall vote concerning the candidate at the departmental tenure committee only, and must abstain from voting at the collegiate tenure committee.

<u>External Review of Candidates for Tenure</u>

An external review of the candidate's scholarship will be included in all tenure applications. External reviewers must be professionally competent to evaluate the academic credentials of a candidate; thus, reviewers must be external to the university and should normally be at or above the rank for which the candidate is being considered. Exceptions are discouraged, and must be justified in the chair's report. The candidate may submit the name(s) of individuals that could have a conflict of interest in serving as an external reviewer. The list should be accompanied by a description of the potential conflict. External reviewers who have a conflict of interest or the appearance of one or whose objectivity may be questioned may not serve in this role.

Obtaining the reviews will be the responsibility of the Department Chair in accordance with the following procedures:

- The candidate, the Chair of the Departmental Tenure Committee, and tenured faculty of the department each will submit a list of names of external referees who are recognized scholars in the candidate's field of scholarship.
- The Chair of the Departmental Tenure Committee will select name(s) from each of the three lists and will request that the Department Chair contact reviewers. The Department Chair will request that these external reviewers provide a written review of the candidate's scholarship. The candidate will be notified of the names of those selected to serve as referees. The external review will then be included in the candidate's tenure portfolio and will be a component of all levels of the tenure review process.
- The Departmental Tenure Committee shall submit a written report to the Department Chair. The Chair shall submit a written report to the Dean along with the Departmental Tenure Committee's report and the faculty member's supporting documents.

Procedures for Tenure at the Departmental Level

- The candidate for tenure must submit all materials relevant to the tenure decision to the Department Chair by the specified timeline.
- The Department Chair appoints the Departmental Tenure Committee and gives the candidate's materials to the Chair of the committee.
- The Chair of the Departmental Tenure Committee is responsible for convening the committee to review the candidate materials and for developing a narrative report of the committee's evaluation. Each committee member signs the report indicating participation in the voting process, and attesting to the accuracy of the outcome of the vote tally, including abstentions. Proxy votes are not permitted.
- The Chair of the Departmental Tenure Committee returns all materials relevant to the tenure decision to the Department Chair.
- The Department Chair reviews all materials received from the candidate and the Departmental Tenure Committee. The Chair develops a written recommendation for or against tenure along with a justification for the recommended action. The Chair meets with the candidate and informs the candidate of the recommendations, giving the candidate a copy of the written recommendation and justification (which should omit the names of external reviewers). If the candidate wants to include additional materials supporting his/her candidacy for tenure, he/she will have one week to submit the materials. This evidence will be added to the tenure portfolio for review at the college/ school level where it must be clearly indicated in an extra section of the candidate's portfolio. If additional evidence is submitted, the College Tenure Committee may, at its discretion, consult with the Departmental Tenure Committee to clarify questions related to the additional materials.
- The candidate may choose to withdraw the application for tenure by submitting a written request to the Chair and Dean at any point prior to the submission of the materials to the Executive Vice President and Provost.
- The Department Chair then forwards the candidates materials, the Departmental Tenure Committee's Report and the Chair's written recommendation and justification to the Dean of the academic unit.

- The Dean then forwards all materials received from the Department Chair to the college/school Tenure Committee.

2. Collegiate Procedures

Each year, the Dean (or Director) of each college/school shall appoint a collegiate tenure committee of at least five (5) members. Membership on this committee shall be limited to tenured associate and full professors. Normally, Chairs of departments will not serve as members. (Given the above exclusions, some academic units may find it difficult or impossible to constitute such a committee. In that event, the Dean will appoint an appropriate committee, following the spirit of the review process.)

The committee's charge shall be to review the departmental tenure recommendations submitted to the Dean's office and to evaluate the faculty members who are eligible for tenure consideration so that it can make its own recommendations to the Dean. Subject to the Dean's approval, the committee may establish the procedures it wishes to follow in carrying out its charge. These procedures are to provide an adequate opportunity for faculty members who are in their final probationary year to submit relevant information and materials in support of their candidacies. The committee's recommendation shall be signed by all members present for each recommendation for tenure. Signing will indicate participation in the voting process and attest to the accuracy of the outcome of the vote tally, including abstentions. Proxy votes are not permitted.

The procedures for tenure at the college level are as follows:

- The College/School Tenure Committee reviews all materials received from the Dean relevant to the tenure decision and makes its own recommendations to the Dean.
- The Chair of the college/school Tenure Committee returns all materials received from the Dean, including a written report of the committee's recommendation. The committee's recommendation shall be signed by all members present for each recommendation. Signing indicates participation in the voting process and attests to the accuracy of the outcome of the vote tally, including abstentions. Proxy votes are not permitted.
- The Dean reviews the recommendations of the Departmental Tenure Committee, the Department Chair, the College/School Tenure Committee, external letters of reference, and all materials received from the College/School Tenure Committee relevant to the tenure decision, and forwards these materials including the Dean's written recommendation to the Executive Vice President and Provost.

3. Executive Vice President and Provost Procedures

After receiving the collegiate recommendations and all related materials and information, the Executive Vice President and Provost shall proceed to formulate his/her recommendations, based on the supplied information, and submit those recommendations to the President along with the recommendations of the departmental Tenure committee, the Department Chair, the College/School Tenure committee, and the Dean of the college.

4. Presidential Action

The President takes final action on the recommendations for tenure, subject to the approval of the Board of Trustees.

5. Notification

When the President and the Board of Trustees have acted, letters of tenure are issued by the President's Office. Upon issuance of such letters, the Executive Vice President and Provost shall report to the appropriate Deans the approval of tenure for further transmission to the Chairs and faculty.

6. Non-Reappointment of Faculty Not Granted Tenure

When tenure has not been granted by the end of the probationary period, a letter shall be forwarded to the affected faculty member. This letter will be sent no later than August 15th of the year that the faculty member would have been eligible to receive tenure.

In cases of non-reappointment, the period of untenured service is extended beyond the probationary period based upon whether the faculty member's appointment is for nine months or 12 months. For nine-month faculty, the period ends May 15 of the following year; for 12-month faculty, the period ends August 14 of the following year. No reasons, oral or written, need be given for non-reappointment of untenured faculty.

Faculty members given a letter of non-reappointment will receive no salary increases for the terminal year. Furthermore, once the letter of non-reappointment has been given, the annual faculty evaluation will not be required.

3.12 Leave of Absence During Tenure Probationary Period

Academic service must be full-time to be counted toward tenure. Full-time academic service is defined as employment as a faculty member for the entire academic year. Exception to the policy may be granted under the following conditions:

1. The faculty member must submit a request for leave during the probationary period to the Department Chair. This request must include a description of planned activities, and all materials that would be required for the mid-tenure review.
2. The faculty member must obtain written permission from the departmental Tenure Committee, the Department Chair, the Dean of the college, and the Executive Vice President and Provost, if applicable. If permission for a leave during the probationary period is granted, the permission does not imply or mean that the faculty member will receive tenure.

3.13 Tenure Extension Policy for Life Events

A one-year extension for the tenure-track period is permitted for tenure-track faculty members undergoing certain life events that may affect their professional progress at the University of South Alabama. Life events that may qualify for an extension include but are not limited to the extended illness of oneself, the extended illness or death of an immediate family member as defined by Human Resources, or the birth or adoption of a child. Only one one-year extension will be permitted during the probationary period.

Faculty members requesting an extension of the tenure period should submit a formal request to the Department Chair and the Dean as soon as possible after the circumstances justifying the request have occurred. Faculty members must submit requests for extension no later than four weeks prior to the start of the tenure review year according to their contract period.

This request should include the faculty member's current position, current tenure period, and description of qualifying life event. Faculty members seeking an extension for medical reasons should submit all relevant medical documentation to the appropriate office in Human Resources within one week of making the request.

The Department Chair will submit a memorandum to the Dean addressing the request within one week after the Chair receives the request. Extension of tenure requests will be subject to the approval of the Dean and the Executive Vice President and Provost, who will make a determination within four weeks of the initial request.

3.14 Post-Doctoral Trainees

A Post-Doctoral appointment is a temporary appointment made primarily for the purpose of allowing individuals to obtain additional education and training in research and clinical activities.

The USA Office of Postdoctoral Education is responsible for facilitating appointments, as well as maintaining and updating policies to ensure congruence with mandates from external agencies.

Postdoctoral training is intended to provide individuals who have recently received doctoral degrees (or the equivalent) with a temporary and defined period of mentored advanced training with University faculty ("Mentors"), to enhance their professional skills and research independence needed to pursue their chosen career path. A Postdoctoral Fellow position is a specific category, and while it is neither a University faculty position nor regular staff employee position, it shares many of the same benefits and policies, as described further herein. For classification and benefits purpose, Postdoctoral Fellows will be considered either "employees" or "trainees". Trainees are those individuals who have received funding through external awards such as the NIH Postdoctoral Fellowships (e.g. F- 32). Trainees, per federal requirements, may not be classified as employees and the benefits will vary from those postdoctoral fellows classified as employees. See more at:
https://www.southalabama.edu/departments/postdoctoraleducation/

3.15 Non-Tenure Track Positions (This section updated July 24, 2023)

Introduction

Designation of an approved non-tenure track faculty position requires written justification by the Dean and must be approved by the Executive Vice President and Provost, if applicable. Non-tenure track faculty positions may be approved in any of the following instances:

- when the position satisfies a current need but may not be needed in the future
- when a program requires positions to satisfy a current need but the program may not be needed in the future
- when the position is funded with grants and/or other temporary funding sources
- when the duties of the position exclude either teaching or research as a major responsibility
- when the position does not require a terminal degree
- when the appointment is made in accordance with section 3.5

3.15.1 Non-Tenure Track Academic Rank Positions/Conditions

1. With the exception of explicit term contracts, appointments to non-tenure track faculty positions are made on an annual basis and are not automatic. The decision to reappoint, non-reappoint, or non-renew may be based upon an annual performance evaluation of the incumbent, on program needs, or on the financial position of the University. Non-renewal or non-reappointment notification dates and procedures will be the same as those for tenure-track positions.
2. Non-tenure track appointees are eligible for participation in faculty governance activities, including Faculty Senate privileges, committee memberships, and departmental deliberations.
3. Non-tenure track appointees are eligible to participate in faculty development opportunities available to tenure track faculty.
4. Non-tenure track appointees are eligible for benefits comparable to tenure track appointees.
5. Ordinarily, annual performance evaluations will be conducted for non-tenure track faculty positions.
6. Upper limits for the number of non-tenure track positions may be established by the various colleges.

3.15.2 Non-Tenure Track Instructor Positions

Non-tenure track instructor appointments are ranked as follows:

Instructor

Senior Instructor

As a general rule, research is not a responsibility of these positions unless otherwise stated.

The rank of Instructor is open to faculty holding a minimum of a master's degree appropriate to the field in which they are teaching. Their primary duties include teaching in their field, academic advising, active involvement in departmental and university governance, professional development and public service, or equivalent academic activity.

The following requirements must be met for promotion from Instructor to Senior Instructor.

- The candidate must have at least seven years of full-time professional experience at the University of South Alabama as an Instructor. For prior experience or other professional experience to count toward promotion eligibility, the individual's initial letter of appointment must specify and indicate the extent to which it will be counted. Lacking this specification, no prior experience can be used to establish eligibility to be considered for promotion. The prior experience must have been at an institution of higher education approved by the University and must have been full- time. A maximum of three years credit for the prior experience may be applied toward the probationary service period for promotion eligibility. The granting of prior service credit is never automatic. The decision to grant credit and the amount of credit to be granted is based on the recommendation of the departmental chairperson and the Dean and approved by the Executive Vice President and Provost, if applicable, and the President.

- The candidate must display evidence of excellence in teaching and in student advising or equivalent academic activity.
- The candidate must display evidence of professional development appropriate to the faculty member's assigned academic role.
- The candidate must demonstrate significant and sustained work in departmental, college and/or university-related services.

3.15.3 Non-Tenure Track Instructor – Promotion Procedures

Procedures for promotion from Instructor to Senior Instructor, at all levels, including departmental, college, Dean, Executive Vice President and Provost, and President, are identical to those outlined for tenure track faculty as outlined in the Faculty Handbook.

3.15.4 Non-Tenure Track Instructor – Promotion Increment

A salary increase of $4,000 accompanies promotion from Instructor to Senior Instructor.

3.15.5 Non-Tenure Track Professorial Level Positions – Designation of Ranks and Titles

Non-tenure track instructional faculty professorial level appointments are ranked as follows (see 3.15.7 for promotion criteria):

Assistant Professor of Instruction

Associate Professor of Instruction

Professor of Instruction

Non-tenure track faculty professorial level appointments are ranked as follows (see 3.15.6 for promotion criteria):

Assistant Professor

Associate Professor

Professor

3.15.6 Non-Tenure Track Professorial Level Positions – Promotions

Criteria and minimum time-in-rank before being eligible for promotion, and requirements for promotion in rank for non-tenure track professorial faculty positions are identical to those for tenure track professorial level faculty positions. (Does not apply to non-tenure track instructional faculty. See 3.15.7 for promotion criteria.)

3.15.7 Non-Tenure Instructional Track Professorial Level Positions – Promotion

Appointment criteria, minimum time in rank before being eligible for promotion, and requirements for promotion in rank for non-tenure instructional track professorial faculty positions are described. Colleges/Schools may offer alternative titles for non-tenure track faculty who hold terminal degrees in their field of study with the approval of the Executive Vice President and Provost.

Non-tenure track faculty members not originally appointed in an instructional professorial track may apply for promotion under the procedures for their current rank as specified for tenure track professorial faculty or with the approval of their department chair, dean, and the Executive Vice President and Provost, apply for promotion under the applicable rank described below.

Faculty at the rank of assistant professor or above may be granted credit up to a maximum of three years toward promotion for prior full-time academic service at the University of South Alabama or other institutions of higher education. If credit is granted toward promotion, the number of years of credit will be stated in the letter of appointment.

Promotion applications for non-tenure track professorial positions will normally follow the procedures outlined in section 3.10 with the exception that external review of candidates is not required for promotion to associate professor of instruction or professor of instruction, although Colleges/Schools may elect to require that the departmental evaluation process includes external review. Colleges/Schools may also elect to require external review for non-tenure track faculty who hold terminal degrees in their field of study using alternative titles.

College of Medicine guidelines and policies relating to faculty appointments, promotions and tenure are outlined in Section 3.20. This section is not applicable to those positions.

Criteria for Appointment and Promotion for Non-Tenure Instructional Track Professorial Level Positions

1. Assistant Professor of Instruction:

   The rank of assistant professor of instruction is open only to faculty members considered terminally qualified in their field, or to one whose credentials have been accepted by the University as equivalent to terminal qualifications. In exceptional cases, an assistant professorship may be granted for clearly distinguished achievement to one who has not met the prescribed degree requirements. The following requirements must be met for appointment:

   - The candidate must have the appropriate terminal degree, and;
   - a record of teaching effectiveness demonstrated through some combination of classroom/laboratory/clinical teaching (to include experience as a teaching assistant), supervision of students' independent research or study, academic advising, course and curriculum development, or implementation of evidence-based pedagogical practices, and;
   - evidence of pedagogical, research, or creative agenda, and;
   - a record of scholarly or creative achievement appropriate to the field, and;
   - a record of commitment to service.

2. Associate Professor of Instruction:

   The rank of associate professor of instruction is open only to faculty members considered terminally qualified in their field, or to one whose credentials have been accepted by the University as equivalent to terminal qualifications. In exceptional cases, an associate professorship may be granted for clearly distinguished achievement to one who has not met the prescribed degree requirements. The following requirements must be met for promotion from assistant professor to associate professor of instruction:

- The candidate must have at least six year's full-time professorial experience as an assistant professor of instruction. The time-in-rank requirements refer to service only at the University of South Alabama. For prior teaching or other professorial experience to count toward promotion eligibility, the individual's initial letter of appointment must specify and indicate the extent to which it will be counted. Lacking this specification, no prior experience can be used to establish eligibility to be considered for promotion, and;
- a record of sustained excellence in teaching at the rank of assistant professor demonstrated through some combination of classroom/laboratory/clinical teaching, supervision of students' independent research or study, academic advising, course and curriculum development, or implementation of evidence-based pedagogical practices, and;
- evidence of continuing professional development, discipline-specific scholarship or scholarship of teaching and learning, or creative activity appropriate to the field, and;
- a record of substantive service contributions to the Department, College or University.

3. Professor of Instruction:

   A terminal degree is typically required. In addition, the candidate must meet the following requirements:

   - a minimum of three years of sustained excellence in teaching at the rank of associate professor of instruction, although time-in-rank as associate professor typically exceeds three years prior to promotion to professor. Sustained excellence may be demonstrated through some combination of classroom/clinical teaching, research advising, academic advising, curriculum development, or development of evidence-based pedagogical practices, and;
   - a record of significant and impactful discipline-specific scholarship, scholarship of teaching and learning, professional development, and/or creative activity appropriate to the field, and;
   - evidence of excellence in the field. This can be demonstrated in myriad ways, although it is up to the candidate and the department to provide sufficient supportive evidence. Examples of such recognition may include, but are not limited to, the following: invited presentations at national conferences and conventions, publication of peer reviewed articles in disciplinary or pedagogical national or international journals, authoring or contributing to textbooks or other innovative instructional materials, creative activity, or making significant, innovative contributions to the curriculum, and;
   - evidence of significant and sustained service to the Department, College and University.

3.15.8 Change of Appointment Status for Non-Tenure Track Faculty

Procedures and conditions governing change from non-tenure track faculty appointment status to tenure track faculty appointment status are as follows:

- Persons holding non-tenure track appointments, except those employed in Convertible Track positions (see section 3.5), will not be eligible for consideration for tenure track faculty rank, except as successful applicants responding to a normal, advertised search along with other candidates under affirmative action procedures. Change from non-tenure track status to tenure track status is not automatic.

- Appointment to a tenure track position will be treated as a new appointment and the appointee must submit in writing his/her resignation from the non-tenure track appointment. Origination of recommendation and procedures relative to the change in appointment will follow procedures identical to those for appointment of new faculty.
- Probationary periods for both tenure and promotion required for tenure track ranks will apply to individuals who change from non-tenure-track status to tenure track status (see section 3.11.4.2).

Faculty in tenure track positions are not eligible for non-tenure track appointments.

3.16 Severance Policy and Procedures

3.16.1 Non-Reappointment

The precise terms and conditions of each appointment are to be stated in writing and are to be in the possession of the appointee and the University. At the University of South Alabama, appointments are made on an annual basis through the probationary period or until tenure has been granted (see section 3.11.4). Non-reappointment of an individual during this period is not considered a dismissal. If a non-reappointment is necessary for institutional reasons unrelated to performance by the faculty member, the faculty member will receive communication to that effect. Faculty members who are given a letter of non-reappointment will receive no salary increase for the notice period. Furthermore, once the letter of non-reappointment has been issued, additional evaluation of the faculty member's performance will not be required.

3.16.2 The Standards for Notice of Non-Reappointment

Written notice of non-reappointment or of intention not to recommend reappointment should be given the faculty member according to the following standards:

- In the first year of service: notice should be given at least three months in advance of the last day of the faculty member's employment at the University.
- In the second year of service: notice should be given at least six months in advance of the last day of the faculty member's employment at the University.
- After two or more years of service: notice should be given at least 12 months in advance of the last day of the faculty member's employment at the University.

The following procedures within the University have been adopted relative to appointment, non-reappointment, dismissal, tenure, promotion, etc.

- A recommendation will be made by the Department Chair to the Dean of the college or Director of the division.
- Following a review by the Dean of the college or the Director of the division, a recommendation will be made to the appropriate Vice President.
- Following a review by the Executive Vice President and Provost, if applicable, a recommendation will be made to the President of the University.

The AAUP 1940 Statement of Principles on Academic Freedom and Tenure, the 1964 Standards for Notice of Non-Reappointment and the 1958 Statement on Procedural Standards

in Faculty Dismissal proceedings establish a basis for the USA Faculty Handbook published policy concerning non- reappointment. The Non-Reappointment Policy published in the USA Faculty Handbook, however, will prevail in any differences.

3.16.3 Resignation

Faculty members are expected to give reasonable notice before terminating employment.

3.16.4 Termination/Dismissal

Tenured and non-tenured faculty members may be terminated “for cause”. “For cause” includes but is not limited to, moral turpitude, conviction for a felony, substantial failure to perform assigned professional duties, incompetence, or unethical behavior including violations of academic or research integrity. Financial exigency may also cause termination of a faculty member. Cases involving violations of research integrity will first be evaluated according to the Scientific Misconduct Policy
https://www.southalabama.edu/departments/research/compliance/research-misconduct.html

Termination for cause will be considered by a faculty committee appointed by the Executive Vice President and Provost from the Grievance Committee Pool (sections 4.2.5 and 4.2.6 and 4.2.7). The committee will notify the faculty member in writing of the cause(s) for termination action, and the faculty member will be given the opportunity to be heard by the committee. The faculty member will receive notice of at least ten working days to prepare a defense before the hearing. The faculty member will be permitted to have an advisor of his/her own choosing who may act as non-legal counsel. A stenographic record of the hearing will be made available to the parties concerned. The hearing may include the testimony of faculty members and/or others.

Following the conclusion of the hearing, the committee shall meet in executive session, with all other persons excluded. There will be no audiovisual or stenographic record of the executive session. In this session, the committee shall prepare a recommendation to the Executive Vice President and Provost. Upon review, the Executive Vice President and Provost will make his/her recommendation to the President.

- Termination of non-tenured faculty must be approved by the President.
- Termination of tenured faculty must be approved by the Board of Trustees.
- Termination of faculty members for cause cannot be appealed.

Faculty members on continuous appointment who are dismissed for failure to perform assigned duties as defined above shall receive their salaries whether or not they are continued in their duties at the institution for the remainder of their contract/appointment year or for 90 days, whichever is more; or, in the case of tenured faculty, until the end of the academic year or for 90 days, whichever is more.

Termination of continuous appointment because of financial exigency should be demonstrably bona fide.

The AAUP’s 1958 Statement on Procedural Standards in Faculty Dismissal Proceedings (updated in 1990) as printed below has been endorsed by the University of South

Alabama. Where the University policy differs with AAUP Policy, the University policy supersedes and prevails.

Introductory Comments

Any approach toward settling the difficulties which have beset dismissal proceedings on many American campuses must look beyond procedure into setting and cause. A dismissal proceeding is a symptom of failure; no amount of use of the removal process will help strengthen higher education as much as will the cultivation of conditions in which dismissals rarely if ever need occur.

Just as the board of control or other governing body is the legal and fiscal corporation of the college, the faculty are the academic entity. Historically, the academic corporation is the older. Faculties were formed in the Middle Ages, with managerial affairs either self-arranged or handled in course by the parent church. Modern college faculties, on the other hand, are part of a complex and extensive structure requiring legal incorporation, with stewards and managers specifically appointed to discharge certain functions.

Nonetheless, the faculty of a modern college constitutes an entity as real as that of the faculties of medieval times, in terms of collective purpose and function. A necessary precondition of a strong faculty is that it have first-hand concern with its own membership. This is properly reflected both in appointments to and in separations from the faculty body.

A well-organized institution will reflect sympathetic understanding by trustees and teachers alike of their respective and complementary roles. These should be spelled out carefully in writing and made available to all. Trustees and faculty should understand and agree on their several functions in determining who shall join and who shall remain on the faculty. One of the prime duties of the administrator is to help preserve understanding of those functions. It seems clear on the American college scene that a close positive relationship exists between the excellence of colleges, the strength of their faculties, and the extent of faculty responsibility in determining faculty membership. Such a condition is in no way inconsistent with full faculty awareness of institutional factors with which governing boards must be primarily concerned.

In the effective college, a dismissal proceeding involving a faculty member on tenure, or one occurring during the term of an appointment, will be a rare exception, caused by individual human weakness and not by an unhealthy work setting. When it does come, however, the college should be prepared for it, so that both the institutional integrity and individual human rights may be preserved during the process of resolving the trouble. The faculty must be willing to recommend the dismissal of a colleague when necessary. By the same token, presidents and governing boards must be willing to give full weight to a faculty judgment favorable to a colleague.

One persistent source of difficulty is the definition of adequate cause for the dismissal of a faculty member. Despite the 1940 Statement of Principles on Academic Freedom and Tenure and subsequent attempts to build upon it, considerable ambiguity and misunderstanding persist throughout higher education, especially in the respective conceptions of governing boards, administrative officers, and faculties concerning this matter. The present statement assumes that individual institutions will have formulated their own definitions of adequate cause for dismissal, bearing in mind the 1940 Statement and Standards which have developed in the experience of academic institutions.

This statement deals with procedural standards. Those recommended are not intended to establish a norm in the same manner as the 1940 Statement of Principles on Academic Freedom and Tenure, but are presented rather as a guide to be used according to the nature and traditions of particular institutions in given effect to both faculty tenure rights and the obligations of faculty members in the academic community.

Procedural Recommendations

1. Preliminary proceedings concerning the fitness of a faculty member. When reason arises to question the fitness of a college or university faculty member who has tenure or whose term appointment has not expired, the appropriate administrative officers should ordinarily discuss the matter with him/her in personal confidence. The matter may be terminated by mutual consent at this point; but if an adjustment does not result, a standing or ad hoc committee elected by the faculty and charged with the function of rendering confidential advice in such situations should informally inquire into the situation, to effect an adjustment if possible, and, if none is effected, to determine whether in its view formal proceedings to consider his/her dismissal should be instituted. If the committee recommends that such proceedings should begin, or if the president of the institution, even after considering a recommendation of the committee favorable to the faculty member, expresses his/her conviction that a proceeding should be undertaken, action should be commenced under the procedures which follow. Except where there is disagreement, a statement with reasonable particularity of the grounds proposed for the dismissal should then be jointly formulated by the President and the faculty committee; if there is disagreement, the President or his/her representative should formulate the statement.
2. Commencement of formal proceedings. The formal proceedings should be commenced by a communication addressed to the faculty member by the President of the institution, informing the faculty member of the statement formulated, and informing him/her that, if he/she so requests, a hearing to determine whether he/she should be removed from his or her faculty position on the grounds stated will be conducted by a faculty committee at a specified time and place. In setting the date of the hearing, sufficient time should be allowed the faculty member to prepare his/her defense. The faculty member should be informed, in detail or by reference to published regulations, of the procedural rights that will be accorded to him/her. The faculty member should state in reply whether he/she wishes a hearing and, if so, should answer in writing not less than one week before the date set for the hearing, the statements in the President's letter.
3. Suspension of the faculty member. Suspension of the faculty member during the proceeding involving him/her is justified only if immediate harm to himself/herself or others is threatened by his/her continuance. Unless legal considerations forbid, any such suspension should be with pay.
4. Hearing Committee. The committee of faculty members to conduct the hearing and render a decision should either be an elected standing committee not previously concerned with the case or a committee established as soon as possible after the President's letter to the faculty member has been sent. The choice of members of the hearing committee should be on the basis of their objectivity and competence and of the regard in which they are held in the academic community. The committee should elect its own Chair.
5. Committee proceeding. The committee should proceed by considering the statement of grounds for dismissal already formulated, and the faculty member's response written before the time of the hearing.

If the faculty member has not requested a hearing, the committee should consider the case on the basis of the obtainable information and decide whether he/she should be removed; otherwise the hearing should go forward. The committee, in consultation with the President and the faculty member, should exercise its judgment as to whether the hearing should be public or private. If any facts are in dispute, the testimony of witnesses and other evidence concerning the matter set forth in the President's letter to the faculty member should be received.

The President should have the option of attendance during the hearing. He/she may designate an appropriate representative to assist in developing the case; but the committee should determine the order of proof, should normally conduct the questioning of the witnesses, and, if necessary, should secure the presentation of evidence important to the case.

The faculty member should have the option of assistance by counsel, whose functions should be similar to those of the representative chosen by the President. The faculty members should have the additional procedural rights set forth in the 1940 Statement of Principles on Academic Freedom and Tenure, and should have the aid of the committee, when needed, in securing the attendance of witnesses. The faculty member or his/her counsel and the representative designated by the President should have the right, within reasonable limits, to question all witnesses who testify orally. The faculty member should have the opportunity to be confronted by all witnesses adverse to him/ her. Where unusual and urgent reasons move the hearing committee to withhold this right, or where the witness cannot appear, the identity of the witness, as well as his/ her statements, should nevertheless be disclosed to the faculty member.

Subject to these safeguards, statements may when necessary be taken outside the hearing and reported to it. All of the evidence should be duly recorded. Unless special circumstances warrant, it should not be necessary to follow formal rules of court procedure.

6. Consideration by Hearing Committee. The committee should reach its decision in conference, on the basis of the hearing. Before doing so, it should give opportunity to the faculty member or his/ her counsel and the representative designated by the President to argue orally before it. If written briefs would be helpful, the committee may request them. The committee may proceed to decision promptly, without having the record of the hearing transcribed where it feels that a just decision can be reached by this means; or it may await the availability of a transcript of the hearing if its decision would be aided thereby. It should make explicit findings with respect to each of the grounds of removal presented, and reasoned opinion may be desirable. Publicity concerning the committee's decision may properly be withheld until consideration has been given to the case by the governing body of the institution. The President and faculty member should be notified of the decision in writing and should be given a copy of the record of the hearing. Any release to the public should be made through the President's office.

7. Consideration by the Governing Body. The President should transmit to the governing body the full report of the hearing committee, stating its action. On the assumption that the governing board has accepted the principle of the faculty hearing committee, acceptance of the committee's decision would normally be expected. If the governing body chooses to review the case, its review should be based on the record of the previous hearing, accompanied by opportunity for argument, oral or written or both, by the principals at the hearing or their representatives. The decision of the hearing committee should either be sustained or the proceeding be returned to the committee with the objections specified. In

such a case the committee should reconsider, taking account of the stated objections and receiving new evidence if necessary. It should frame its decision and communicate it in the same manner as before. Only after study of the committee's reconsideration should the governing body make a final decision overruling the committee.

8. Publicity. Except for such simple announcements as may be required, covering the time of the hearing and similar matters, public statements about the case by either the faculty member or administrative officer should be avoided so far as possible until the proceedings have been completed. Announcement of the final decision should include a statement of the hearing committee's original action, if this has not previously been made known.

3.17 Recommendations and Evaluations of Faculty

3.17.1 Dean Recommendations

A resolution passed by the Vice President's Council in 1986 requires Deans to submit annual recommendations regarding faculty reappointments/non-reappointments for full-time, untenured faculty, both tenure track and non-tenure track.

3.17.2 Annual Evaluation of Faculty

All faculty are evaluated each year during the Spring Semester using the standard Annual Faculty Evaluation Form. Weightings, other than 60-30-10, are approved by the Dean of the college.

All untenured tenure-track faculty also are evaluated annually during the probationary period for progress toward tenure (see policy statement in 3.11.4.1).

3.17.3 Student Evaluations of Faculty

Students will complete a perceptions of instruction survey for all faculty-taught courses at the University of South Alabama during the last 2-3 weeks of the semester, minimally once per academic year. The student perceptions of instruction surveys are conducted through a University software system in electronic format.

3.18 Academic Administrator Evaluations

Annual performance evaluation and review of academic administrators provides a process to assist in the development of more effective administrative leadership. The academic administrator will receive performance feedback which should provide the basis for the continuous improvement of administrative performance. Periodic, formal evaluation of academic administrators - Deans, Directors, departmental Chairs - is official academic policy at the University of South Alabama.

Academic administrative evaluations involving a survey of subordinates is a separate and unique evaluation process. The administrative evaluation is in addition to the annual performance evaluation conducted for purposes of merit and/or promotion decisions.

Academic administrative performance evaluations may occur at any time as directed by the Executive Vice President and Provost or Dean, College of Medicine/Vice President for Medical Affairs.

For colleges/schools within Academic Affairs, the Executive Vice President and Provost will administer the evaluations of Deans. The evaluation form will be sent to all Chairs of the Dean's college or school. The completed evaluation is to be returned, either signed or unsigned, to the Office of the Executive Vice President and Provost in a sealed envelope. The written tabulated summary and any written comments will be given to the Dean personally by the Executive Vice President and Provost. After the Dean has had an opportunity to analyze the results, the Executive Vice President and Provost will schedule a performance review meeting with the Dean. The meeting will provide an opportunity to discuss administrative strengths and weaknesses, and when necessary, develop improvement plans for specific areas which have been identified as weaknesses. The Executive Vice President and Provost will present a summary report of the administrative evaluation of Deans in his division to the President. The Dean being reviewed may submit a response to the President and to the college faculty.

The evaluation of Associate/Assistant Deans, Chairs, or Directors will be conducted by the Dean. The evaluation form will be sent to all full time faculty in the department. The completed form will be returned, either signed or unsigned, to the office of the Dean in a sealed envelope. A written summary, including the relevant written comments, will be given to the Chair personally by the Dean. After the Chair has had an opportunity to analyze the results, the Dean will schedule a performance review meeting with the Chair. The meeting will provide an opportunity to discuss administrative strengths and weaknesses and, when necessary, develop improvement plans for identified weaknesses. The Chair being reviewed may submit a response to the Executive Vice President and Provost or Dean, College of Medicine/Vice President for Medical Affairs and to the department faculty.

For the evaluation of Associate/Assistant Deans, the evaluation forms will be sent to Department Chairs and to other faculty or staff identified by the Dean who interact with the Associate/Assistant Dean on a continuing basis. For the evaluation of Directors, the evaluation form will be sent to all full-time employees working under the direct supervision of the Director or other faculty or staff identified by the Dean that interact with the Director on a continuing basis. The evaluation process described for Department Chairs will be used for the evaluation of Associate/Assistant Deans and Directors.

The President will conduct an administrative performance evaluation of the Executive Vice President and Provost or Dean, College of Medicine/Vice President for Medical Affairs using the process as outlined above. The evaluation will be completed by those under the purview of Academic Affairs/College of Medicine.

3.18.1 Comprehensive Review of Chairs

In addition to the annual performance review with the Dean of the respective academic unit, the Deans shall organize a comprehensive review of the Department Chair every five years. The Dean will charge a committee of no fewer than four members that normally includes faculty representation and may include other stakeholders to assist in the collection, analysis, and aggregation of evaluative input from faculty, staff, and other stakeholders. The committee will provide the Dean with a summary report of this data. In small departments where fewer than four members are able to serve, then members should be appointed from other departments

with input from existing member(s) of the department. The review generally will be conducted during the fifth year from the date of the Chair's initial appointment and every five years thereafter. In some cases, a comprehensive review may have to be delayed in order to manage the number of reviews that occur in a given year in a college or school.

The comprehensive review occurs in lieu of the annual review for that year. A comprehensive review may be completed earlier or more frequently at the discretion of the Dean.

The five-year review, at a minimum, will include:

- A meeting of the Dean and departmental faculty and staff to discuss the review process; to align expectations about unit goals and objectives; and to address questions or comments;
- A comprehensive review of a presentation to the department faculty and portfolio supplied by the Chair;
- Collection and review of evaluative input from departmental faculty, staff, students, and relevant external stakeholders that includes but is not limited to the responsibilities of the Chair as outlined in the faculty handbook and general leadership effectiveness;
- A review and evaluation of the Chair's advancement of departmental goals and objectives.
- Deans will meet with the departmental faculty to discuss progress toward unit goals and objectives and initial findings of the report.

At the completion of the review, the Dean will meet with the Chair to share and discuss the committee's report, to offer the opportunity for a written response, and document completion of the comprehensive review.

3.18.2 Comprehensive Review of Deans

In addition to the annual performance review with the Executive Vice President and Provost (EVP/P), Academic Deans will be required to participate in periodic comprehensive reviews. These reviews will generally be conducted in the fall semester not more than five years from the initial appointment and at additional five year intervals but may, at the discretion of the EVP/P, be conducted earlier or on a more frequent cycle.

The five-year review will consist of a more comprehensive review than the annual performance evaluation. The process is intended to provide feedback to the Dean and EVP/P on accomplishments and past performance that may be used to improve the administration of the college/school.

Procedures

Initiation of the Review:

1. Deans will be notified by the EVP/P of a pending review.
2. The EVP/P will then meet with the Dean to discuss the review procedures and answer questions.

Appointment of the Review Committee:

3. The EVP/P will appoint a committee normally composed of the following:

- Two Deans from other colleges at USA or a Dean and an Associate Vice President
- Four tenured faculty members from the college of the Dean under review (the EVP/P will solicit three nominations from the faculty of the college and three from the Dean under review. At least one faculty member nominated by the faculty and one nominated by the Dean will be selected.)
- One Department Chair, Director, or the equivalent from the college of the Dean under review.
- At least one external member, generally an active college alumnus/alumna and/or member of the college advisory committee.
- Additional members (including external members) may be added as determined appropriate by the EVP/P)

The EVP/P will appoint the committee Chair (generally an Academic Dean or Associate Vice President)

Charge to Committee:

4. The EVP/P will meet with the committee to charge them with preparing a report on the performance of the Dean under review and the respective college/school based on materials provided to the committee by the office of the EVP/P. In this meeting, the EVP/P will also discuss ethical and legal issues related to the review including but not limited to confidentiality. The materials to be reviewed will include a portfolio submitted by the Dean under review and feedback solicited by the office of the EVP/P. At the discretion of the EVP/P, an external review of the materials by a peer at a similar institution may also be required.

Materials to be Reviewed:

5. The office of the EVP/P will, at a minimum, solicit feedback from college/school students, staff, faculty, and administrators; other Deans and division administrators; the President's Council; alumni; and external constituents. Prior to distribution, drafts of the survey instruments will be provided to the Dean and to the EVP/P for feedback. The Dean under review will submit the following portfolio of materials to the EVP/P for distribution to the committee:
    a. College organizational chart
    b. College mission, vision, and goals
    c. Annual reports (past five years)
    d. Section 2.7 of the Faculty Handbook (Administration of Colleges/Schools: Role and Responsibility of the Dean)
    e. Outline of major accomplishments and challenges (past five years)
    f. Accreditation reports received during the review period (if applicable)
    g. CV
    h. Dean's Presentation (may include PowerPoint slides or handouts) elaborating on the major accomplishments and challenges and describing plans for the next five year period

i. List of appropriate external constituents

j. List of at least four external peers (if applicable for external review)

k. Other information as desired by the Dean (e.g. special awards or recognition) or as deemed necessary by the committee or the EVP/P.

Committee Responsibilities:

6. The committee will review the role and responsibilities of the Dean, the feedback solicited by the EVP/P (may be summarized), the external review (if applicable), and the materials in the portfolio and will develop a report focused on the following:

   a. The most significant accomplishments, administrative or program-related, for the past five years attributable to the leadership of the Dean,

   b. The most significant areas of improvement/challenges during the five year period,

   c. Progress on issues identified in prior review(s) (if applicable),

   d. Strengths of the Dean and recommendations for improvement,

   e. Evaluation of performance for the five year period.

   (The evaluation should follow the "Role and Responsibility of the Dean" statement in section 2.7 of the Faculty Handbook.)

   The committee will submit a draft of the report to the EVP/P and, if necessary, will meet with the EVP/P to discuss any issues requiring clarification or elaboration. The final report will then be submitted to the EVP/P and to the Dean. The Dean will be allowed to submit a written response to the report within ten business days of receiving a copy. Both the report and the response (if any) will be included in the Dean's personnel file. It is anticipated that this process will take no longer than 60 days from the initial charge but, at the request of the committee and with the approval of the EVP/P, the timeframe may be extended.

Dean's Responsibilities

1. At the conclusion of the review, the Dean is encouraged to communicate with his or her college and/or school about any evaluations, insights, or suggestions he or she found valuable for improving his or her personal performance or that of the college and/or school.

3.19 Faculty Recruitment

The University of South Alabama is an Equal Opportunity/Equal Access Educational Institution. The pre- employment file must include official original transcripts from all institutions of higher learning (cannot be issued to student), a completed University Biographical Data form, Curriculum Vita, three original letters of reference from external referees, University Faculty Consent form, and any other required Compliance statements (*i.e. "The University of South Alabama is an Equal Opportunity/Equal Access Employer"*).

The Guidelines for Faculty and Administrative Searches (3.19, 3.19.1) are presented to each search committee at the first meeting of the committee. The guidelines are available on the Academic Affairs policies webpage (http://www.southalabama.edu/academicaffairs/policies.html). These guidelines are followed from the beginning of a search to the final appointment of an applicant for an academic position

to assure compliance with EEOC, Affirmative Action, ADA, Southern Association for Colleges and Schools, and Consent Decree mandates. The Deans and Department Chairs are responsible for assuring that each full- and part-time faculty member meets all required criteria.

There is only one official personnel file maintained by the University, and that file is housed in the Office of the Executive Vice President and Provost or Dean, College of Medicine/Vice President for Medical Affairs.

3.19.1 Guidelines for Faculty and Administrative Searches

Introduction

As we strive to strengthen the University's academic mission through fostering a culture of inclusive excellence, the collaborative efforts of our faculty in the search process should inspire in other faculty, as well as staff, students and alumni, a sense of belonging by respecting, acknowledging, and accepting individuals without regard to race, color, national origin, sex, pregnancy, sexual orientation, gender identity, gender expression, religion, age, genetic information, disability, protected veteran status or any other applicable legally protected basis.

This document is meant to serve as a guideline for Deans, Department Chairs, and search committees involved in filling vacant or new faculty and administrative positions within the Division of Academic Affairs. A separate policy governs searches for endowed Chairs. In the following step-by-step procedures, items marked with an (*) are those actions required by the University, and/or by Federal, State, and Immigration laws. All correspondence, including advertisements, brochures, and flyers must include the Equal Opportunity/Equal Access Employer statement.

All efforts to fill academic positions will be directed toward choosing the most qualified individual based on professional qualifications, personal integrity, and Equal Opportunity/Equal Access Employer considerations. These procedures are designed to assist academic personnel in completing the search process in an efficient and effective manner.

While the above referenced requirements have been incorporated into the following procedures, this does not replace the need for all persons concerned to be familiar with state and federal laws. Deans, Department Chairs, and their representatives are responsible for compliance with federal and state laws.

Special Considerations

University policy and accreditation standards:

- Each faculty member must be proficient in spoken and written English. The Chairperson and Dean must provide certification of proficiency prior to the appointment;
- Each full- or part-time faculty member holds AT LEAST a master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (minimum of 18 graduate semester hours in the teaching discipline), or justify, in exceptional cases, outstanding professional experience.

All faculty search committees are asked to ensure compliance with these minimum requirements during the applicant screening process BEFORE interviews are requested. Official transcripts must be a part of the completed file which is forwarded to the President when the

candidate is recommended for appointment; requiring transcripts to be available early saves time in the final appointing process and enables the committee to ensure compliance with minimum requirements. Also, spoken and written English proficiency should be critically evaluated through written evaluation materials and through telephone interviews prior to scheduling on-campus interviews. No full- or part-time faculty will be appointed who do not meet these criteria.

Hiring an Academic Employee without a Search

Exceptional Hires/Target of Opportunity

Hiring authorities at USA may elect to hire an individual from outside the University without a search when there is a time-limited opportunity to attract a faculty member or administrator well-suited to the institution.

Exceptional hires are rarely permitted and may only be considered when the individual is exceptionally qualified for the position and either when it is projected that the length of the normal search process would preclude the ability to hire the individual or the hiring of the individual meets an exceptional need of the institution.

All no-search hires must take into account whether the experience and skills of the proposed candidate are consistent with the priorities/plans of the specific academic unit and must adhere to all university policies and state/federal law. No-search hires will rarely be permitted and require the approval of the appropriate Vice President(s) and the President. For these hires, the Dean or Deans, with the approval of the appropriate Vice President(s) will identify the necessary financial resources. No-search hires do not bypass hiring procedures with the exception of the search itself. A committee must be established and the candidate must be interviewed according to the procedures described below. The Department Chair must also forward all the materials from the committee as well as his/her own assessment of the strengths and weaknesses of the candidate to the Dean. The responsibilities described below for the Dean and Vice President remain the same.

3.19.2 Searches for Tenure Track Faculty

Responsibilities of Department Chair

- When a vacancy occurs, or a new position is approved, departmental needs must be analyzed (with input from faculty) to determine the type of individual needed.
- Complete the appropriate form for approval of recruitment and forward through the approval process, i.e., chair to dean, dean to Vice President. In the Division of Academic Affairs, this requires completion of the “Request Authority to Fill Vacancy” form (Academic Affairs Form #1* - https://www.southalabama.edu/departments/eforms/academicaffairs/aaform1.pdf. In the College of Medicine/USA Health, use the "Authorization for Faculty Recruitment" form - https://www.southalabama.edu/colleges/com/administration/resources/recruitment-authorization.pdf.

Responsibilities of Department Chair and Search Committee

- Determine and specify in writing the minimal qualifications, as well as any specific requirements, for an acceptable applicant. Qualifications will usually be those that would suggest a reasonable expectation that the applicant could achieve tenure in his/her

discipline. Specify essential functions and responsibilities for the applicant to qualify for the position.

- Set up a tentative schedule for the screening process.
- Prepare an announcement/advertisement* for the position to include:

  Position, rank, discipline

  Starting date

  Minimal credentials required

  Application materials required (letter of interest, vita, transcripts, etc.)

  Closing date for applications

  Equal Opportunity Statement

NOTE: *All announcements/advertisements must be approved by the Executive Vice President and Provost or the Dean, College of Medicine/Vice President for Medical Affairs.

NOTE: *All tenure-track positions must be advertised in a minimum of two national sources (on-line and/or print) appropriate to the discipline and to enhance potential for a diverse pool of applicants.

NOTE: All external searches for Chairs and academic administrator positions must be advertised in the Chronicle of Higher Education and/or other national sources (on-line and/or print) appropriate to the discipline and to enhance potential for a diverse pool of applicants.

- Submit a Concur Direct Pay for each advertising source, with attached advertisement, through the approval process.
- Notify other universities/agencies of the vacancy.
- Post position announcement on department web-site. (Academic Affairs will place on University website)

At this point, the search committee will begin preparing for the arrival of applications.

- *Start a list of all applicants/nominees received with name, address, email, and telephone number. (This list is required documentation for the Faculty Search Report at the conclusion of the search; it is easier to do the list as applications are received rather than at the end of the process.)
- *Create a file immediately upon receipt of an application/nomination–one file for each application. (These files must be retained for three years.)
- *Send an acknowledgment letter citing the requirements for a completed file, i.e.,
  - ✓ Biographical Data Form (include weblink in letter) https://www.southalabama.edu/departments/eforms/academicaffairs/
  - ✓ Three signed, original or pdf documents, professional letters of reference (the file must include the originating email, institutional affiliation and contact information so that we may verify the sender),
  - ✓ Curriculum vitae, and

- ✓ Official transcripts from all institutions of higher learning from which a degree was received, Voluntary Self-Identification of Disability Form, and a Voluntary Self-Identification of Veterans Form enclosed. These forms are available on the following Human Resources webpage: https://www.southalabama.edu/departments/financialaffairs/hr/workplace-accommodations/self-identify.html

The letter should also include the statement, "Proof of U. S. citizenship or other authorization to work in the United States will be required within three (3) days after employment."

NOTE: A USA Faculty Consent Form must be completed by applicants interviewed on campus.

- Normally references are contacted by telephone (in addition to the requested written reference), but special care must be taken to keep all information confidential, using it only for administrative purposes.
- After the screening and evaluation process is completed, the committee will normally select two (2) or three (3) candidates to recommend to the Dean for campus interview.
- Upon approval by the Dean, contact the selected candidates, invite him/her to campus, make arrangements (lodging, interview schedule, meals, escorts, etc.) and publish schedule and brief resume for all interested parties.

NOTE: Interviews should be scheduled with the following individuals/groups:

Search/Screening Committee

Department Faculty

Department Chair College Dean

Executive Vice President and Provost, if within Academic Affairs (for Department Chair and others) as deemed appropriate

President (as deemed appropriate)

- Schedule a scholarly presentation and teaching demonstration to be made by the candidate where appropriate.
- Conduct interviews. (A specific interview process must be determined prior to the actual visit. A paper trail is always advisable.) The Search Committee Chair provides all applicants invited for campus interview a USA Faculty Consent Form. The candidate returns the completed USA Faculty Consent Form to the Search Committee Chair. The USA Faculty Consent Form can be found at https://www.southalabama.edu/departments/eforms/academicaffairs/facultyconsentform.pdf
- Solicit reactions from those people who meet with the candidate(s) during the interview process.
- Evaluate candidates, including the solicited responses.
- Prepare a report (from the committee) to submit to the Department Chair listing the perceived strengths and weaknesses of each interviewed candidate – stating whether the committee finds the candidate acceptable for the position.

The search committee Chair completes the Faculty Search Report and forwards it along with the candidate's completed file to the Department Chair who will forward through channels to the office of the appropriate Vice President. Supporting documentation must be attached to the report: the list of names, mailing and email addresses, and telephone numbers of all applicants, advertisement copy, recommendations and evaluations. Any other pertinent information relating to the search/screening, also, may be included.

NOTE: The Department Chair will forward all the materials from the search committee as well as his/ her own assessment of the strengths and weaknesses of all candidates found acceptable by the search committee.

Responsibilities of the Dean and Vice President

NOTE: The Dean will recommend the candidate(s) for appointment to the appropriate Vice President. This recommendation should include:

- The completed file of the recommended candidate;
- Perceived strengths and weaknesses of each candidate – stating whether or not the candidate is acceptable with justification for the recommended candidate;
- The completed Faculty Search Report along with the Chair's recommendation for appointment to the Dean of the college.

An appointment letter will not be issued until the following is received and verified in the appropriate Vice President's office:

- Completed Faculty Search Report with supporting documentation.
- Completed file with required documentation: Biographical Data Form, USA Faculty Consent form, three signed original professional letters of recommendation, curriculum vitae, memorandum with recommendation from the Department Chair, memorandum with recommendation and terms from the Dean, and official transcripts from all institutions of higher learning from which a degree was received.
- Satisfactory results of the degree verification and background checks.

When/if a candidate is recommended for an appointment, and after the appointment letter has been issued and the appointment accepted by the candidate, the committee should notify all other applicants that the search has been successfully completed.

3.19.3 Searches for Non-Tenure Track Faculty

Procedures for filling non-tenure track faculty positions or for filling temporary positions (full-time appointments for terms less than a full academic year) are the same as above, except advertising may be done on a local or regional basis rather than on a national basis and scholarly presentation may not be necessary. If the search is confined to the local/regional area, advertisement must be done in the Mobile Register. (If the search for a non-tenure track position is advertised nationally, then it must be advertised in appropriate national sources pertinent to the discipline). Non-tenure track positions at the rank of Assistant Professor or higher may be advertised in appropriate national sources pertinent to the discipline. See section 3.18. (full time) and section 3.8.2 (part- time) in the Faculty Handbook for more detail.

3.19.4 Searches for Part-time Faculty

Part-time faculty are temporary employees who are appointed “as needed” on a semester- by-semester basis. See 3.8.2 for appointment procedures for part-time faculty.

3.19.5 Unsolicited Applications for Faculty Positions

Each department/academic unit should have established a policy for dealing with unsolicited applications and faculty position inquiries. Two options are:

1. If an unsolicited application is received and no suitable position exists, the inquiry should be acknowledged by the department accordingly; or
2. All unsolicited applications should be kept on file for 90 days. Applicants should be informed that materials are retained for a 90-day period and after 90 days, a new application is required if the applicant wishes to be considered for future vacancies.

3.19.6 Searches for Departmental Chairs

Searches for Department Chairs should follow the same procedures as specified for tenure-track faculty positions with the following exceptions:

- The Dean will submit the initial request for a search (Academic Affairs Form #1) and will recommend names for the search committee on that form. The committee should include a Chair from another department as a member of the committee.
- Interviews with other Department Chairs in the college and with the Deans (or their representative) from other colleges served by the department concerned should be included.
- The recommendation for appointment should include the recommendation for faculty rank as well as the recommendation for appointment to Chair.

3.19.7 Academic Administrative Searches

Searches for administrators should follow the same procedures as specified for tenure-track faculty and Chair searches with the following exceptions:

- After approval to conduct the search has been obtained, the appointing officer will appoint and charge the search committee for Vice Presidents, Deans, Assistant/Associate Deans and Directors.
- At the levels of Assistant/Associate Dean and Director, the need for a search will be determined by the appointing officer with approval of the appropriate Vice President and after consultation with the President of the Faculty Senate.
- For searches at the level of Dean and above, membership of the committee should include a Dean/ Vice President and faculty representation which will include a representative nominated by the Faculty Senate. Normally, a Dean/Vice president will Chair the committee.
- Searches normally should be conducted such that interviews and most committee deliberations occur during the nine month academic year so that faculty participation in the process is more practical. For searches in university units that operate with a twelve month academic calendar, this provision does not apply.

- The interview process should include the opportunity for the following individuals to meet with the candidate(s) for searches for Vice Presidents and Deans:
  - ✓ Search Committee:
  - ✓ Faculty of appropriate academic unit(s)
  - ✓ Faculty Senate
  - ✓ Deans and Associate Deans
  - ✓ Graduate Dean
  - ✓ Vice Presidents
  - ✓ President
- Candidates may be asked to give a presentation/discussion which should be open to all interested persons.
- If a candidate is to hold faculty rank the designated department will be asked to submit a written recommendation to the Search Committee concerning the qualifications of the candidate.
- The Search Committee will make its recommendation to the appointing authority. The committee members will prepare a document indicating their collective judgment about the strengths and weaknesses of each acceptable candidate. The committee or its representative will meet with the appointing officer to elaborate on the committee's reasoning, including any minority opinions.
- The appointing officer has the latitude to choose among candidates deemed acceptable by the committee. Candidates are to be determined acceptable by the committee by a simple majority of committee votes.
- Finalists for positions of Vice President, Dean, and Director may be invited to visit the campus a second time. The candidate's spouse may be included in the second visit, with prior approval. The appointing officer will meet with the search committee ideally before the appointment is publicly announced, to brief the committee on the appointment decision.

3.19.8 Internal Administrative and Department Chair Searches

Normally, all faculty and academic administrative positions are filled following both a nationally and internally advertised search process. In certain instances, however, the University may elect to limit the search process for a Dean, Assistant/Associate Dean, Department Chair, or Director to internal applicants. An internal search could be justified in any of the following circumstances:

- When there is consensus that a qualified individual is already employed by the University, and there is urgency to fill the position in order to prevent prolonged disruption of University services;
- When there are fiscal constraints.

In such cases, the appropriate Vice president, in consultation with the Dean or other appropriate administrative head and the President of the Faculty Senate, may declare an internal search to fill a vacancy. Internal searches should be conducted in the same manner as externally advertised searches with the exceptions of (1) limiting the position announcement to the

University community, and (2) the Search Committee for internal Departmental Chair searches will be chaired by a Departmental Chair from another department.

3.19.9 Information Relevant to All Searches

- Final reporting must be made on ALL search activities using the Faculty Search Report Form. This includes searches that are successfully filled, closed, or canceled.
- Relevant forms for Faculty/Administrative searches are located on the Academic Affairs webpage: http://www.southalabama.edu/departments/eforms/academicaffairs/index.html

3.20 Frederick P. Whiddon College of Medicine - Guidelines and Policies Relating to Faculty Appointments, Promotions and Tenure

3.20.1 Primary Faculty Appointments

1. **Academic track** Appointment to a particular academic track is based on the expected primary focus of academic effort for that individual, i.e., research, education or clinical practice. For promotion or tenure, evaluation focuses on the major academic effort defined by the appointment track:
    - Investigator - focus on research
    - Educator - focus on teaching
    - Clinician - focus on service through clinical practice
2. Appointments can be made on a **tenure-accruing or non-tenure basis**, depending on the track.
    - Appointments to the Investigator and Educator tracks can be tenure-accruing or on a non-tenure basis.
    - Appointments to the Clinician track generally will not be tenure-accruing.
    - Research is a faculty appointment but is not tenure-accruing.
    - With the exception of explicit term contracts, appointments to non-tenure track faculty positions are made on an annual basis and are not automatic. The decision to reappoint, non-reappoint, or non-renew may be based upon an annual performance evaluation of the incumbent, on program needs, or on the financial position of the University.
3. Appointment **rank and title**
    - The rank of Lecturer is a faculty appointment. However, this is not a tenure-accruing rank. This rank can be used for individuals appointed to a departmental position who deserve faculty status but who do not have a terminal degree.
    - The rank of Instructor is also a faculty appointment, though not tenure-accruing.
    - Appointment at the level of Assistant Professor may be to a tenure-accruing track. Up to three years of prior service at this rank may be applied toward tenure-accruing years, but must be specified in the official Dean's appointment letter.

- Appointment at the level of Associate Professor or Professor requires evidence of significant academic, and /or scholarly contributions by the candidate.
- Appointment at the level of Instructor, Research, Assistant Professor, Research, Associate Professor, Research, Professor, Research is not tenure-accruing.
- The academic rank will be used as the professorial title for all faculty.
- If a Joint appointment is made upon initial appointment to the University faculty, a primary department must be designated at that time.

4. Board certification and licensure
    - For credentialing, physicians (MD or DO) must have a current Alabama license.
    - To be appointed as an Assistant Professor, these individuals must be board-eligible in their specialty.
    - Physicians promoted to Associate Professor or newly appointed as Associate or Full Professor must be board-certified in their specialty or subspecialty; this requirement pertains both to academic and adjunct appointees.
    - Board certification must be by a board recognized by the American Board of Medical Specialties or the American Osteopathic Association.
5. Materials required for new appointments can be reviewed throughout the year. Materials required are outlined on the Whiddon College of Medicine Guidelines and Policies Relating to Faculty Appointments, Promotions, and Tenure.

3.20.2 Altering Primary Appointments

- Altering a primary appointment is a change in status that can occur in several ways: moving from a tenure-accruing to a non-tenure status (or vice versa), moving from one academic track to another, or a change in primary department. Materials required are outlined on the Whiddon College of Medicine Faculty Action Request Form.
- A change from tenure-accruing to non-tenure status must be a voluntary decision of the faculty member.
- Conversion to a non-tenure status does not require FCAPE review.
- Conversion from non-tenure to a tenure-accruing status is not automatic. Faculty wishing to do so must compete in the application process for an open tenure-accruing position.
- While a change in status may be requested at any time, it must not accompany a request for promotion and/or tenure.

3.20.3 Evaluation for Promotion and Tenure

- Regular review of progress towards promotion and/or tenure occurs as part of the annual evaluation process.
- A mid-probationary review must be conducted for all tenure-accruing assistant professors in the third or fourth year of their probationary period. The department Chair will conduct the mid-probationary review in consultation with the tenured faculty of the department. The Chair will provide the faculty member a written summary of the review and forward a copy of

that summary to the Office of Faculty Affairs for FCAPE review. The faculty member will receive a copy of the FCAPE assessment.

- Regardless of the academic track, promotion to successive ranks and/or tenure in the Whiddon College of Medicine is based on the expectation of excellence and sustained contributions to academic work. Excellence in the primary area of emphasis is expected for promotion in any track, regardless of whether the appointment is tenure-accruing or on a non-tenure basis. Promotion or tenure is never automatic, regardless of the number of years of service.
- Evaluation for promotion or tenure is based on assessment of scholarship, teaching, and service. Faculty are expected to contribute in each of these three areas. It should be noted that for tenure, excellence is required in two of these three areas. The academic track identifies the major focus for evaluation of scholarship, teaching or service. General criteria for promotion and tenure in each track are outlined in this document. More specific expectations may be defined within each department. However, expectations defined within a department may not be less than those outlined in this document.
    - ✓ Excellence is defined as a high-quality of performance and sufficient quantity of performance (or product). Thus, achievement of minimal expectations alone would not meet this standard.
    - ✓ Scholarship is defined as the intellectual/creative synthesis of new knowledge or insights, the testing of new hypotheses, and the dissemination of ideas and findings to colleagues. Excellence is intrinsic to scholarship, in that the product of scholarly activity should be peer-reviewed. Scholarship may be documented in many areas.
    - ✓ Teaching encompasses the breadth of educational endeavors within the College, including undergraduate and graduate medical education, predoctoral education, training and mentoring of postdoctoral trainees, other mentoring of research fellows at any training stage, and development of curricula.
    - ✓ Service is defined as both public and institutional service. Public service includes health care delivery and its related areas of disease prevention, health promotion and health education. Public service also refers to service to the discipline through work with government or agency boards, journal reviews, society engagement, etc. Institutional service includes engagement in the community of the college and university. This could include contributions through committee service, college and/or institutional governing boards, or administrative service. All faculty are expected to contribute to both public and institutional service.

3.20.4 Promotion

1. The Whiddon College of Medicine has adopted a uniform promotion date of August 15th.
2. Probationary periods - time in rank
    - Assistant Professors in a tenure-accruing track must be recommended for promotion to the rank of Associate Professor prior to the end of the 7th year of total creditable service. A recommendation relating to tenure must accompany the request for promotion.
    - Generally, candidates must have at least 6 years of full-time professorial experience as an Assistant Professor before a promotion to Associate Professor will be considered.

- Credit for previous full-time academic service may be granted up to a maximum of 3 years. If credit is granted, the number of years will be designated in the individual's initial letter of appointment from the Dean. Lacking this specification, prior experience cannot be used to meet time-in- grade requirements for promotion.
- To be considered for promotion to the rank of Professor, the candidate must have at least 4 years of full-time academic experience as an Associate Professor.
- Time spent on sabbatical leave may count toward the required probationary period, whereas other types of leave (e.g., family or medical leave) do not count.

3. General criteria for promotion within academic faculty tracks

Track	**Academic contributions**	**Tenure-track/tenured**	**Non-tenure-accruing**
Investigator	Scholarship	Excellence in scholarship required	Excellence in scholarship required
	Teaching	Contributions expected in teaching and service For tenure excellence must also be documented in teaching or service	Contributions expected in teaching and service
	Service		
Educator	Teaching	Excellence in teaching required	Excellence in teaching required
	Scholarship	Contributions expected in scholarship and service For tenure excellence must also be documented in scholarship or service	Contributions expected in scholarship and service
	Service		
Clinician	Service	In general, this track is not tenurable	Excellence in service is required
	Scholarship		Contributions expected in scholarship and teaching
	Teaching		

4. Expectations in research faculty appointments

Track	**Academic contributions**	**Tenure-track/tenured**	**Non-tenure-accruing**
Research	Scholarship	This appointment is not tenurable.	Major contributions to scholarship required
	Teaching	Not required	Not required
	Service		

3.20.5 Tenure

1. Tenure is evaluated separately from promotion or appointment.
2. Tenure in faculty tracks: Tenure acquisition is never automatic, regardless of the number of years of service and does not apply to all tracks.

    - Investigator. Tenure may be granted to faculty whose excellence in research and scholarly activities is recognized at the national level, who have demonstrated excellence in teaching or service, and who demonstrate a long-term commitment to the institution.
    - Educator. The granting of tenure to faculty in this track is limited to a small number of faculty who demonstrate a level of excellence in medical education and commitment to the institution which stands significantly above that achieved by the majority of faculty in this academic track. It is expected that the professional and scholarly activities of these individuals are recognized at the national level.
    - Clinician. In general, this is not a tenure-accruing track.

3. Probationary periods - time in rank

Tenure for faculty promoted from within the Whiddon College of Medicine

- Assistant Professors in tenure-accruing tracks must be recommended for promotion to the rank of Associate Professor and tenure prior to the end of the 7th year of service in the Whiddon College of Medicine.
- For newly appointed Assistant Professors, credit for previous full-time tenure-accruing service at other institutions may be granted up to a maximum of 3 years. If credit is granted, the number of years will be designated in the letter of appointment.
- Faculty promoted to the rank of Associate Professor, but not awarded tenure will be considered for tenure after a 3-year probationary period as Associate Professor. The total duration of non-tenured appointment at the University of South Alabama for these individuals should not exceed 7 years. If the term of prior non-tenured appointment as Assistant Professor exceeds 4 years, the length of service as Associate Professor before tenure eligibility will be reduced so that the total non-tenure appointment does not exceed 7 years.

Tenure for new appointments

- Professors and Associate Professors holding tenure at other institutions may request tenure when appointed to the faculty of the University of South Alabama Whiddon College of Medicine in the Investigator or Educator track. Note that the awarding of tenure is subject to approval from the University Board of Trustees.
- Individuals recruited from outside the institution at the rank of Professor or Associate Professor into tenure-accruing faculty appointments who are not appointed with tenure should be considered for tenure after probationary periods of no more than 4 and 5 years, respectively.
- Lecturers, Instructors, Assistant Professors, and Research faculty will never be eligible for tenured appointments.

The “tenure clock” begins on the first August 15th date following the initial appointment to a tenure-accruing position, unless credit for prior service has been explicitly stated in the letter of appointment. Time spent on sabbatical leave does count toward the required probationary period, whereas other types of leave (e.g., family or medical leave) do not count.

3.20.6 Extension of Probationary Period in the Whiddon College of Medicine for Professional Reasons

Tenure-track assistant professors in the Whiddon College of Medicine (Whiddon COM) may request to stop the tenure and promotion (T&P) clock for two years at any time up to the fourth year of service. This extension will not change the current/existing expectations and criteria for T&P. Tenure-track Assistant Professors who have already received a letter of non-reappointment are not eligible for "Stop the Clock" consideration. The Assistant Professor will submit a request to the department Chair with the rationale for extenuating circumstances (e.g., external national/regional funding environment, substantial clinical commitment, life events). The Chair will make a recommendation to approve or not approve and a departmental committee will do the same. The two recommendations will go to the Whiddon COM Dean for a final decision.

The applicant will sign a “Stop the Clock” agreement detailing the terms for the delay in mandatory tenure review. This agreement should outline faculty plans to develop credentials supportive of T&P during this period. The department Chair, Whiddon COM Dean, and Executive Vice President and Provost must also sign the document. The applicant may choose to apply for T&P on the original timeline by filing a Revocation Agreement prior to January 1 of the year set for the original mandatory T&P review. Only one "Stop the Clock" request may be considered for any tenure-track assistant professor.

3.20.7 Joint Appointments

1. The Whiddon College of Medicine permits joint departmental appointments within the College or across Colleges in the University, when there is evidence of meaningful participation of a faculty member in the educational, research, and service programs of both units. Joint appointments must be requested by the secondary department in the Whiddon College of Medicine.
2. The merits of the proposed joint appointment will be judged on the impact that appointment will have on the mission of each department. Such appointments must mutually benefit the faculty/departments involved. Appointments that serve as recognition of an individual’s achievements in another field are considered unnecessary.
    - Joint appointments on the basis of research may be made in order to provide space and/or other tangible support to the investigator or to enable the investigator to apply for research funding not available without such appointment. Collaborative research across departmental lines alone does not provide grounds for joint appointment.
    - Joint appointments on the basis of teaching reflect substantial contributions of the appointee to teaching within the secondary department. Ordinary interdepartmental cooperative efforts in teaching do not constitute grounds for joint appointment.
3. Joint appointments should only be continued for as long as the perceived value of the relationship continues. The Chair of the secondary department and the appointee should review the relationship annually. If warranted, reappointment will occur annually. Reappointment does not require FCAPE review and approval.

4. All joint appointments are made at the rank of Assistant Professor or above. Joint appointment as an Associate Professor or Professor requires review and approval by FCAPE, and that the appointee demonstrates accomplishments similar to those required for primary appointment at that rank or promotion to that rank in the secondary department. Appointments do not have to be parallel, i.e., the individual's rank in the secondary department may be lower than that in the primary department. Appointment in the secondary department is never tenure-accruing.

3.20.8 Adjunct Appointments

1. Individuals eligible for an Adjunct Faculty appointment in the Whiddon College of Medicine include: USA faculty with primary appointments in other colleges within the University, clinicians employed by USA or its clinical affiliates, faculty at other institutions, or other professionals who are not employees of the University or USA Health.
2. Adjunct Faculty are appointed specifically for their participation in the research, clinical, or educational mission of the Whiddon College of Medicine, in either basic science or clinical departments. All such faculty must use the word "Adjunct" when referring to their affiliation with the Whiddon College of Medicine on business cards, publications and presentations. Adjunct Faculty must contribute an average of twenty hours of service to the Whiddon College of Medicine each year.
3. Initial adjunct appointments at the rank of Adjunct Associate Professor or Adjunct Professor must be reviewed by FCAPE. As with regular faculty appointments, rank will depend upon professional credentials and experience:
    - Adjunct Lecturer. This rank can be used for individuals who deserve Adjunct Faculty status but who do not have a terminal degree.
    - Adjunct Instructor. This rank is reserved for those who have a PhD, MD, or equivalent terminal degree, but do not yet have the experience to warrant appointment to adjunct professorial ranks, such as those in fellowship training.
    - Adjunct Assistant Professor. Adjunct Assistant Professors must have a PhD, MD, or equivalent terminal degree. Physicians with clinical responsibilities must have specialty board eligibility or certification and current Alabama licensure.
    - Adjunct Associate Professor. For appointment as an Adjunct Associate Professor, the above criteria must be met. In addition, physicians must be board certified. Appointment or promotion to Adjunct Associate Professor requires a minimum of 6 years relevant professional experience, with documentation of excellence in one or more of the following: (1) superior teaching, (2) activity as a role model or mentor, (3) significant research collaborations, or (4) substantive service contributions.
    - Adjunct Professor. Appointment or promotion to the rank of Adjunct Professor requires the above criteria, as well as the demonstration of the individual's long-term commitment to professional experience.
4. Adjunct appointments should only be continued for as long as the perceived value of the relationship continues. All adjunct appointments must be renewed on an annual basis. Renewal does not require FCAPE review and approval.

3.20.9 Research Faculty Appointments

1. Eligibility: Research professors, research associate professors, and research assistant professors are eligible for appointment to the graduate faculty, are expected to take active roles in generating research funding, and are eligible to act as principal investigators for grants and contracts. Research faculty may participate in the regular instructional program but are not required to do so, except insofar as required by their funding source.
2. Role of Research Faculty: to support the Whiddon College of Medicine research enterprise.
3. Appointment rank:

    - Instructor, Research. The rank of Instructor, Research is a faculty appointment, but is not tenure-accruing. Typically, an Instructor, Research has a graduate degree in an appropriate field of study and postdoctoral experience or equivalent.
    - Assistant Professor, Research. The rank of Assistant Professor, Research is a faculty appointment, but is not tenure-accruing. At the Assistant Professor, Research level faculty must have an MD, PhD or equivalent degree and typically has three to four years of postdoctoral experience or equivalent. The major commitment of effort in this academic track is scholarly research. No expectation of educational or clinical activities are required except insofar as required by their funding source.
    - Associate Professor, Research. The rank of Associate Professor, Research is a faculty appointment, but is not tenure-accruing. Promotion to Associate Professor, Research within this track will ordinarily be awarded to faculty who contribute significantly to the research efforts within their working group. A solid publication record and significant contributions to team-based scholarship and research. Contributions supporting funded research, including but not limited to publications, PI, Co-PI, and/or Co-I on grant applications and funded grant awards, directing research projects within their group. Mentoring of trainees in techniques, experimental design, and scientific communication. Continued service at the rank of Assistant Professor, Research shall not, by itself, constitute grounds for promotion to Associate Professor, Research.
    - Professor, Research. The rank of Professor, Research is a faculty appointment, but is not tenure-accruing. Promotion to Professor, Research within this track requires a consistent record of excellent performance at the level of Associate Professor, Research. With respect to research funding, a track record of significant contributions to investigator-initiated research funding is expected – e.g., PI or Co-PI of funded NIH grant applications and/or equivalent extramural funding (e.g., contract work). An excellent track record of publications – with an emphasis on first and primary author publications that have impact in the field. Evidence of independence (e.g., participating in NIH review panels or other similar activities; invited talks at conferences, workshops, other scientific meetings; membership on journal editorial boards, extramural funding). Evidence of a strong national reputation for research (e.g., participating in NIH review panels or
    - other similar activities; invited talks at conferences, workshops, other scientific meetings; significant contributions to interinstitutional research projects and grant awards; membership on journal editorial boards). Continued service at the rank of Associate Professor, Research shall not, by itself, constitute grounds for promotion to Professor, Research.

4. Annual renewal of Research appointments: The Chair and the appointee should review the relationship annually. If warranted, reappointment will occur annually. Reappointment does not require FCAPE review and approval.

3.20.10 Requests for Promotion and/or Tenure

1. Requests for promotion in all primary, joint and adjunct appointments, or in primary tenure-accruing appointments and/or tenure are reviewed once per year by FCAPE.
2. Requests are typically initiated by the department Chair. The Chair's letter accompanying the request should summarize the rationale for promotion and/or tenure. In rare cases, the request may be initiated by the faculty member.
3. All requests for promotion and/or tenure will be prepared and submitted in a standardized form. The packet will include documentation of the candidate's qualifications and other required materials that can be used in support of a candidate (e.g., letters of recommendation, the Chair's letter, and the summary from the intra-departmental review).
4. The request for promotion and/or tenure must include a minimum of three letters from individuals outside the institution and three letters from individuals within the institution.
5. Requests for promotion and/or tenure must be initially reviewed within the candidate's primary department by departmental faculty at or above the proposed rank. A summary of the departmental review must be included in the packet forwarded to FCAPE.
6. Packets documenting required materials must be submitted in the following format: one collated set of documents organized in one PDF file. The deadline for submission of packets is March 1. Packets received after 5pm on this date will not be reviewed.
7. Recommendations for promotion and/or tenure are forwarded from FCAPE to the Dean of the Whiddon College of Medicine/Vice President for Medical Affairs. Final administrative action is taken by the President of the University who submits recommendations to the Board of Trustees. Promotions and/or tenure are granted only by the Board.

3.20.11 Termination

1. Non-Reappointment: For faculty in tenure-accruing appointments, reappointments are made on an annual basis through the probationary period or until tenure has been granted. For faculty in non-tenure track appointments, reappointments similarly are made on an annual basis. For faculty with non-tenure Research appointments, salary and benefits associated with these positions are entirely contingent on the availability of funds and a minimum of 3-months' notice will be given prior to termination, and thus notification of provisions for termination outlined in this document do not apply. Non-reappointment of a faculty member during this period is not considered a dismissal.
2. If a decision has been made to not grant tenure at the end of the probationary period for a faculty in a tenure-accruing appointment, the faculty member will receive a letter of non-reappointment no later than August 15 of that year. In such cases of non-reappointment, the period of untenured service is extended one year beyond the probationary period.
3. Dismissal: Dismissal is defined as termination of employment prior to the expiration of the appointment term. Policies governing dismissal are outlined in the University Faculty Handbook. Additionally, notification provisions for termination outlined in the University

Faculty Handbook do not apply to faculty appointed as Research. Additional terms for dismissal for physician faculty are outlined in their Physician Employment Agreement.

3.20.12 Grievance

1. Normally only final decisions of the College Dean are subject to grievance proceedings.
2. Policies and procedures for faculty grievance are outlined in the University Faculty Handbook.

4.0 FACULTY RIGHTS, DUTIES, AND CONDUCT

4.1 Academic Freedom and Tenure

The University supports the AAUP 1940 Statement of Principles on Academic Freedom and Tenure, (as revised in 1989 and 1990 to remove gender-specific references from the original text) as printed below. If University policy differs with AAUP policy, the University policy supersedes and prevails. With regard to references to “teachers and investigators” in the AAUP statement, such references are construed to include teaching/educator, research/investigator, and clinical faculty appointments at the University of South Alabama.

The purpose of this statement is to promote public understanding and support of academic freedom and tenure and agreement upon procedures to assure them in colleges and universities. Institutions of higher education are conducted for the common good and not to further the interest of either the individual teacher or the institution as a whole. The common good depends upon the free search for truth and its free exposition.

Academic freedom is essential to these purposes and applies to both teaching and research. Freedom in research is fundamental to the advancement of truth. Academic freedom in its teaching aspect is fundamental to the advancement of truth. Academic freedom in its teaching aspect is fundamental for the protection of the rights of the teacher in teaching and of the student to freedom in learning. It carries with it duties correlative with rights.

Tenure is a means to certain ends, specifically: 1. freedom of teaching and research and of extramural activities; 2. a sufficient degree of economic security to make the profession attractive to men and women of ability. Freedom and economic security hence, tenure, are indispensable to the success of an institution in fulfilling its obligations to its students and to society.

4.1.2 Academic Freedom

The teacher is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of his/her other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.

The teacher is entitled to freedom in the classroom in discussing his/her subject, but he/she should be careful not to introduce into his/her teaching controversial matter which has no relation to his/her subject. Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of appointment.

The college or university teacher is a citizen, a member of a learned profession, and an officer of an educational institution. When he/she speaks or writes as a citizen, he/she should be free from institutional censorship or discipline, but his/her special position in the community imposes special obligations. As a person of learning and an educational officer, he/she should remember that the public may judge his/her profession and his/her institution by his/her utterances. Hence, he/she should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that he/she is not an institutional spokesperson.

4.1.3 Academic Tenure

After the expiration of a probationary period, teachers or investigators should have permanent or continuous tenure, and their service should be terminated only for adequate cause, except in the case of retirement for age, or under extraordinary circumstances because of financial exigency.

In the interpretation of this principle it is understood that the following represent acceptable academic practice:

1. The precise terms and conditions of every appointment should be stated in writing and be in the possession of both institution and teacher before the appointment is consummated.
2. Beginning with tenure-track appointment to full-time instructor or higher rank, the probationary period should not exceed seven years, including within this period full- time service in all institutions of higher education; but subject to the provision that when, after a term of probationary service of more than three years in one or more institutions, a teacher is called to another institution it may be agreed in writing that his/her new appointment is for a probationary period of not more than four years, even though thereby the person's total probationary period in the academic profession is the normal maximum of seven years. Notice should be given at least one year prior to the expiration of the probationary period if the teacher is not to be continued in service after the expiration of that period.
3. During the probationary period a teacher should have the academic freedom that all other members of the faculty have.
4. Termination for cause of continuous appointment, or the dismissal for cause of a teacher, previous to the expiration of term appointment, should, if possible, be considered by both faculty committee and the governing board of the institution. In all cases where the facts are in dispute, the accused teacher should be informed before the hearing in writing of the charges against him/her and should have the opportunity to be heard in his/her own defense by all bodies that pass judgment upon his/her case. He/she should be permitted to have with him/her an advisor of his/her own choosing who may act as counsel. There should be a full stenographic record of the hearing available to the parties concerned. In the hearing of charges of incompetence, the testimony should include that of teachers and other scholars, either from his/her own or from other institutions. Teachers on continuous appointment who are dismissed for reasons not involving moral turpitude should receive their salaries for at least a year from the date of notification of dismissal whether or not they are continued in their duties at the institution.
5. Termination of a continuous appointment because of financial exigency should be demonstrably bona fide.

4.2 Faculty Grievance Policy

4.2.1 Purpose and Scope

To further the aims of the University of South Alabama (hereinafter "USA" or "the University") in teaching/performance, research/scholarly activity/creative work/professional development, and professional/public service, the faculty has established this grievance policy and the following procedures. The intent of this grievance policy is to promote an atmosphere of mutual trust and honest communications. Faculty have a right to pursue grievable issues that affect their ability to

contribute to the University and have their disputes settled fairly, expeditiously, and according to understood rules.

4.2.2 Definition of Grievance and Grounds

A grievance is a process initiated by one or more members of the faculty, the Grievant(s), who claim(s) to have been directly wronged as a result of a violation, misinterpretation, misapplication or unreasonable application of a University policy, procedure, rule or regulation. Grievances are intended to seek correction of an asserted wrong of substantial negative effect on the member(s) of the faculty. A grievance may not be filed until a final decision regarding the grieved issue has been rendered through other applicable University policies and/or procedures. Grievances must be filed within 30 days of the most recent related event or issue.

Exceptions and Additional Policies: Non-reappointments of untenured faculty are grievable only if the decision to non-reappoint occurs after re-appointment following a mid- probationary review and only on matters of procedure. Faculty members may not grieve the merits of the non-reappointment decision. Any person wishing to grieve this or any matter on the grounds of discrimination, whether a violation of Equal Opportunity/Equal Access or Sexual Harassment, should follow procedures outlined in USA Handbook section 1.5.3 or 1.5.4.

4.2.3 Informal Resolution

No formal grievance proceeding may be initiated unless the Grievant has made every reasonable effort to resolve the problem on an informal and internal basis.

To this end the Grievant must attempt to resolve the matter directly with relevant faculty, Chair, or Dean/Director. If resolution cannot be achieved at this stage, then the faculty member must seek resolution through the ombudsperson. For the role of the ombudsperson, see section 4.7 of the USA Faculty Handbook.

4.2.4 Initiation of Formal Grievance

After all informal efforts at resolution are undertaken and fail, the ombudsperson shall inform the Grievant of the right to an advocate and of the process for filing a formal grievance (see 4.2.4.b).

4.2.4.a

Each academic year, the Faculty Senate establishes a Faculty Advocate pool of a minimum of 4 tenured, senior faculty who are not attorneys admitted to the practice of law before any State or Federal court. There will be at least one faculty person from each of the academic divisions. The Faculty Advocate will assist the Grievant in determining whether to file a formal grievance and may serve as a mentor and advisor to assist the Grievant during the formal process.

- At the stage of formal grievance, the Grievant will be notified by the ombudsperson of the right to choose a Faculty Advocate from the above- referenced pool. If a formal complaint/grievance is filed, the person or persons against whom the complaint is filed (“Respondent”) will be notified by the Executive Vice President and Provost (EVP/P) of the opportunity to also choose a Faculty Advocate or, if the Respondent is an Administrator, another employee of their choosing who is not an attorney admitted to the practice of law before any State or Federal court.

- Advocates serve an important role by providing both tangible and intangible services for conflict resolution. Their service in providing timely advice and information about the grievance process, they are not legally accountable for the process or the actions or inactions of the Grievant/ Respondent/University. Advocating may include listening to the complaint and offering advice, directing the Grievant/Respondent to the appropriate forms, and/or assisting in the hearing. Advocates, at the respective Grievant's/Respondent's request, shall have the right to be present at all stages of the grievance process.
- Except as otherwise required by law, communications between the Advocate and the Grievant/ Respondent shall be confidential throughout the proceedings. However, with the respective Grievant's/Respondent's permission, the Advocate may seek advice from other Advocates in the pool. Moreover, the Advocate may recuse his/herself at any time and the Grievant/Respondent may request another Advocate.
- The Grievant and Respondent may select a Faculty Advocate from outside the Advocate pool, provided that person meets the requirements (except for being a member of the pool) listed above.

4.2.4.b

The Notice of Grievance Form shall be filed with the Executive Vice President and Provost (EVP/P). The EVP/P will then distribute copies of the completed Grievance Form to the Respondent(s) and the relevant Department Chair(s), Dean/Director(s), and Vice President(s). The office of the EVP/P shall also ensure adherence to procedure and timelines.

In the event that a Grievance is filed against the EVP/P, the President of the University or his/her designee shall oversee the grievance process and shall assume the responsibilities attributed to the EVP/P outlined in this policy.

4.2.5 No Retaliation, Confidentiality, and Appointment of Intermediary

Faculty filing a grievance in good faith may do so without fear of retaliation, harassment or negative impact on the employment relationship with the university. It is expected that all parties involved with the grievance procedure shall make every reasonable effort to maintain confidentiality except as otherwise required by law.

While the grievance is in process, both the Grievant and the Respondent must take special care to conduct themselves civilly and behave according to relevant University policies and applicable codes of professional conduct. All involved parties may request the presence of a non-involved third-party should they need to interact for professional purposes during the pendency of the grievance. This third party (for the Grievant/Respondent this will be their chosen Advocate) must be a member of the faculty (or an administrator if the Respondent is an administrator) of the University who is not an attorney admitted to the practice of law before any State or Federal court. In some circumstances, it may not be appropriate for a third party to be present if the professional interaction is protected by FERPA, HIPAA, or other regulation/law/policy or if the third party chosen has a conflict of interest.

4.2.6 Establishment of the Grievance Committee Pool

The President of the Faculty Senate and the EVP/P shall each nominate five members of the faculty for service on the Grievance Committee Pool and submit the nominations to the

President by May 1 each year. The President will then appoint five new members from the two lists to a rotating pool of fifteen (15) to serve as potential grievance committee members. All full-time faculty shall be eligible for nomination to the grievance pool.

Administrators and staff shall not be eligible for service on the Grievance Committee Pool. All appointments will begin June 1 and will be for three years, five (5) new appointees being named each year. Interim replacements for the duration of the unexpired term of a member of the pool will be made by the President in consultation with the President of the Faculty Senate.

4.2.7 Selection of the Grievance Committee

Within ten business days of a Notice of Grievance form being filed per these procedures, the EVP/P of the University shall appoint a Grievance Committee made up of three (3) members of the Grievance Committee Pool. Copies of the letters of appointment to a Grievance Committee will be provided to the President of the Faculty Senate, the Grievant, the Respondent, and the appropriate Department Chair, Dean/Director, Vice President, and other officers or persons named in the Notice of Grievance Form.

The Grievant and the Respondent shall each have a right to challenge up to two persons appointed to membership on the Committee. To exercise the right to challenge, the challenger must send a written notice to the EVP/P within 3 business days of appointment, with copies sent to those named above. Within 3 business days of notice of challenge, the EVP/P shall consider the challenge and, as warranted, appoint replacement faculty members.

Within ten business days of appointment of the Grievance Committee, the members of the committee shall meet with the EVP/P or his/her designee for familiarization with these procedures and shall elect a Chair.

4.2.8 Initial Determination

At the meeting held for the initial determination, the presence of the Grievant will be requested. During this meeting and based on the documents submitted by the Grievant, the Committee shall determine whether the complaint fulfills the criteria required by Section 4.2.2 above and that a hearing should commence. The Committee may question the Grievant but these questions are to be limited to those necessary to clarify that the grievance fulfills the criteria established in Section 4.2.2. The Grievant will not be allowed to participate in or observe Committee deliberations. If the initial determination is affirmative, the Notice of Initial Determination shall state the date, time, and location for the grievance hearing, which must be within 45 business days of the date the grievance was filed. This notice will be given at least 15 business days before the hearing date. Once set, the hearing may only be rescheduled for reasons that, at the discretion of the Committee Chair, are compelling. If the initial determination is negative, the Notice of Initial Determination shall state the reasons for that negative decision and there shall be no further proceedings under this Policy. The committee shall make every effort to inform the Grievant and Respondent of the Initial Determination in a timely fashion.

4.2.9 Grievance Committee Hearing Procedural Rules

At the hearing, the presence of the following persons will be requested: the Grievance Committee members, the Grievant, the Respondent, respective Advocates, and the current witness.

The Chair of the Grievance Committee shall arrange for the official recording of the hearing. No other recording or transcription of the hearing shall be permitted unless specifically authorized by the Committee Chair. Upon request of either party, the Chair shall arrange for the parties to be given, within 3 business days after each session of the hearing, a copy of the official recording. The University will assume costs associated with the recordings. No recordings will be made of the Committee's deliberations, including but not limited to the preparations of findings and recommendations.

Two members of the Grievance Committee, one of whom must be the Chair, shall constitute a quorum for conducting the business of the Committee. No member who is absent during any part of the hearing may participate in the preparation of findings and recommendations of the Committee without first listening to the official recording of the portion of the hearing conducted in the Committee member's absence.

At the hearing, the Grievant shall present information regarding the grievance following which information may be presented by the Respondent or otherwise as solicited by the Committee. The Grievant shall have the burden of persuasion.

Where more than one Grievant complaining of a wrong arising out of the same set of facts has a hearing pending, the hearings may be consolidated with the approval of all such Grievants and of the Grievance Committee first appointed to hold such hearings.

Grievants and Respondents shall provide witness lists and any documents they wish to be considered in the hearing to the Chair of the committee a minimum of seven business days prior to the date of the hearing. The Grievant and Respondent will be offered access to review these lists/documents at least three business days prior to the date of the hearing.

The Chair of the Grievance Committee shall:

- *call witnesses before the Committee as requested by the Grievant, the Respondent, and members of the Grievance Committee;*
- *set time limits for the presentation of witnesses and information (each side will be afforded the same amount of time);*
- *maintain an orderly hearing and permit no person to be subjected to abusive treatment. The Chair may eject or exclude anyone whose conduct is disorderly.*
- *The Grievant and the Respondent shall be permitted to:*
- *examine all information presented to the Grievance Committee;*
- *present information regarding the grievance that is available to them and question any witnesses called.*

In addition, witnesses unable to attend may submit written or recorded statements to the Grievance Committee if video or phone conferencing is not a possibility.

If a party so chooses, his/her Advocate, as those are defined herein, may exercise that party's rights during the hearing. This must be decided by the party before the hearing and if the Advocate is acting in the party's stead, such will be the case throughout the hearing. The party

so choosing will only address the Committee when answering the questions of his/her Advocate, the other party/ representative, or the Committee.

At the hearing, the members of the Grievance Committee may ask questions of any witness, of the Grievant, and/or of the Respondent.

Any correspondence, notices, or other information which is exchanged, shall be distributed to the Grievant, the Respondent, and the Committee.

4.2.10 Findings and Recommendations

Following the conclusion of the hearing, the Grievance Committee shall meet in executive session with all other persons excluded. In this session, the Committee shall prepare a written report of its findings and recommendations to the EVP/P for settlement or resolution of the grievance. Again, executive sessions of the Grievance Committee shall not be recorded.

The Grievance Committee shall make its written report to the EVP/P of the University with copies to the Grievant and the Respondent as promptly as possible, but no later than 10 business days after the last hearing date. The Office of the EVP/P shall distribute final recommendations to those persons listed in 4.2.4b. The official recording of the hearing and the Committee's file on the proceedings shall also be forwarded to the EVP/P at that time.

4.2.11 Action of the Executive Vice President and Provost

Upon receipt of the report of the Grievance Committee, the EVP/P shall review the findings and recommendations of the Grievance Committee and decide upon the action to be taken on the Committee's recommendation.

The EVP/P shall send the Notice of Decision promptly to the Grievant, the Respondent and to the Grievance Committee, unless the EVP/P returns the matter to the Grievance Committee for clarification or further proceedings as appropriate. In either case, this action shall occur not later than 10 business days after receipt of the report. The decision of the EVP/P is final.

4.2.12 Timeliness

It is expected that all procedures will take place in a timely fashion and that all parties involved shall strive to adhere to the time limits established in these procedures. Extenuating circumstances may, however, delay a particular action beyond its deadlines and such a delay should not be construed as a procedural violation as long as the involved parties are acting in good faith.

4.3 Duties

4.3.1 Faculty Workload

All faculty members are expected to participate in teaching, research and service activities relevant to the mission of the university, their college or school, their department and their own interests and particular areas of expertise. The typical distribution of time and effort for these activities consists of 60% teaching, 30% research and 10% service activities. (However, other distributions are possible, and even likely.)

1. Application

The policy applies to the following individuals:

- All persons holding tenured, tenure-track and non-tenure track positions who are classified as faculty (instructional, research and public service);
- All persons who, while holding faculty rank, are classified as administrators and perform their administrative duties at the level of academic department or equivalent academic unit, including Chairs, Assistant Chairs, Program Director, etc.

This policy does not apply to individuals who hold faculty rank but who are assigned to administrative duties outside the department or equivalent academic units, for example, Deans, Vice Presidents, Presidents, etc.

2. Teaching

The standard teaching load (where 60% is the assigned effort for teaching) is the equivalent of 12 credit hours per semester. Total course enrollment, number of course preparations, preparations of new courses, and complexity of subject preparations and complexity of subject matter may be considered by the Chair and Dean in determining credit hour equivalents. Any deviation (adjustment) from the normal load must be approved by the Dean of the respective college or school.

However, the teaching load is never greater than 15 semester hours.

(The maximum teaching load for faculty during a summer session will normally be defined as teaching no more than nine semester hours.)

Teaching activities include, but are not limited to the following: offering courses at the undergraduate and graduate levels; offering or supervising course related discussion sections of laboratories; supervising independent study by undergraduate and graduate students; supervising internships and practica; directing undergraduate and graduate theses; serving in undergraduate and graduate thesis committees; serving in undergraduate and graduate examining committees; preparing undergraduate and graduate students for examinations; participating in undergraduate and graduate reading groups; developing courses or course materials; and supervising undergraduate and graduate students in their performance of instruction or research; and advising. All of these responsibilities may, and sometimes should, have an effect on the number of hours taught. Teaching load and workload are not synonymous.

Advising activities include, but are not limited to the following: curricular advising of undergraduate and graduate students; undergraduate advising regarding future graduate study; graduate advising regarding future graduate and post-graduate study; and undergraduate and graduate career advising.

3. Research, Scholarship and Creative Activity

Faculty conduct of research, scholarship, and creative activities are all essential to the mission and are encouraged and actively supported by the University; moreover, they are required elements to support promotion and tenure decisions.

The typical research expectation shall equate to 30% of total faculty workload. For the purposes of this policy, research, scholarship, and creative activities include, but are not limited to the following: conducting and publishing experiments and investigations; writing and publishing books and articles and multimedia or electronic publications; directing or participating in sponsored research; managing sponsored research; making presentations at professional conferences; preparing research proposals; producing works of art or architecture; presenting recitals and performances; and maintaining disciplinary expertise.

4. Service

Service includes but is not limited to the following: serving as a full- or part-time academic administrator for the university, a college, or a department; service in university, college, and departmental councils, committees and advisory boards; supervising or managing departmental academic programs, personnel, space and budget; providing health care direct or indirect service(s); managing sponsored research; directing a center or institute; service as a reviewer of academic units, programs, administrators, or peers within or outside the university; serving as an officer or committee member in a professional organization; organizing professional conferences or colloquia; and serving as an advisor to public and private organizations at the local, state, national, or international level.

5. Exceptions to Standard Workload Expectations

All faculty are expected to be involved in instruction, research/scholarship and service as previously defined. Recognizing that some faculty will assume new or additional responsibilities in any one of these areas, exceptions to the standard workload may be made. However, the department is responsible for making the necessary adjustments in the total faculty workload so that departmental expectations as determined by the department and Dean in each of these areas are fulfilled. These expectations will be derived from student, curricular, and professional development needs, shall be consistent with the resources available to the department, and shall be approved by the Dean. Departments shall make the minimum number of exceptions necessary for the fulfillment of its institutional mission. Exceptions to the standard workload may be made based on the following considerations.

- Instruction. Exceptions from the standard instructional load may be based upon a number of factors, including class size (number of preparations); development of new courses; modality of instruction, including distance education; level of instruction; discipline; accreditation requirements; etc.
- Departmental Administration. Assumption of responsibility for the functions of Chair, Assistant Chair, or Program Director, or for special departmental projects, may require reduction of expectations for service, research/scholarship or instruction. The magnitude of such reduction shall be dependent on the scope of administrative responsibilities and size of the department.
- Externally Funded Research and Service Activities. Assignment of additional time for research or service activities can be supported by external funds, either research or training grants. In these instances, the accompanying reduction of expectations for service or instruction should mirror the replacement of departmental salary support by externally-funded salary support. However, it is noted that external funding is not equally available in all disciplines. Thus, external funding is not a requirement for consideration of weight distributions nor for teaching load consideration. Successful pursuit by faculty of extramural funding sources will normally result in the reallocation of effort devoted to

teaching, research, and service activities. *Example: A faculty member awarded fifty percent (50%) salary support under grant and contract agreements with external sponsors can be allowed a revised workload allocation of 30% teaching, 60% research and 10% service.*

- Department Supported Research. (Departmental Research). Assignment of additional time for research activities supported by the department and consequent reduction of expectations for service or instruction should be related to the institution's mission.
- Department Supported Service. Assignment of additional time in areas of service and consequent reduction of expectations for research/scholarship or instruction should be directly related to the duration and the extent of the commitment. For example, individual faculty members may be released from the standard expectation in the areas of research/scholarship or instruction in order to make major professional contributions-e.g., to work in partnership with the public schools or with business or industry.

6. Workload and Faculty Evaluation

University policy requires that all faculty members receive an annual evaluation with specific references to the areas of teaching, research and service. The allocation of workload and the weighting of the components for evaluation will be based on the guidelines as stated above. The institutional reward structure will take cognizance of the workload assignment for each faculty member. Colleges shall develop procedures for the systematic review of faculty, recognize outstanding performance, and establish consequences for failure to fulfill expectations.

The primary means for ensuring proper accountability of individual faculty is after-the-fact reporting of actual departmental performance in comparison with the expectations previously approved by the Dean of the college/school. Each Dean shall submit an after-the-fact accountability report annually to the Executive Vice President and Provost (if within Academic Affairs) as requested.

The workload performance of each faculty member will be considered as part of the annual review of faculty conducted by the departments and should be a major factor in all faculty promotion, tenure and merit-pay decisions. Workload allocations for each individual faculty member will be developed and agreed to in writing by the Chair and faculty member concurrent with the beginning of the academic year. The workload allocation may be renegotiated during the year if circumstances so dictate.

4.3.2 Student Advising

Faculty members will be asked to serve as student advisors, so they should be familiar with current University requirements, policies, and procedures used during the academic year and especially during registration periods. Advisors should enforce course prerequisites.

Each student in the University will be assigned a faculty advisor as a matter of record. Selection of faculty advisors and assignment of students to advisors will be left to the judgment of the individual colleges. Faculty advising will be limited to guidance through the curriculum and miscellaneous professional counseling. Although faculty advising should not extend to personal counseling, each faculty member is expected to be knowledgeable to direct students to the appropriate offices where they can be helped with personal problems (financial, psychological,

etc.). Faculty members are expected to become familiar with current University requirements, policies, and procedures with respect to advising.

4.3.3 Office Hours

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

4.3.4 Registration

Faculty members are expected to perform necessary duties during registration periods each semester. Assignments will be made by departmental heads and Deans.

4.3.5 Commencement Attendance

Each faculty member is expected to attend all commencement exercises in full academic regalia unless specifically excused by the respective academic Dean.

4.3.6 Absence Without Notice

A faculty member who fails to perform the duties of his/her faculty position and who fails to communicate with his/her Department Chair for a period of two weeks is considered to have voluntarily resigned his/her position without proper notice.

4.4 Consulting (External Professional Activities)

See University Policy:
https://www.southalabama.edu/departments/compliance/policylibrary/policy.html?doc=CFB94223-6002-4D17-B266-70281A2538C2

4.5 Professional Ethics

The University subscribes to the AAUP Statement on Professional Ethics, as printed below:

1. The professor, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognizes the special responsibilities placed upon him/her. His/her primary responsibility to his/her subject is to seek and to state the truth as he/she sees it. To this end, he/ she devotes his/her energies to developing and improving scholarly competence. He/she accepts the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. He/she practices intellectual honesty. Although he/she may follow subsidiary interests, these interests must never seriously hamper or compromise his/her freedom of inquiry.
2. As a teacher, the professor encourages the free pursuit of learning in his/her students. He/she holds before them the best scholarly standards of his/her discipline. He/she demonstrates respect for the student as an individual, and adheres to his/her proper role as intellectual guide and counselor. He/she makes every reasonable effort to foster honest

academic conduct and to assure that his/her evaluation of the students reflects their true merits. He/she respects the confidential nature of the relationship between professor and student. He/she avoids any exploitation of students for his/her private advantage and acknowledges significant assistance from them. He/she protects their academic freedom.

3. As a colleague, the professor has obligations that derive from common membership in the community of scholars. He/she respects and defends the free inquiry of his/her associates. In the exchange of criticism and ideas he/she shows due respect for the opinion of others. He/she acknowledges his/her academic debts and strives to be objective in his/her professional judgment of colleagues. He/she accepts his/her share of faculty responsibilities for the governance of his/her institution.
4. As a member of his/her institution, the professor seeks above all to be an effective teacher and scholar. Although he/she observes the stated regulations of the institution, provided they do not contravene academic freedom, he/she maintains his/her right to criticize and seek revision. He/ she determines the amount and character of the work he/she does outside his/her institution with due regard to his or her paramount responsibilities within it. When considering the interruption or termination of his/her service, he/she recognizes the effect of his/her decision upon the program of the institution and gives due notice of his/her intentions.
5. As a member of the community, the professor has the rights and obligations of any citizen. He/ she measures the urgency of these obligations of any citizen; measures the urgency of these obligations in the light of individual responsibilities to his/her subject, to students, to profession, and to institution. When he/she speaks or acts as a private person, he/she avoids creating the impression that he/she speaks or acts for his/her college or university. As a citizen engaged in a profession that depends upon freedom for its health and integrity, the professor has a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.
6. The Academic Freedom and Ethics Committee on Professional Policies Council is responsible for discussing privately and confidentially with a faculty member the ethics of his/her behavior when the Committee concludes that the above ethical standards are being transgressed. Faculty and administrators may confidentially invite the attention of the Committee to the practices of a particular faculty member.

4.6 Political Activity

The University of South Alabama (USA) has established policies, procedures, and guidelines pertaining to contacts being made on behalf of the University with local, state, and federal government officials and agencies. These policies are designed to ensure compliance with legal requirements, to enhance the effectiveness of governmental contact, and to facilitate coordination and communication within the University.

This policy does not apply to routine, non-political interactions between USA and state or federal regulatory agencies conducting their ordinary business (e.g., permitting/licensing, regulatory compliance, etc.).

For more information, please refer to the University Policy Library, https://www.southalabama.edu/departments/compliance/policylibrary/policy.html?doc=9560E6B6-27AD-4D57-BA47-E87CB08B602E

4.7 Faculty Ombudsperson

Role:

The University of South Alabama Faculty Ombudspersons are an independent, confidential, and impartial resource available to the faculty to facilitate cooperation and consensus through education and mediation. An ombudsperson is a designated neutral or impartial dispute resolution practitioner whose major function is to provide confidential and informal assistance to faculty of the institution. Serving as a designated neutral, an ombudsperson is not an advocate for any individual, the University, or any academic unit; rather, they serve as an advocate for fairness and act as a source of information and referral, aid in answering questions, and assist in the resolution of concerns and critical situations. More specifically, an ombudsperson engenders awareness and skill development in the areas of conflict resolution, communication, team-building, and civility. At any time, two ombudspersons will serve concurrently. The Ombudspersons serve staggered, concurrent four-year terms. At any time, two ombudspersons will serve concurrently four year terms staggered two years apart.

The ombudspersons endeavor to assist all full-time faculty members in the resolution of concerns and complaints with the goal of promoting alternatives to adversarial processes. Faculty members shall be free to seek the advice and help of either currently serving ombudsperson, regardless of the academic unit of either of their appointments, and may seek the help of more than one ombudsperson at any given time. Activities of the ombudsperson do not supplant the University's existing formal Faculty Grievance, Equal Opportunity Employment, Sexual Harassment Resolution, or other existing complaint resolution processes. Staff and student conflicts should be directed to the Department of Human Resources and the Division of Student Affairs respectively.

Ombudspersons shall have the rank of associate or full professor, with at least seven years of service at The University of South Alabama as full-time faculty members. Ombudspersons may not be: current members of the Faculty Senate, current members of the Faculty Grievance Committee, or current administrators of The University of South Alabama.

<u>Dispute Resolution/Consultation and Referral:</u>

- Provide impartial and – to the extent allowed by law and University policy - confidential consultation to members of the faculty who consider themselves to have been aggrieved or are concerned about an issue;
- Remain independent, neutral, and impartial, and exercise good judgment;
- Assist inquirers in interpreting policies and procedures, seeking input from appropriate offices when needed;
- Provide assistance to inquirers by clarifying issues and generating options for resolution;
- Facilitate the inquirer's assessment of the pros and cons of possible options;
- If direct action by the ombudsperson may be an appropriate option, obtain the inquirer's agreement and permission before proceeding;
- If necessary, and while maintaining allowable confidentiality, conduct appropriate informal fact- finding in order to better understand an issue from all perspectives;

- Consult with faculty and administrators to develop cooperative strategies for complaint resolution;
- With the inquirer's permission, consult with all parties to clarify and analyze problems, focus discussions, and develop a mutually-satisfactory process for resolution;
- When appropriate, facilitate group meetings, use shuttle diplomacy, or negotiation skills to facilitate communication among parties in conflict;
- When legal/disciplinary issues arise, the ombudsperson refers the case to the appropriate unit of the University.

Policy Analysis and Feedback:

- Serve as a campus resource for officials in formulating or modifying policy and procedures;
- Based on anonymous aggregate data, prepare reports for the Faculty Senate and University administration that discuss trends in the reporting of grievances and concerns, identify patterns or problem areas in policies and practices, and recommend revisions and improvements, where appropriate;
- Act as a liaison between individuals and groups and the administrative structure, serving as a communicator or informal facilitator, as appropriate;
- Function as a sensor within the University community to identify problems or trends that affect the faculty;
- Provide early warning of new areas of organizational concern, upward feedback, and critical analysis of systemic need for improvement, and make recommendations for systemic changes;

Community Outreach and Education:

- The ombudspersons are responsible for on-going education and communication about the office’s role to all potential inquirers as well as to the University’s leadership
- Design and conduct training programs for the campus community in dispute/conflict resolution, negotiation skills and theory, civility, and related topics

Confidentiality:

To the extent permitted by law and any policy of the University, the ombudspersons will endeavor to protect the confidentiality and privacy of those seeking assistance. Unless required by law or where serious threat to life or property exists, neither the identity of those who contact an ombudsperson nor the substance of their concerns will be shared, nor will any specific action related to the individual’s concerns be taken without the consent of the individual. Within the parameters previously discussed, all information provided to an ombudsperson will remain confidential and will be maintained in a secure location for use only by the ombudsperson. Notification of an ombudsperson will not constitute notice to the University. The ombudsperson will provide the individual with the contact information of the appropriate University office with whom the individual may make a formal report or grievance.

Selection:

For each open position, the Executive Vice President and Provost of the University of South Alabama appoints an ombudsperson selected from three nominees recommended for appointment by the Faculty Senate. If needed, the Executive Vice President and Provost may ask that the Faculty Senate provide additional nominees.

Reporting:

The Ombudspersons submit to the Faculty Senate and to the University administration at least annually a report that discusses trends in the reporting of concerns, identifies patterns or problem areas in policy and practices, and recommends revisions and improvements, as appropriate. The report, maintaining confidentiality, shall be posted to both the Faculty Senate and Academic Affairs websites by August 15th each year.

5.0 FACULTY COMPENSATION, BENEFITS, AND SUPPORT SERVICES

5.1 Compensation

5.1.1 Contract Year

The contract year for 9-month faculty begins on August 15th and ends May 15th.

5.1.2 Pay Schedule for Continuing Full-Time Faculty

Continuing faculty will receive their checks on the first working day of each month. Faculty terminating at the end of Fall Semester will receive their final payment on their contract in the paycheck received in March in an amount equal to one-half of regular monthly pay. The total pay received by 9-month faculty terminating at the end of Fall Semester will be equivalent to one-half of the contract amount for the academic year. Faculty terminating at the end of Spring Semester will receive their final paycheck on the first working day in September in an amount equal to one-half of regular monthly pay.

5.1.3 Pay Schedule for New Full-Time Faculty

Faculty who begin employment in Fall Semester will receive one-half of a monthly installment on the first paycheck received in September (payday is always the first normal working day in the month). Beginning in October, and continuing through the following September, new faculty will receive one-twelfth of their academic contract.

Faculty who begin employment in Spring Semester will receive monthly payments over an eight-month period beginning February 1 and ending with one-half month paid on September 1. Pay will be calculated by dividing the total pay for the semester by seven and one-half months. For example, if a faculty member is hired beginning Spring Semester at a rate of $30,000 for the semester, he/she will receive $4,000 in the months of February through August. In September, a final payment of $2,000 will be made to the faculty member.

5.1.4 Pay Schedule for Part-Time Faculty

Fall Semester – First normal working day in October, November, December and January.

Spring Semester – First normal working day in February, March, April, and May.

May Semester – First normal working day in June.

Summer Semester – First Term: First normal working day in July; Second Term: First normal working day in August; Full Term: First normal working day in July and August.

5.1.5 Pay Schedule for Terminating Faculty

Faculty terminating at the end of Fall Semester will receive the final payment on their contract in the paycheck received in March in an amount equal to one-half of their monthly pay. The total pay received by faculty terminating Fall Semester will be equivalent to one-half of the contract amount for the academic year.

Faculty terminating at the end of Spring Semester will receive their final paycheck in September in an amount equal to one-half of their monthly pay.

5.1.6 May/Summer Pay Schedule and Compensation Rate

May semester pay will be issued the first normal working day in June.

Summer semester pay will be issued in two installments on the first normal working day in July and August.

Compensation for instruction in a semester May/summer school format will be at a rate of 3.125% of the nine-month base salary per semester credit hour taught up to nine credit hours.

Faculty working on externally funded sponsored activities during May/Summer Semester may earn up to a maximum of one-third of their nine-month base salary for working three (3) calendar months.

5.1.7 Retroactive Merit Raises

If retroactive merit raises are approved and given in the academic year, all full-time faculty are entitled to be considered for retroactive merit pay raises, regardless of future employment status.

5.2 Group Insurance Plans

Regular faculty who work .50 FTE or greater are eligible for coverage under the University's group insurance plans. The insurance becomes effective on the first of the month coincident with or following the hire date. The cost of health insurance is shared by the University and the faculty member; premiums for basic life insurance and long-term disability insurance are paid by the University.

5.2.1 Group Health and Dental Program

The University offers a choice of group health and dental insurance plans to eligible faculty and their eligible dependents. Eligibility for participation in the health and dental plans are based solely on hours of service, which includes all faculty credited with 20 hours of service per week or 87 hours of service per month on average as required by the Affordable Care Act. The faculty member's portion for the cost of insurance is paid by payroll deduction and will be paid on a pre-tax basis through the Premium Conversion Plan, reducing taxable income for federal, state, and social security taxes. Faculty may elect to opt-out of the Premium Conversion Plan upon request.

5.2.2 Group Life Insurance

The University's group life insurance plan offers basic term and additional term coverage. Premiums for basic coverage are paid by the University providing equal amounts of term insurance and accidental death and dismemberment coverage on the faculty member's life plus $5,000 of term insurance coverage for spouse and eligible dependents. The amount of insurance purchased on the faculty member's life is determined by base pay, up to a maximum benefit of $100,000.

Additional coverage allows the faculty member to request additional term insurance equal to one, two, or three times the base annual earnings not to exceed policy limits. Faculty members may elect one times the basic life amount as a guaranteed issue of additional life within 30 days of employment without medical underwriting approval. Requests for two or three times the basic life amount as additional life insurance is subject to medical underwriting approval. The faculty member may also request additional spouse and child coverage, in addition to the basic coverage provided by the University. If the request for additional coverage is approved by the insurance company, premiums are paid by payroll deduction.

5.2.3 Long-Term Disability

The University provides, at no cost to the faculty member, long-term disability insurance coverage which pays a wage replacement benefit from the 91st day of continuous disability to employees who qualify. Benefits may be paid for total or partial disability. The wage replacement benefit for a total or partial disability is 60% of base pay reduced by income paid by social security, Teachers' Retirement System, other group disability, or salary continuation. The maximum payment period is determined by age at the time the disability occurred.

5.3 Retirement Plans

5.3.1 Teachers' Retirement System of Alabama – TRS (Participation Required)

The Teachers' Retirement (TRS) is a defined benefit plan qualified under Section 401(a) of the Internal Revenue Code. A defined benefit plan provides the member with a specific benefit at retirement by calculating the retirement benefit based on a formula. Benefits are payable monthly for the lifetime of the member, possibly continuing for the lifetime for his or her beneficiary. Participation is mandatory. Member and employer contribution rates are determined by statute and subject to change by the Alabama Legislature.

To receive retirement income benefits a faculty member must be vested with ten years of full-time service credit with TRS.

Tier I members include any member of the Retirement Systems of Alabama who had service for which he or she received credit prior to January 1, 2013. Required member contributions are currently 7.5% of University compensation. The University contribution on behalf of a Tier I member is currently 13.57%. A member becomes retirement eligible with at least 10 years of service credit and has attained the age of 60 or after accumulating 25 years of service credit at any age.

Tier II members include any member of the Retirement Systems of Alabama who first began eligible employment with a TRS participating employer on or after January 1, 2013, and who had no eligible service in the System prior to January 1, 2013. Required member contributions are currently 6.2% of University compensation. The University contribution on behalf of a Tier II member is currently 12.60%. A member becomes retirement eligible with at least 10 years of service credit and attained the age of 62.

Additional eligible service credit may be purchased in a lump sum paid by the member to TRS for military service and/or for service from another state retirement plan.

Military Service: Up to four years of active duty military service may be purchased provided the purchase is made within 12 months of enrollment in the TRS. All service, up to four (4) years in one-year increments, must be purchased in a lump sum.

If military service credit is not purchased within the first year of membership, the next opportunity is after the member becomes vested by participation. The cost for purchasing service credit for military service is the full actuarial cost. The full actuarial cost is based on the member's life expectancy, salary, and the earliest date eligible to begin receiving retirement benefits. Credit may be purchased in one-year increments.

Out-of-State-Service: Up to 10 years of previous service under another state plan may be purchased and applied to a member's record. Ten years of contributing service in the Teachers' Retirement System of Alabama is required to be eligible to make such a purchase. The cost for purchasing credit for out- of-state public service is the full actuarial cost. The purchase must be completed prior to the member's retirement and may be purchased in one-year increments.

5.3.2 Social Security (Participation Required)

Social Security provides protection in the form of retirement benefits, disability income, survivor income and Medicare insurance. The employee contributes the amount required by the Social Security Program, and the University contributes a matching amount.

5.3.3 Optional Retirement Plans

Faculty members may defer a portion of their salary by voluntarily contributing pre-tax or Roth contributions to an approved 403(b) tax deferred annuity retirement plan and/or 457 (b) deferred compensation plan with TIAA. The Retirement Systems of Alabama also offers a 457(b) through the RSA-1 plan for pre-tax or Roth contributions.

5.4 Leave Policies

5.4.1 Faculty Sick Leave

1. It is the policy of the University of South Alabama to grant reasonable time off to benefits-eligible faculty for sick leave. However, if the absence requires additional leave and meets the requirement of the Family Medical Leave Act (FMLA) the Family Medical Leave (FML) policy, found in section 5.4.2, will apply. The Office of Human Resources is available to assist in such determinations. The intent of this policy is to provide faculty with sick leave benefits if:
    - They are unable to perform work duties because of illness or injury.
    - They must obtain scheduled health related professional services which cannot be scheduled outside of regular work hours.
    - They must be absent to care for a seriously ill member of the immediate family for not more than three days per occurrence. Immediate family, for sick leave purposes is defined to include the following who live in and outside of the same household: spouse, son, daughter, mother, and father. Upon request, evidence of family relationship may be required.

- Someone in their household is quarantined by a physician or medical authority because of contagious disease.

Faculty may use up to sixty work days or 480 hours (three months) of paid sick leave for full or intermittent FML qualifying family member's illness concurrent with approved FML leave. FML leave is for up to a maximum of 90 calendar days (three months) per rolling year. The Human Resources Department assists supervisors and employees with processing all requests for FML and applicable paid leave options for the illness of adult children who are not FML qualifying.

2. Sick leave is accrued when a faculty member is in active pay status. Active pay status is defined to include, but is not limited to:

   Normal work hours

   Sabbatical leave

   Paid vacation

   Paid sick leave

   Paid jury duty

   Other paid leave

- Beginning October 1, 1999, eligible faculty accrue sick leave benefits at the rate of one (1) day per month for a total of nine days per year for 9-month faculty and a total of twelve days per year for 12-month faculty. Unused sick leave will accumulate from year-to-year.
- Benefits-eligible faculty may convert accrued sick leave to membership service credit in the Teachers Retirement System of Alabama for the purpose of applying for service retirement.
- Faculty may receive credit for sick leave accrued while employed at another agency or institution that participates in the Retirement Systems of Alabama, provided that they resigned from that position to accept a position at the University of South Alabama. Requests for transfer (credit) may be made, in writing, to the Office of Human Resources, and should include a notarized statement from the previous institution's payroll/accounting department verifying the accrued sick leave balance.
- In addition to the accumulating sick leave that will be provided prospectively under this policy, full-time faculty appointed prior to October 1, 1999, will have individual sick leave, based upon years of previous service, available for their personal use in the event of illness or injury. Such individual sick leave will be calculated at the rate of six (6) days per year of previous service for faculty on nine-month appointments and eight (8) days per year for faculty on 12-month appointments. Pursuant to state law and Teachers Retirement System regulations, such sick leave based upon previous service cannot be applied retroactively toward retirement credit but may be used for injury or illness prior to using accumulating sick leave.

3. Eligibility for Sick Leave Benefits:

- All benefits-eligible faculty accrue sick leave benefits from their service date.
- Part-time faculty are not eligible to accrue sick leave benefits.

4. Faculty are to notify their Department Chair at the earliest time possible when they will be absent from work due to illness or injury.

5. Department Chairs have the responsibility to guarantee that sick leave is being used for its legitimate purpose and may request documentation as deemed appropriate.

6. Abuse of sick leave benefits is grounds for disciplinary action.

7. The Department Chair will record absences for sick leave on the faculty member's Monthly Employment Certification and Leave Accounting Report.

8. Employees who resign, or who are terminated for any reason, do not receive payment for any unused sick leave.

The Sick Leave Policy can be viewed at https://www.southalabama.edu/departments/compliance/policylibrary/policy.html?doc=111B5D46-B740-4DFA-AF20-46CC00787E4B

5.4.2 Family and Medical Leave

The Family Medical Leave policy at the University of South Alabama is governed by the Family Medical Leave Act (FMLA) of 1993 and the National Defense Authorization Act (NDAA) of 2008.

The University recognizes that faculty members may find it necessary to take leave from their jobs for a limited period of time either to address certain family responsibilities as defined below or their own serious health conditions. The University formally establishes its family and medical leave policy for the benefit of eligible faculty members under the terms and conditions described in this handbook. The full FMLA Policy and Procedures may be viewed at https://www.southalabama.edu/departments/financialaffairs/hr/fmla.html.

5.4.3 Leaves of Absence Without Pay

Leaves of absence without pay may be granted for a period of one year or less and may be extended for an additional period not to exceed two (2) years. All leaves and extensions of leaves must be cleared with the appropriate Department Chair and Dean and approved by the Executive Vice President and Provost (if within Academic Affairs), and by the President.

5.4.4 Vacation Leave for 12-month Faculty

Effective Date: October 1, 2000 Revised: 9/30/03; 1/1/12

1. Regular, benefits eligible faculty accrue vacation at the rate of 1.67 days per month of service, a maximum of 20 days annually (based on 1.0 FTE). Regular faculty with assignment(s) below .50 FTE and temporary faculty do not accrue vacation.
2. The maximum amount of vacation that an eligible faculty member may carry forward each fiscal year is up to two times the annual rate (or 40 days).
3. Excess accrued vacation will be converted to sick leave at the end of the fiscal year.

4. Vacation time may not be borrowed in advance. Vacation during an official paid holiday will not be charged as a vacation day.
5. Because accrued paid sick leave may not exceed six weeks during maternity leave, except in the case of medical complications, accrued vacation may be used for the remaining leave, if available.
6. Prior authorization for vacation leave must be obtained through the normal supervisory channels, i.e., departmental Chairs and Deans using the form Request for Professional Leave, Travel or Vacation. Vacation may not be taken during times that conflict with teaching, clinical, or administrative responsibilities including orientation and advising.
7. Accurate reporting of vacation and/or sick leave utilization is the responsibility of both the employee and supervisor. It is important that timekeeping and/or leave utilization records be carefully reviewed and accurately reported for all employees.

Upon separation of employment, eligible faculty accruing vacation before January 1, 2012, may receive vacation pay for unused accrued vacation hours up to two times the annual accrual rate. Faculty who begin accruing vacation on or after January 1, 2012, are not eligible for payment of unused accrued vacation hours.

5.4.5 Military Leave & Disaster Medical Assistance Team (DMAT)

The University complies with the Uniform Services Employment and Reemployment act of 1994 (USERRA) and applicable state laws applying to military leave. In accordance with USERRA and Alabama Code section 31.12-5 (2002), faculty members who perform service in the uniformed services (as defined by USERRA) are entitled to a military leave of absence from the University positions, subject to the limitations and restrictions set forth in federal and state laws and University policy. The full Military Leave Policy and Procedures may be viewed at https://www.southalabama.edu/departments/compliance/policylibrary/policy.html?doc=CAD9551D-4E6C-4437-99B5-1675B93C2A4B

DMAT Leave: If you are a regular employee of the University of South Alabama, and you are a member of a Disaster Medical Assistance Team (DMAT), upon activation, you are entitled to a military leave of absence for all days engaged in field or coast defense or other training or service ordered under the National Defense Act, the Public Health and Security and Bioterrorism Preparedness and Response Act of 2002, or of the federal laws governing the United States reserves. The full DMAT Leave Policy and Procedures may be viewed at https://www.southalabama.edu/departments/compliance/policylibrary/policy.html?doc=274EEAC7-AFB9-4E1D-AC39-E76FE66D876F

5.4.6 Professional Leave

Permission to be absent from campus or other approved work site for one-half day or more to engage in professional activity during regular periods of contracted employment, may be granted under professional leave.

5.5 Sabbatical Policy

The University of South Alabama encourages eligible faculty to apply for sabbatical leaves for the purposes of professional growth, development, or renewal. Such activities would include planned travel, study, foreign education, research, writing, or other professional experience that

promises to enhance their professional skills and standing and, by extension, their usefulness to the University.

1. Eligibility

Full-time tenured and tenure-track faculty who are in their sixth or subsequent year of continuous service at the University of South Alabama without having received sabbatical leave with pay, or who are in their sixth or subsequent year following the completion of a previous sabbatical leave with pay, are eligible to apply for sabbatical leave. In exceptional cases, clinical or other non-tenure-track faculty who are in their sixth or subsequent year of continuous service at the University of South Alabama without having received leave with pay, are also eligible to apply for sabbatical leave, pending the approval of the appropriate Chair and division head. If granted, sabbatical leave will commence in the academic year following the year of application. Tenure-track applicants who are denied tenure will not be eligible for sabbatical leave.

The University will endeavor to approve proposals by eligible faculty that are recommended by the Chair, college committee, and Dean. Decisions must include consideration of the impact on the academic program and budgetary constraints in a given year.

2. Review and Approval

Proposals are submitted by the faculty member to the Department Chair. The Chair will submit the proposal with his/her recommendation - either favorable or unfavorable - with accompanying rationale and impact statement on the teaching program to the Dean. If more than one proposal is submitted from a particular department, the Chair will rank the proposals prior to forwarding to the Dean.

The Dean will obtain a review and recommendation with rationales and rankings of proposals from the college committee. Similarly, the Dean will submit recommendations - either favorable or unfavorable - with rationales, academic program impact statements, and rankings for all proposals to the Executive Vice President and Provost (if within Academic Affairs) who will make recommendations to the President; or, in the College of Medicine, the Dean, College of Medicine/Vice President of Medical Affairs will make recommendations directly to the President. The President will make recommendations to the board of trustees for a final decision.

3. Compensation

Sabbatical recipients may take a leave for one semester at full salary or for two semesters at half-salary. In extraordinary cases, leaves may be granted for less than a full semester with full pay, subject to the approval of the appropriate division head and the Executive Vice President and Provost or Dean, College of Medicine/Vice President for Medical Affairs. Although external grants or other outside funding are permitted subject to standard University regulations that apply to all faculty, the compensation for the period of the leave should not be greater than the total University salary would have been, plus a reasonable allowance for relocating and meeting the costs of living in the new location. The University is not responsible for providing travel or other living expenses incurred by the recipient.

4. Benefits and Credited Service

Faculty on sabbatical are eligible for salary increases and promotions as they would be were they not on sabbatical. Faculty on sabbatical will also receive credit for time in rank for promotion and remain eligible for fringe benefits. A sabbatical leave that results in a reduction of

regular pay may impact some fringe benefits such as life and disability insurance that are calculated based on salary. Faculty should contact Human Resources to determine the impact on fringe benefits specific to the circumstances of their sabbatical leave. Additionally, sabbatical leave that results in a reduction of regular pay may impact years of service as determined by the Teachers Retirement System of Alabama (TRSA). Service for retirement is calculated by TRSA and any questions regarding the impact of a sabbatical on retirement eligibility or benefits should be directed to TRSA.

5. Replacements and Deferrals

Sabbatical leaves normally will be financed through departmental and divisional budgets. The University will make every effort to ensure that such leaves do not unduly burden the recipient's colleagues or affect course offerings or other instructional needs. To the extent that it is feasible to do so, the University encourages departments to replace faculty who choose to take a leave of two semesters at half-pay with qualified temporary appointments. Any salary relinquished by sabbatical recipients should be made available to compensate temporary replacements.

Sabbatical recipients may for legitimate reasons defer an approved sabbatical leave for up to one year subject to budgetary limitations in the following year. In the event that a sabbatical recipient is asked by his or her Chair, Division Head, or the Executive Vice President and Provost or Dean, College of Medicine/Vice President for Medical Affairs to defer an approved leave, and does so, that leave will be honored by the University in the following year. In the event that a sabbatical recipient is asked by his or her Chair, Division Head, or the Executive Vice President and Provost or Dean, College of Medicine/Vice President for Medical Affairs to defer an approved leave, the recipient will be eligible to apply for a subsequent award following five years of full-time service after the end of the leave, rather than six.

6. Responsibilities

Sabbatical recipients must return to the University for at least one academic year following the leave, or they must reimburse the University for all salary and benefits received from the University while on sabbatical. Recipients are to submit a report summarizing their activities and achievements during the sabbatical no later than the end of the first semester following their return from leave.

7. Schedule

May 1	• Call for proposals (reiterated September 1)
September 15	• Deadline for submitting proposals to the Department Chair of Division Head • College or division sabbatical committee appointed
October 1	• Proposal with Chair's comments due in Dean's or Director's office and submitted to the college or division sabbatical committee
October 15	• College committee submits recommendations with rationales and rankings to the Dean
November 1	• College/division recommendations due in the Executive Vice President and Provost, if a college/school within Academic Affairs

November 15	• Executive Vice President and Provost or Dean, College of Medicine/ Vice President for Medical Affairs makes recommendation to the President
November 30	• President makes recommendations to the Board of Trustees
December Board Mtg	• Trustees act on President's recommendations and applicants receive written notification
December 15	• College committees provide feedback to all applicants

8. Proposal Guidelines

The sabbatical proposal should include the following:

- A brief curriculum vita
- An abstract
- A narrative statement (5-10 pages)
- Supporting documents (e.g., references, letters from grant agencies)

* The narrative should explain (in non-technical language) how the leave will be used, the nature of the proposed activity or project, previous work or preparation, and the expected outcome. It should address specifically how the activity or project will contribute to the professional development of the applicant.

9. Impact Statement

Chairs, Deans and/or Directors will submit a statement assessing the impact of each sabbatical leave requested and explaining the steps proposed to mitigate any perceived adverse impact on the teaching, research or service mission of the department, college or division. Normally, any lapsed salary of sabbatical recipients should remain within the college or division and be available to supplement the salary of temporary replacements for those who take a full year's leave.

10. Committees

College or division committees should be appointed by the appropriate Dean or Director by September 15 and convene in early October. Committees should consist of three or more tenured faculty members and should be broadly representative of the college or division as a whole. Committees should be composed in accordance with University regulations. Committee recommendations should be presented to the Dean/Director before OCTOBER 15. The Dean/Director should send his/ her recommendations to the Executive Vice President and Provost or Dean, College of Medicine/Vice President for Medical Affairs by NOVEMBER 1. Colleges or divisions should develop rubrics to score sabbatical proposals. The committee shall provide feedback to all applicants on the strengths and weaknesses of the proposals once adjudication of proposals is complete.

11. Final Reports

The sabbatical recipient must submit a report detailing his or her activities and accomplishments during the sabbatical leave to his or her Chair and Dean, and to the Executive Vice President and Provost or Dean, College of Medicine/Vice President for Medical Affairs. The report should

be submitted no later than the end of the first academic term during which the recipient resumes his or her University duties. The report should be used in part or in whole as the basis of the faculty member's annual merit evaluation.

5.6 Employee Educational Benefit Plan

If you are a regular, benefits-eligible faculty member, working .90 FTE or greater, and have completed six months of employment prior to the first day of classes per the University Academic Calendar, you and your eligible spouse/dependent children enrolled at the University of South Alabama may qualify for the educational benefit. Children of deceased faculty are eligible for tuition credit when the faculty member was full-time and had five (5) years of continuous employment at the time of death. Eligible dependents include children that are age 14 or older at the time of the faculty member's death. Proof of eligibility will be required at the time of application, i.e., child's birth certificate.

The employee educational benefit applies ***only*** to enrollment at the University of South Alabama. Faculty and eligible spouses/dependent children adhere to the same admissions related requirements and procedures as all students enrolled in classes at the University and must maintain satisfactory academic standing to utilize the benefit.

- Faculty and eligible spouses/dependent children must maintain at least a 2.0 institutional grade point average for undergraduate coursework taken at the University of South Alabama for continued eligibility.
- Faculty and eligible spouses/dependent children must maintain at least a 3.0 institutional grade point average for graduate coursework taken at the University of South Alabama for continued eligibility.
- After the first semester of attendance, the student must have a minimum cumulative institutional grade point average of 2.0 undergraduate or 3.0 graduate at the end of each term to be eligible to receive educational benefits for the following terms. If the student fails to maintain the appropriate grade point average, he or she will not eligible for this benefit until his or her grade point average reaches the appropriate level.

Tuition credit rates vary and are based on the faculty member's date of employment and the student's degree program. Contact your Human Resources office for more information.

Tuition credit amounts will be reversed from student accounts only for courses dropped during the refund period (during the first two weeks of class).

Graduate and doctoral programs are eligible for tuition credit. The benefit applies only to enrollment at the University of South Alabama. Faculty and eligible dependents adhere to the same admissions related requirements and procedures as all students enrolled in classes at the University. The tuition credit rate is based on the faculty member's date of employment and the applicable degree program.

Exception – Tuition and fee charges paid by a Graduate Assistantship will not be eligible for the benefit. Tuition and fees paid as a component of Graduate Assistantships, stipends, or fellowships will not be eligible for the benefit. Should any course not qualify as an authorized tuition expense through the Graduate School, or the registered credit hours exceed the maximum covered under the student's assistantship, the tuition credit may be applied to the

additional tuition costs (subject to tuition credit eligibility criteria). The tuition credit will be assessed only on those registered hours not already covered by the existing tuition credit.

Eligible dependents of faculty members enrolled in PASSAGE USA, (Preparing All Students Socially and Academically for Gainful Employment), which is a two-year and four-year non-degree, certificate program, are eligible for the educational benefit program. The program is designed for students who need extra support to be successful in the community. The Employee Educational Benefit will provide tuition credit for eligible students enrolled in the PASSAGE USA program up to age 28. The cost of the program is based on an annual fee structure (in lieu of credit hours). Within the program, students take 15 credit hours per semester. The Employee Educational Benefit tuition credit is applied based on 15 credit hours per semester as per the faculty member's eligible educational benefit.

The educational benefit is not applicable for non-credit classes. However, some non-credit classes may offer an employee discount.

Faculty and eligible spouses/dependent children who have applied for financial aid (including student loans) must disclose educational benefits as a resource. Failure to include this in your financial aid application could result in required repayment of Federal Financial Aid grants or loans.

A regular, benefits-eligible faculty member eligible for Educational Benefit as an employee is not eligible for the benefit as a spouse or dependent. If both parents of a dependent child(ren) are employed by the University, only one parent may receive the educational benefit for their dependent child(ren).

Faculty

Faculty may receive tuition credit for up to five (5) semester hours and applicable fees each semester. For faculty employed on or after January 1, 2013, the tuition credit rate is based on the prevailing College of Arts & Sciences undergraduate tuition rate for all course levels.

The educational benefit for which the faculty member qualifies will be issued as a tuition credit to the student account at the beginning of the academic semester to which it applies. Eligibility will be electronically verified by the Student Accounting Office. The benefit will be applied to the student account automatically prior to the fee payment deadline. The faculty member will not need to complete an annual certification form.

Eligible Spouses and Dependent Children – Annual Educational Benefit Certification Submission Required

Eligible spouses/dependent children may be credited up to 50% of the tuition rate at the beginning of each academic semester prior to the fee payment deadline. Fees are not included. For faculty employed on or after January 1, 2013, the tuition credit rate is based on the prevailing College of Arts & Sciences undergraduate tuition rate for all course levels.

For educational benefit purposes, eligible spouses and dependent children are defined as follows:

1. Spouse as recognized by the State of Alabama

2. Unmarried children include the biological, legally-adopted, step-, foster, or any other legally dependent children of the employee who are under 25 years of age at time of their registration for classes. Proof of dependent eligibility may be required at the time of application.
3. Children of deceased employees when the employee was full-time and had five (5) years of continuous employment at the time of death. Eligible dependents include children that are 14 or older at the time of the employee's death. Proof of dependent eligibility will be required at the time of application, i.e., child's birth certificate.

To obtain tuition credit for eligible spouses/dependent children, faculty members must complete the required annual eligibility certification form in DocRoute. The certification form may be submitted in DocRoute as early as the first day of registration for the applicable semester, but not later the first day of classes per the Academic Calendar each academic year. Tuition credits will not be issued/applied retroactively.

The maximum total allowable combined aid from all internal sources, including USA funded scholarships, is $17,650 per academic year. This total includes the dollar amount received from Employee Education Benefit. If the total combined amount of the USA funded tuition scholarship and the employee educational benefit exceeds $17,650, the employee educational benefit will be reduced by the excess amount. Additionally, faculty members with a spouse or dependent who is receiving institutionally funded scholarships covering 100% of educational expenses, as determined by the University, are ineligible for any additional employee educational benefits on behalf of the scholarship student. This policy is applicable to all employees of the University of South Alabama who are recipients of the employee/dependent educational benefit.

In accordance with current Internal Revenue Service regulations, educational benefits received by an individual classified as a graduate student, including medical students, who is a dependent of a University employee is treated as taxable income to the employee or surviving spouse, as applicable. Educational benefits received for a child of an employee who is not the employee's dependent for purposes of the federal income tax dependent's exemption will be taxable to the employee. For those benefits which are taxable, Federal, State and Social Security taxes will be withheld from the employee's payroll check prior to the end of the calendar quarter in which the semester began for each semester the eligible dependent was enrolled and received the educational benefit. For deceased employees, a 1099 will be issued to the surviving spouse (parent) at the end of the calendar year.

The faculty member is required to report to Human Resources any changes that affect eligibility, such as reduction of FTE, marriage of a dependent, divorce or when a dependent child reaches age 25. Failure to report qualifying eligibility changes may result in the reversal of the tuition credit. Spouses and dependents who have applied for financial aid (including student loans) must disclose educational benefits as a resource. Failure to include this in your financial aid application could result in required repayment of Federal Financial Aid grants or loans.

Refer to the Human Resources website at https://www.southalabama.edu/departments/financialaffairs/hr/edubenefitplan.html for frequently asked questions and the Educational Benefit Certification Form.

5.7 Support Services

5.7.1 Campus Mail and Email

For information on general services, hours of operations, and interdepartmental and off-campus mailing services please visit
https://www.southalabama.edu/departments/studentaffairs/usamailhub/

Effective August 1, 2015, all regular and temporary employees (excluding student employees) will need to have University of South Alabama (USA) issued email addresses. Employees are expected to access and become familiar with important information, notifications, announcements, policy changes, etc., sent to them at their USA email addresses.

A current employee who does not have a southalabama.edu or health.southalabama.edu email address should contact his/her Human Resources office for instructions for obtaining and email address, assistance with access to the internet, or to use computer kiosks to access their USA issued email accounts and the USA Personal Access Web System (PAWS). Effective June 1, 2015, all newly hired employees will be required to have a USA employee email address within the first 10 (ten) days of employment.

5.7.2 Computer Center

Faculty members may request computer assistance by contacting the University Computer Center.

5.7.3 Credit Union

All employees and their dependents are eligible for membership in the South Alabama Federal Credit Union located at 103 Hillcrest Road, Mobile, AL 36608, (251) 706-0255.

5.7.4 Duplicating Services

Full service copying is available at the USA Mail Hub and can be charged to a p-card. On campus printing services are no longer available but information on prequalified print vendors is available at
https://www.southalabama.edu/departments/publications/

5.7.5 Food Service

The University operates a full-service dining facility near the residence halls, a food court in the Student Center, and multiple limited service dining options in other campus locations. Aramark is the designated provider for all catering needs on campus. https://usouthal.campusdish.com/

5.7.6 Identification Cards

Faculty and staff identification cards are obtained from the Office of Human Resources (USA Technology & Research Park, Bldg. III). Cards are renewable every two years.

5.7.7 Office Facilities

All faculty members will be provided adequate office space.

5.7.8 Parking Permits

Each employee of the University who uses a car on campus must have a visible parking permit on the car. Permits and parking regulations may be obtained for a nominal fee with a current valid ID card from the Student Accounting (MH 1300). Designated blue-line parking areas are well-defined in each parking area of the campus for faculty and staff. https://www.southalabama.edu/departments/parkingservices/forms.html

5.7.9 Recreational Facilities

The University Student Recreation Center is available for use by students, employees, and alumni. A monthly membership fee, payable by payroll deduction, is charged for employees and their families. Additional information is available at the Student Recreation Center website, http://www.southalabama.edu/campusrec/.

5.7.10 Telephone

University telephones are for official University business only. Use of University telephones for personal business is strictly prohibited.

6.0 ACADEMIC POLICY & PROCEDURES AND FACULTY INSTRUCTIONAL GUIDELINES

6.1 Advising, Office Hours, and Registration

6.1.1 Student Advising

A student is usually assigned to an advisor when first admitted to the department and/or college. Academic units provide procedures for assignment.

6.1.2 Office Hours

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

6.1.3 Registration Procedures

Web registration is available for all continuing and returning undergraduate, graduate, and professional level students. New undergraduate students are required to register on campus. Final Registration and Drop/Add are held through the fifth day of classes.

Students may not add or change a course after this date; however, withdrawal from a course is permitted several weeks into the semester. Official class rolls are posted online at PAWS. Any student attending a class whose name does not appear on the official roll should be referred to the Registrar's Office and should not attend class.

6.1.4 Auditing

Students may register to audit a class. Regular fees apply to courses taken for audit. Auditing is NOT an informal agreement established ad hoc between a faculty member and a student. The regular drop/ add policies apply to courses taken for audit. A grade of AU (satisfactory audit) or UA (unsatisfactory audit) is assigned. Students may NOT attend classes for which they are not registered; registered students' names appear on the official class roll.

6.2 Class Definition, Scheduling, and Attendance

6.2.1 Definition of a Class

A "class" at the University of South Alabama is composed of the properly assigned faculty and those students who are properly registered for it. The instructor has no authority to turn over a class to another person, nor has the instructor any authority to permit any non-registered person to sit in the class or otherwise participate. The faculty cannot act individually to make teaching assignments or reassignments, they cannot act in the capacity of registrar, and they cannot give away instruction that is part of their assigned teaching load.

The State's resources cannot be alienated and the teaching assignment of an appointed faculty member is a resource of the State.

1. Minimum Class Size

The minimum routinely permissible class sizes are ten (10) students for freshman and sophomore courses, seven (7) students for junior and senior courses, and five (5) students for graduate courses. It will be the responsibility of the Dean to show justification to the Office of Academic Affairs for any courses that are continued with enrollments of fewer than those specified.

2. Visitation by Colleagues

It should be emphasized that class visitation by professional colleagues does not constitute unauthorized presence in the classroom. Professional colleagues (other faculty or, in the case of non-faculty, any person who is invited to participate actively in the instructional process, e.g., a lay expert's lecture) may be present for such periods as the instructor may desire and engage in any activities not disruptive to the instructional process. The presence or participation of professional colleagues, as they are invited by the instructor, contributes to the general well-being of the University by enhancing the instructional process, when the visitor acts as temporary instructor, or in increasing knowledge and skills for subsequent use elsewhere, when the visitor acts as student. The University welcomes and encourages the visitation and participation of professional colleagues.

6.2.2 Class Scheduling

1. Day Classes

Generally, departments offer day classes that meet three times a week (MWF) or two times a week (TR). The day class schedule is divided into class periods that range from 50 minutes in length (MWF) or 75 minutes in length (TR).

2. Evening Classes

Many departments offer night classes that meet two times a week (MW or TR). The night class schedule is divided into class periods that are 75 minutes in length. Some evening courses meet once a week for 150 minutes.

3. Weekend Courses

The same schedule calendar controls both this process and the assignment of regular weekday courses. However, weekend courses (usually offered in one four-hour block of time on Friday evening, Saturday morning, or Saturday afternoon) may be offered "on-load" or "off-load". To teach "on-load" means that the course is part of the faculty member's regular teaching load, and "off-load" means the faculty member teaches the weekend course in addition to a regular load, usually for additional compensation. Weekend courses are designed to accommodate students with heavy non-academic weekday commitments.

4. Changing Class Time or Place

The authority to permanently change either the time or the place of a scheduled class lies with the Executive Vice President and Provost, which authority may be delegated to the Dean and the Chair. If delegated, the Department Chair and the Dean should effect change only when such a change is necessary to carry out the specific mission of the class.

6.2.3 Attendance

1. Faculty Attendance

Normally, all classes will meet at the time and place scheduled, and the instructor is expected to meet all assigned classes, which will begin and end at the time scheduled. However, if an instructor must be absent for any reason, e.g., for reasons of health or attendance at professional meetings, it is the responsibility of the instructor and the Department Chair to ensure that appropriate arrangements to continue the scheduled class(es) are made.

2. Student Attendance

Students are responsible for attending the classes in which they are officially enrolled. The quality of work will ordinarily suffer from excessive absences. At the beginning of classes, instructors must define their policy on absences, and all cases of illness and emergency shall be promptly reported and verified to the instructor. For absences of two or more consecutive class meetings due to illness, death in the family, or family emergency, students should contact the Vice President for Student Affairs. Absence notices will be sent to each instructor notifying him/her of the reason for the approximate length of absence. This notification does not constitute an excused absence.

No person under any circumstances is permitted to attend a class unless the instructor has that person's name on an official class listing, either for audit or for credit. The instructor is responsible for enforcing this policy.

6.2.4 Withdrawing from a Course

Students will not be permitted to withdraw from courses after the official withdrawal date, except in those rare instances in which mitigating circumstances are patently demonstrable to be beyond the control of the student or the withdrawal is clearly in the best interests of the University.

Authority to withdraw students after the official date will reside in the Dean's or Director's office of the academic unit in which the student is enrolled. Should this procedure involve a course being taught in another academic unit, the authorizing Dean, before rendering a decision, is expected to consult with the counterpart in the other unit to provide an opportunity for further consultation with the appropriate faculty. Once a late withdrawal has been properly approved, the symbol "WD" will be entered for all courses affected.

Course withdrawals will routinely follow the same academic procedure whether the student is withdrawing from a single course or is withdrawing completely from the University. In the event of a procedural problem or if the official withdrawal date has passed, the student will also need to consult his/her academic Dean.

6.3 Academic Communication and Protecting Student Privacy Policy

Purpose and Scope

The University community is required by FERPA to protect students' educational records, which include: files, documents, and materials in whatever medium, including those posted on the Internet, that contain information directly related to students and from which students can be

personally identified. The University provides faculty, students, and staff with a learning management system (USAonline), university email, and other software tools to promote communication and learning in a protected environment. These should be the software tools of choice for all course-related electronic network communication.

The purpose of this policy is to protect the privacy of students enrolled in South Alabama's online and correspondence courses or programs and assure compliance with the Family Educational Rights and Privacy Act (FERPA) concerning controlling access to confidential student information. In addition, this policy is intended to explain the use and control of information gathered through the University's learning management system and related educational software.

All credit-bearing courses and programs offered through online learning methods must not permit access to nor release of any confidential student information to any third parties without written consent of the student other than the following:

- University of South Alabama officials and staff who have legitimate educational interests.
- Officials of other schools to which a student has applied or plans to enroll.
- Federal, state, or local officials as defined by the law.
- Accrediting organizations when conducting accrediting functions.
- Parents of a dependent student (according to the Internal Revenue Service code).
- The courts, in compliance with a subpoena or judicial order, once the University has made a reasonable effort to contact the student.
- Appropriate emergency contacts as defined by the student if the requested information is necessary to protect the safety or health of the student or other individuals.
- Appropriate external parties, such as law enforcement agencies, in order to investigate and respond to suspected violations of law or University policy. Any such disclosures shall comply with all applicable laws and University policies.

FERPA and Online Education

Electronic student submissions should not be accessible to anyone other than the student and the University employee who needs the electronic submission to carry out his/her duties. This group of employees would usually include the instructor, administrators or staff approved by the Office of Academic Affairs or College Dean, and learning management system or learning technology administrators. For student work to become available to a third party, the student must give permission through a written, signed consent. The consent is voluntary, and a student may decline. If a student declines to give consent, the student cannot be denied any academic opportunity or privilege, or suffer any adverse consequences as a result.

Note: If students are trading documents or projects for peer review, FERPA does not apply until the work is collected and recorded by the instructor.

Student Threaded Discussions or Forum Postings

Written consent to display student identity is not necessary for threaded discussions or forums if:

- Students perform the posting (not instructors)
- Electronic submissions do not contain grading or evaluative comments of a professor
- Students are notified in advance before or during enrollment that posting of their work is a course requirement.
- Submitted work is not available to anyone outside of the class members and faculty.

Sites Outside of University Systems

When course content dictates that the instructor supplement the University standard software tools, faculty members are required to exhibit due diligence to ensure that the selected supplemental software tools protect students' privacy consistent with FERPA guidelines. Access by anyone outside the course must be in accordance with FERPA guidelines.

If an instructor requests or requires students to post to websites or social networking sites outside of the University (e.g., for interaction with the wider community), FERPA protections for that information as to third parties cannot be assured because the material is not on a University-controlled website. However, instructors should communicate the issues, conditions, and risks associated with any postings that will be publicly available on the Internet at the beginning of the academic term, preferably in the syllabus. Instructors should never post student grades, schedules, student ID numbers or Social Security numbers, or other personally identifiable information. Likewise, instructors should remind students to be careful about posting personal information (schedules, real names, etc.) about their classmates.

Plagiarism Detection Software

University faculty may use or require the use of software intended to deter plagiarism or provide review by instructors or peers. The University presently contracts with Turnitin.com software for these purposes.

Secure Credentials

The J-number (student ID) is not a secure credential and may be displayed in some identity badges, software systems, etc. The password used to enter the system IS a secure credential. Access passwords may not be shared nor given for any reason to anyone other than the user to whom they were assigned.

Other Information Regarding Student Privacy

The USA Registrar's Office (http://www.southalabama.edu/registrar/) has additional important information regarding student privacy, non-disclosure of student records, and FERPA.

USAonline Data Collection

When users access USAonline, the web server automatically collects certain technical information from their computers and about the users' connections including: Internet protocol (IP) address, date, time, browser type, referring website address, and hostname (including domain). With regard to the application, USAonline collects user-specific information about which pages are accessed and approximates the duration of visit. This information is used to analyze traffic, diagnose problems with USAonline computer systems, plan the use of system capacity, improve the quality of the information and services available to users in the

application, help manage the site and improve service generally, and customize the services offered to users.

The statistics functions of the USAonline site provide data to faculty course owners to gauge student participation in their course-related activities. In the future and consistent with the requirements of FERPA, aggregate data may also be provided to academic and institutional researchers to facilitate scholarly and institutional research.

USAonline receives a certain amount of personal information from other sources at the University and maintains it for use in the application, including but not necessarily limited to: name, email address, J-number, and class enrollment information.

Voluntary User Information

USAonline may collect information you voluntarily provide, such as your name, contact details (email, phone, address), photos, videos, social media usernames, interests, and posts or discussions you share. While generally optional, providing certain information may be required to access specific features or as determined by instructors for educational purposes. We will clearly indicate when providing information is mandatory for those specific functionalities or requirements.

Cookies

A cookie is a small data file that is written to a user's hard drive that contains information about a visit to a web page. USAonline uses cookies to store information about a user's actions or choices on pages associated with the application. Users may set their browser to prompt before accepting new cookies. If cookies are disabled, USAonline will not operate properly.

Security

Due to the rapidly evolving nature of information technologies, no transmission of data over the Internet can be guaranteed to be completely secure. While USAonline is committed to protecting the privacy of its users, it cannot guarantee the security of any information transmitted through University web sites. However, once information is received, USAonline will use reasonable safeguards consistent with prevailing industry standards and commensurate with the sensitivity of the data being stored to maintain the security of that information on our systems. In addition, USAonline will comply with all applicable federal, state, and local laws regarding the privacy and security of user information.

Third Party Hosting

Personal information collected by USAonline is not disclosed to third parties unless the third party is an institutionally-authorized provider of services to the University. Users of these services are subject to the privacy policies established by the third-party provider. In addition, the University of South Alabama and USAonline will comply with all local and federal laws regarding privacy and security information.

Compliance

In accordance with the responsibilities outlined above, Deans and Directors of University and College-level units are expected to ensure that all faculty and staff within their units remain in compliance with this policy.

Frequency of Review and Update

This policy will be reviewed annually by the Office of Academic Affairs for continued alignment with the applicable federal and state laws, regulations and policies and revised as necessary.

6.4 Course Description, Textbooks, and Sale of Academic Material

6.4.1 Course Description and Syllabi

Each instructor is required to ensure students in each credit class are furnished a downloadable copy of the course syllabus in the course shell on USAonline by the first day of class. A written syllabus may also be distributed. The course syllabus should include the following information:

1. Student Learning Outcomes for the course
2. Textbook(s) and any other instructional material to be used
3. A brief course description, which should match the Bulletin description, and a topical outline
4. Office hours of the instructor or means of instructor availability for out-of-class consultation with students

   NOTE: The departmental office will not give out a faculty member's home phone number or the phone number of a part-time faculty member's other place of employment. Hence, if you want your students to be able to contact you somewhere other than here at the university, you should include this on your syllabus.
5. Class attendance policy (record of attendance needed to assign F* grade)
6. Schedule, number, and type of exams to be given during the semester
7. Information about USA approved proctoring options as applicable for the course. Any additional student charges associated with establishing student identification and exam proctoring should be included in course description and approved through curriculum channels.
8. Course assignments
9. Penalty, if any, for late work
10. Information about mid-term grades
11. How final grade is determined

Other items that may be contained on the course syllabus include: statements on the importance of completion of student perceptions of instruction survey, additional learning resources associated with the course (Center for Academic Excellence and/or Jagpals / tutors), and the Writing Center.

A Course Syllabus Template, which includes minimum course syllabus requirements as well as recommended items is available for your use at: https://www.southalabama.edu/departments/eforms/academicaffairs/coursesyllabustemplate1124.pdf.

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

Information on the Center for Educational Accessibility & Disability Resources (CEADR), Academic Disruption Policy and Class Demeanor, Student Academic Conduct Policy, Operational Disruptions, and other university policies is included in each course site in USAonline (Canvas), located directly beneath the Canvas course syllabus labeled “Additional Academic Course Policies.” These policies can also be added to the syllabus using this link: (https://www.southalabama.edu/departments/academicaffairs/resources/policies/additionalacademiccoursepolicies.pdf).

The language included below is inserted in all course shells through the USAonline syllabus tool.

Syllabus Supplement: Additional Academic Course Policies

In addition to policies included on your course syllabus, the following policies cover all students and academic courses offered at the University of South Alabama. https://www.southalabama.edu/departments/academicaffairs/resources/policies/additionalacademiccoursepolicies.pdf

Academic Disruption Policy and Class Demeanor

Disruptive academic behavior is defined as individual or group conduct that interrupts or interferes with any educational activity or environment, infringes upon the rights and privileges of others, results in or threatens the destruction of property and/or is otherwise prejudicial to the maintenance of order in an academic environment. The University of South Alabama’s policy regarding Academic Disruption is found in The Lowdown (www.southalabama.edu/lowdown/).

Changes in Course Requirements

Not all classes progress at the same rate thus course requirements might have to be modified as circumstances dictate. You will be given written notice if the course requirements need to be changed.

Student Academic Conduct Policy

As a community of students and scholars, the University strives to maintain the highest standards of academic integrity. All members of the community are expected to exhibit honesty and competence in academic work.

Plagiarism is a form of academic dishonesty and must be avoided. Plagiarism is using somebody else’s ideas in your writing without correctly identifying such sources. As one resource for helping students avoid plagiarism, your written work in this class may be submitted to Turnitin.com, or a similar detection service, or require you to do so, for an evaluation of originality and proper use and attribution of sources. Assignments submitted to Turnitin.com will be included as source documents in a restricted access database solely for the purpose of detecting possible plagiarism in such documents. As part of this process, you may be required to submit electronic as well as hard copies of your writing. You agree that by taking this course all assignments are subject to submission for originality review. The University of South Alabama’s policy regarding Student Academic Conduct Policy is found in The Lowdown (http://www.southalabama.edu/lowdown/).

Statement on AI and Electronic Assistance

Unless expressly permitted by the instructor, all usage of generative AI or similar electronic assistance on coursework at USA is considered unauthorized aid. Faculty may check student work for unauthorized assistance using tools that flag AI contributions. Such instances of academic misconduct are reported in the same fashion as other cases of cheating and plagiarism, following the protocols set forth in the Student Academic Conduct Policy.

Students with Disabilities

If you have a specific disability that qualifies you for academic accommodations, please notify the instructor/professor and provide certification from the Center for Educational Accessibility and Disability Resources, which is located in the Educational Services Building, 320 Alumni Circle, Suite 19, (251-460-7212).

Mental Health

USA recognizes that students sometimes experience challenges that make learning difficult. If you find that life stressors such as anxiety, depression, relationship problems, difficulty concentrating, alcohol/drug problems, or other stressful experiences are interfering with your academic or personal success, please consider contacting the University Counseling and Wellness Center. The University Counseling and Wellness Center provides a variety of free and confidential services for students. For further information regarding this resource go to https://www.southalabama.edu/counseling or call the office at (251) 460-7051.

USAonline

Course material will be available at USAonline (Canvas). You are required to login to USAonline to access the material. You can access the syllabus, handouts, additional instructions, readings, and the grade book on this site.

Operational Disruptions

Events outside of the control of the University, such as natural disasters, may cause a disruption to the formal in class setting however every effort will be made to continue with class activities via USAonline during such times of crisis. Please become familiar with the USA web site for special announcements and or procedures to be followed during such events. You can find the USA Emergency and Weather Hotline information at http://www.southalabama.edu/emergency.html or call (251) 460-6999.

Sexual Misconduct Policy

Title IX is a federal law that prohibits sex discrimination and harassment in educational institutions that receive federal funding. Discrimination based on sex can include sexual harassment or sexual violence, such as rape, sexual assault, sexual coercion, stalking, electronic stalking, and domestic/intimate partner violence, as well as discrimination related to pregnancy, childbirth, false pregnancy, termination of pregnancy or recovery from any of these conditions. The Title IX Office is dedicated to supporting the university's commitment to creating an environment where students, faculty, staff, and visitors are free from discrimination, sexual harassment, and sexual violence. For questions/concerns about Title IX, to review the Sexual Misconduct Policy, or to report a Title IX incident, please visit the Title IX page at https://www.southalabama.edu/departments/studentaffairs/titlenine/ or contact Deidra Byas, Title IX Coordinator, at 251-460-7280.

6.4.2 Textbook Selection and Procurement

At the outset, it is important to understand that the selection of textbooks and the procurement of textbooks are two separate and distinct processes. The faculty, who oversee and are responsible for program curriculum, have the responsibility for textbook selection, and the USA Bookstore has the responsibility for textbook procurement. This policy statement addresses only textbook procurement. The following procedures should be noted:

1. The selection of textbooks and other required course materials is the responsibility of each department and textbook information must be published in accordance with Federal rules established in the Higher Education Opportunity Act Section 112. Section 112 requires the University be diligent in providing textbook information to students at the point of class registration. As such, for all classes where the instructor of record is identified at the time of registration, textbook information also must be published. For classes where the instructor of record has not been identified but for which textbook information is known (e.g., all class sections of the same course will use the same text), textbook information also must be published at the time of registration. For classes where the instructor of record and the textbook information is unknown, textbook information must be made available within two weeks of publishing the instructor of record. Once textbooks are selected, it is the responsibility of each Department Chair to administer the procurement of all course materials through the USA Bookstore.
2. The USA Bookstore will notify all academic departments of the responsible individuals to be contacted in the Bookstore.
3. Once adopted, textbooks will be used for at least two years. Should a new edition appear before the two-year period expires and the old edition becomes unavailable, the new edition may be adopted. The department must ensure that the USA Bookstore is notified at least a semester in advance if a text is to be changed or its use discontinued.
4. Both the USA Bookstore and the students should be informed if a particular text is optional or recommended rather than required.
5. Deadlines for textbook procurement so that textbook information is available at the time of registration include: March 1 for May and summer terms; March 15 for fall semester; and October 1 for spring semester.

6.4.3 Faculty and Staff Authored Textbook Policy

Policy

Amendments to the Alabama Ethics law passed by the 1986 Legislature place faculty of state-supported institutions of higher education within the purview of the conflict of interest standards set forth in the law. Advisory Opinion No. 1130 issued by the Alabama Ethics Commission on August 21, 1987 concluded that a faculty member "…who is also author is not permitted to make the decision as to whether his or her publication will be used." The opinion approved a process where "…the decision is made by either administrative officials of the institution or a textbook committee composed of other faculty members and administrative officials within the institution."

Note: For the purpose of this policy, textbooks include published materials, including digital, which students would be expected to purchase.

Purpose

The purpose of this policy is to mitigate the potential for conflict of interest when faculty authored textbooks are used by USA students. When using faculty authored textbooks there is an inherent potential conflict which may arise by requiring students to purchase course materials authored by a faculty member and for which a faculty member authored and may stand to gain financially.

Submission of Materials

Faculty must submit, to a College/School Committee, copies of self-authored or co- authored course materials that will be required for student purchase prior to textbook assignments to such faculty members' students. The text itself should be submitted along with projected cost to the student.

College/School Committee

Appointed by the Dean, each academic department or college/school is required to have a faculty/ staff authored text review committee composed of faculty and administrator(s). The committee should be led by an individual at the Dean or Associate Dean level but members may be ad hoc to provide a thorough review of content. The college/school must ensure that any college/school committee is no less restrictive than the University policy. The Committee would need to convene only when a textbook has been submitted for review.

Review and Approval of Materials

The textbook selection committee is responsible for reviewing the materials for the course and informing the faculty member and department head and Dean of their decision. Considerations may include 1) appropriateness of the text for the course and 2) cost effectiveness to the students. Re- approval is required every three years and materials should include a summary of revenues received. Standards for use of self or co-authored textbooks include:

1. If a faculty receives no revenue from the textbook, the faculty would report only to central (or college) committee with no approval required.
2. If a faculty does receive revenue and donates it to a scholarship fund, the faculty would report with no approval required. The donation would be annual. The donation would cover only revenue from USA students.
3. A faculty who does receive revenue and prefers to retain it must obtain approval from the college/ school committee, renewable every three years.
4. Ensuring that at least one copy of the text is in reserve at the USA library.

6.4.4 Sale of Academic Materials to Students

In order to comply with all federal copyright laws, State ethics laws and other State laws, the following policy was approved.

The sale of academic materials, including texts, supplementary texts, and other materials directly to students by either an individual faculty member or staff employee or by the academic department is prohibited. All academic materials as indicated above must be sold through the University Bookstore.

State law requires that outside college bookstore retailers be informed of required and optional textbooks and any other academic materials sold to students such as custom published and supplementary academic learning materials (course packets). The University Bookstore will be responsible for preparing a list of these and will make such lists available to off-campus retailers and/ or their representatives no more than two (2) working days from the time they are established. Also, all off-campus retailers will be allowed to purchase the items on the list from the Bookstore at a discount, if a margin is added, or at cost if no margin is used, provided the copyright agreement legally covers such a sale.

6.5 Course Credit for Non-Collegiate, Off-Campus, Non-Credit Courses

The University participates in the Advanced Placement Program of the College Entrance Examination Board and gives advanced placement to qualified students. Decisions regarding credit are made after consultation with the Chair of the department concerned and the academic Dean.

6.5.1 Academic Credit for Non-Collegiate Instruction

University procedures for granting academic credit for non-collegiate instruction are:

1. The University of South Alabama will grant academic credit for approved non- collegiate instruction;
2. The awarding of credit is managed by the Registrar's Office;
3. The Registrar's Office are guided by The National Guide to Educational Credit for Training Programs, produced by the American Council on Education in evaluating non-collegiate instruction for elective credit;
4. The appropriate college(s) decides if the awarded credits will be applied to the respective programs;
5. No more than 30 hours or 25% of the degree requirement may be awarded for CLEP, Military Service School Training and non-collegiate instruction collectively.

6.5.2 Off-Campus Instruction for Credit

1. The requests to offer off-campus courses or programs for credit will follow the normal channels (Department Chair, Dean, Executive Vice President and Provost). Since all off-campus courses or programs must be approved by Alabama Commission on Higher Education (ACHE), course and program proposals must be submitted to ACHE sixty (60) days prior to the proposed implementation.
2. For students enrolled for regular University credit courses there are a number of special fees assessed. Some of these fees (e.g., the athletic fee, the student activity fee, etc.) may be inappropriate for a short-term student. Under these circumstances, a waiver of these fees may be requested. It is noted in this regard that special conference fees, in addition to the registration fee and tuition, may be required for a given course.

   With regard to other University fees for special courses held on the main campus a decision concerning these fees will be evaluated on a case-by-case basis.
3. Guidelines for off-campus courses are given in detail and are available in the college Dean's office or in the Continuing Education Office.

6.5.3 Non-Credit Course Work

Global USA is the administrative unit charged with administering non-credit programs at the University of South Alabama. A non-credit course is defined as a learning activity that meets the criteria established by the Southern Association of Colleges and Schools for the awarding of individual CEUs.

Proposed courses must meet the above criteria and must be approved in advance by the Associate Vice President of Global USA. The Executive Vice President and Provost will be informed of all non-credit courses prior to their being offered. Appropriate records of all non-credit courses, including individual CEU records of students, will be maintained by the Office of the Associate Vice President of Global USA.

Non-credit activities that do not meet the individual CEU criteria will be accounted for only in terms of institutional CEU's, as defined by the Southern Association of Colleges and Schools. It will be the responsibility of the colleges and divisions of the University to report institutional CEU activities to the Office of the Associate Vice President of Global USA on a semester basis.

6.6 Course Assignments, Testing, and Final Examinations

6.6.1 Assignments and Testing

Scheduling and Designing Assignments and Tests

While the number of tests, assignments, or papers in a course is not regulated by University policy, colleges, and departments may develop policy on this matter. General recommendations for scheduling number of assignments include ensuring that students receive feedback on their progress toward mastery of a target course learning objective prior to a major assessment. For instance, students should complete and receive feedback on low-stakes, formative assessments such as homework before a unit, module, or chapter exam. Schedule of assignments and tests should be shared with students via the course syllabus.

Format of Testing

Unless specified by the department, the faculty member can select and design the testing format. Automated or computerized grading (delivered through the University's Learning Management System) is available for various test formats, such as multiple choice, true/false, fill in the blank, and open-ended response questions.

When designing assessment questions, it is important to ensure that the questions align with the student learning objectives for the class, that these objectives are taught during the class, and that the questions and grading criteria are objective and clear.

A faculty member may also choose to use an alternative or authentic form of assessment to document student mastery of a learning objective. An alternative assessment may use a real-life scenario or case study and ask students to evaluate, apply, or synthesize a particular theme, theory, or concept via open-ended writing assignments, projects, portfolios, labs, reflection journals, blogs, video discussions, among many other examples. Assessments, in addition to written assignments, discussion posts, and other assessments that ask for an open-ended response, should be accompanied by a rubric to clarify instructor expectations and ensure objective grading. For students with documented special needs, a suitable adjustment of format

may be appropriate. The Center for Educational Accessibility & Disability Resources, https://www.southalabama.edu/departments/sds/, will work with the faculty member to develop an appropriate assessment plan for students with documented accommodations.

Students Making Up Missed Work

It is good practice to clarify all course expectations at the beginning of the semester via a section in the syllabus, a policy description in the Learning Management System, and verbal and written communication. Instructors commonly allow for makeup of work missed for reasons deemed appropriate and decided upon at the start of the semester, such as illness, family problems, emergencies, weather, among other potential setbacks. The Dean of the College of the student's major approves excuses for university-related activities.

Proctoring Tests/Examinations

Faculty proctor tests and examinations in courses for which they are the instructor of record. When it is necessary for an instructor to be absent from a class in which testing is scheduled, the instructor, in consultation with the Department Chair, may arrange with another faculty member or appoint a non-faculty member (for example a graduate assistant) to proctor the examination. For tests and examinations delivered through the Learning Management System, faculty may utilize an online proctoring service in lieu of personally monitoring the test taking. For any proctoring service that requires a student-paid fee, students are to be notified at the time of registration or enrollment of any projected costs associated with the verification of student identity and proctoring. Details on latest options are available at https://www.southalabama.edu/departments/usaonline/proctoring.html.

The Policy and Procedures for Online Proctoring and the Policy for Verification of Student Identify in Distance Learning are available on the Academic Affairs policies webpage, https://www.southalabama.edu/departments/academicaffairs/policies.html.

6.6.2 Final Examination

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

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

The normal expectation of the University is that final examinations will take written form and be course comprehensive in nature. At the same time, the University recognizes that situations may arise in which a faculty member may find some pedagogic reasons for employing alternate examining methods. Courses may also utilize online testing offered through the University Learning Management System to conduct final examinations.

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

6.7 Records and Grades

6.7.1 Class Records

The instructor is responsible for maintaining a record of class attendance for each student, ensuring that only duly-registered students attend class. Students enrolled in a course who do not have the prerequisite(s) may be administratively dropped from the class roll.

6.7.2 Grading System

Students are graded on the basis of the following guidelines:

A	4 grade points per semester hour	- Excellent
B	3 grade points per semester hour	- Good
C	2 grade points per semester hour	- Satisfactory
D	1 grade point per semester hour	- Minimum Passing

F	Failure, no grade points
S	Satisfactory, no grade points
U	Unsatisfactory, no grade points
F*/U	Assigned in cases where the student does not officially withdraw, but who failed to attend, or failed to complete assignments or who failed to participate in class activities. It should be used when, in the opinion of the instructor, completed assignments or course activities were insufficient to make normal evaluations of academic performance possible.

Grades of record do not take into account pluses and minuses. If a faculty member's grading system in a course is calibrated to pluses and minuses, those grades will be adjusted to quality-point letter grades without pluses and minuses when posted on the student's permanent academic record.

1. The following symbols are substitutes for grades. They are not grades.

I	Incomplete (see below)
WD	Withdrawal in good standing
P	Course in progress (see below)
AU	Audit
N	No grade or invalid grade (assigned only by the Registrar)

2. Use of Symbols “I”, and “P”

The symbol “I” (Incomplete) is assigned when, for reasons beyond the student’s control, the student is unable to fulfill all the normal course requirements. The situation warranting an “I” must be a medical condition, an equipment problem, or other mitigating circumstance that is patently demonstrable to be beyond the student’s control. This symbol is not used to provide time for completion of extra work beyond the normal course requirements for improving the student’s grade, nor is it assigned to permit the student to avoid probation, suspension, or dismissal.

The symbol “P” (In Progress) is assigned only in a limited number of approved courses that require more than one semester for completion. Unless the “P” is removed by the end of the second succeeding semester, a grade of “F” will be recorded.



At present, extensions of the time available to students to complete the required work may be authorized only by the Dean’s office of the college or school in which the concerned course is taught.

6.7.3 Criterion-Referenced and Norm-Referenced Grading

A useful concept in developing a grading procedure is to distinguish the basis for the grading. To over-simplify the difference, criterion-referenced grading relies on an objective standard external to the performance of a particular student or class. Norm-referenced grading relies specifically on the performance of the class. For example, a numerical grade of 75 might be a “C” using the former basis but an “A” using the latter. Each method has its advantages and disadvantages. It is important to select one and apply it consistently.

6.7.4 Reporting Grades

Final course grades are due at the date and time indicated in the University Calendar.

Final course grades are entered through the PAWS system by the primary instructor as indicated in the Banner student information system. In the event of an emergency, and the primary instructor is not able to enter grades, the Department Chairperson will be designated as the primary instructor in Banner, and will enter grades through PAWS. In order to maintain the security of the system and to ensure the confidentiality of student records, faculty members will not share their Jag Number (User ID) with any other individual.

6.7.5 Posting Grades

The Buckley Amendment concerning the student’s right to privacy prohibits the disclosure of certain types of student information, including the release of grades, without the student’s consent. Therefore, posting grades is NOT an advisable practice, even when codes are used

instead of names. Grades are available to students through the PAWS system at the end of each term. GRADES MUST NOT BE SENT TO STUDENTS VIA EMAIL.

According to the Family Educational Rights and Privacy Act (FERPA), the public posting of grades by the name of the student, the institutional student identification number, or social security number is forbidden without the student's written permission. According to the AACRAO 2001 FERPA Guide (AACRAO = American Association of Collegiate Registrars and Admissions Officers), "Instructors and others who insist on posting grades should use a system that ensures that FERPA requirements are met. This can be accomplished either by obtaining the student's un-coerced written permission or by using code words or randomly assigned numbers that only the instructor and individual student know. The order of posting should not be alphabetic."

This rule applies to all postings of grades, including those appearing on a class or institutional website. It also applies to all classes, including on-line courses.

6.7.6 Grade Changes

The faculty are responsible for assigning grades to enrolled students at the end of each semester. Once a grade has been assigned, it constitutes an official academic record of the University and may be changed only through official University action. (Please note that this statement concerns grades only; it does not concern the symbols that substitute for grades.) The action necessary to change a grade will be grounded in the following policy stipulations:

1. Only the faculty member of record assign grades.
2. The accuracy and integrity of the University's official academic records are ultimately the responsibility of the Office of Academic Affairs.
3. The only legitimate grounds for changing an assigned grade is the presence of error in the original evaluation, computation, or recording of the grade, as determined by the faculty member. Grades may not be changed for any other reason.
4. Should an error be discovered, the faculty member concerned has the responsibility to request to change the officially recorded grade. The instructor has one year to change a final grade because of clerical error in recording the grade or in computing it.
5. Only the Dean of the college has the authority to direct the Registrar to change an officially recorded grade. The delegation of this authority to the Dean's level does not impede or restrict the right of the faculty to request and be granted approval to change a grade when it has been erroneously entered into the official academic records of the University.
6. In the event that a grade change is necessary, the faculty member will obtain the appropriate form from the Registrar's Office and follow the instructions on that form.

6.7.7 Final Grade Grievance Policy

Students who allege an unfair final grade have recourse through the Final Grade Grievance Policy (see section 8.1).

6.7.8 Academic Status Policy for Undergraduates **(Approved 12-04-02; Revised 05.07.18)**

Required Grade Point Average

All undergraduate students must meet the established standards designating appropriate academic progress.

As discussed in the section, General Requirements of Bachelor Degrees in the Undergraduate and Graduate Bulletin, a student must earn a minimum cumulative USA grade point average of 2.0 to graduate. (See special requirements in the College of Education and Professional Studies).

Academic Probation

Students with a cumulative grade point average below 2.0 are having academic difficulties and are alerted to this fact by being placed on academic probation. Students on academic probation are placed on hold and are required to meet with their academic advisor to discuss their course load and plans for the upcoming semester. Students will not be able to adjust or make changes to their schedule until they speak with their academic advisor or designated staff in their Dean's office.

Students with grade point averages less than those listed in the table below are subject to academic suspension or dismissal.

Academic Suspension

Academic suspension for one regular semester results if a student at the end of any semester does not have the minimum grade point average indicated in the suspension and dismissal table following. The minimum required grade point average varies with the total number of GPA hours at the University.

Academic Dismissal

Academic dismissal for one calendar year results if a student, who has been reinstated following a previous academic suspension or dismissal, fails to make satisfactory progress. Satisfactory progress is specified in the following sections titled Reinstatement Following Academic Suspension and Reinstatement Following Academic Dismissal.

Suspension and Dismissal Table	
Hours	Minimum GPA
0-42	1.20
43-54	1.43
55-66	1.56
67-77	1.64
78-89	1.69
90-102	1.73
102-up	1.80

Reinstatement Following Academic Suspension

Students reinstated following one regular term (excludes summer term) of academic suspension are readmitted on academic probation. Students in this category are subject to academic dismissal if they do not make satisfactory progress. A student is considered to be making satisfactory progress as long as they maintain a USA grade point average for each semester of 2.00 or above until their cumulative USA grade point average is above the minimum required grade point average for dismissal as outlined in the table above. Once a student achieves a grade point average larger than the minimum required grade point average, he/she is subject to the requirement to maintain his/her grade point average above the minimum value as listed in the table. Returning students will remain on probation until the cumulative USA grade point average is 2.00 or greater.

Students intending to seek readmission after suspension must first file a Readmission Form by the official deadline with the Office of the Registrar.

Reinstatement Following Academic Dismissal

Students academically dismissed from USA may be considered for readmission on academic probation after a period of one calendar year has passed. Readmission requires Dean's office approval. Students readmitted after dismissal are subject to a second dismissal if they do not make satisfactory progress. A student is considered to be making satisfactory progress as long as they maintain a USA grade point average for each semester of 2.00 or above until their cumulative USA grade point average is above the minimum required grade point average for dismissal as outlined in the table above. Once a student achieves a grade point average larger than the minimum required grade point average, he/she is subject to the requirement to maintain his/her grade point average above the minimum value as listed in the table. Returning students will remain on Probation until the cumulative USA grade point average is 2.0 or greater.

Students intending to seek readmission after dismissal must first file a Readmission Form with the Office of the Registrar by the official deadline and consult with their academic Dean.

Academic Bankruptcy

Undergraduate students readmitted after an absence of at least one or more calendar years may choose to count all or none of their University of South Alabama credits toward completion of degree requirements and the computation of their grade point average.

Should the student elect to count none of the prior work, i.e. declare academic bankruptcy, the student is, in effect, allowed to start academic work at the University of South Alabama over with a zero GPA; however, all course work will remain on the student's academic record. This determination must be made by the student during the term of re-entry, but preferably at the time of application for readmission. Academic bankruptcy requires Dean's office approval. This election may be made only once during a student's USA career and is irrevocable. Such election also carries with it the stipulation that the student's choice of Bulletin is limited to those in effect from the time in which the student declares academic bankruptcy onward. Academic bankruptcy applies only to courses completed at the University of South Alabama.

In determining academic honors at the University of South Alabama, only the course work taken after academic bankruptcy has been declared counts in the calculation of GPA.

The option of academic bankruptcy is not available to a student who has received a bachelor's degree or certificate.

For financial aid recipients – filing academic bankruptcy will not clear the student's satisfactory progress problem nor reinstate the federal financial aid and eligibility (including loans).

6.8 Grade Replacement Policy

Under certain conditions, when a course has been repeated, a student may request that an earlier grade not be used in the calculation of the USA grade-point average.

Please Note: A USA grade-point average that includes grade replacement, may not be used for some purposes. For example, graduate and professional programs may recalculate your grade-point average with no grade replacement for admissions decisions.

If you are receiving financial aid, please be aware that the Standards of Academic Progress Policy is separate from the Grade Replacement Policy. Replacement of a grade does not change the satisfactory academic progress calculation. All work attempted is part of this calculation and repeating courses could negatively affect your eligibility for financial aid. If you have questions, please contact the Office of Financial Aid (251-460-6261) or finaid@southalabama.edu.

This policy is subject to the following conditions:

- Only USA undergraduate students qualify for this policy.
- All attempts for each course are recorded on the transcript. Courses that are not used in calculating the GPA will remain on the transcript.
- Only courses taken at USA are eligible for grade replacement.
- Courses in which a B, C, D or an F was earned are eligible for grade replacement
- A maximum of three course grades can be replaced. In each case, the student must have repeated the identical course with an improved grade relative to the course grade being replaced.
- It is possible for a student to have more than one grade removed from the GPA calculation for the same course. However, each grade that is removed counts towards the maximum of three course grades that can be replaced.
- Course substitutions are not eligible for grade replacement. To be eligible, the repeated course must have the identical course number and identifier as that for the grade being replaced.
- Certain courses are not eligible for grade replacement. Courses that are not eligible include: Graduate courses, Honors courses, PE activity courses, internships/clinicals, health science professional courses, field experiences, research seminars, independent/directed studies, and special topics courses. Please check with your specific program for further restrictions on eligible courses.
- A course grade received as a result of academic misconduct does not qualify for grade replacement.

- Once a student graduates, a class may not be repeated to improve his/her grade-point average.
- Grade replacement does not change a student's past academic standing.

Application Procedure

- Complete a Grade Replacement Application form and turn it in to your College Advising office.
- Each course grade replacement request must be done on a separate form.
- Once a grade is replaced, the action is irrevocable.
- A maximum of three grades for repeated courses can be replaced. Additional requests will not be granted. This rule may not be appealed.
- This form may be turned in any time before the awarding of the bachelor's degree.
- You will be notified through your USA email of the approval or denial of this request. You may confirm by viewing your PAWS transcript.

6.9 Development of New Academic Programs

Proposals for new degree programs should be reviewed and approved by college or school committees, University councils, and the President. In addition, the Associate Vice President for Academic Affairs reviews all proposals for compliance with the Alabama Commission on Higher Education (ACHE) and the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) requirements.

Following internal approval, proposals are subject to review and approval by ACHE. ACHE policy requires the submission of the Notification of Intent to Submit a Proposal (NISP) to allow review and comments by other institutions prior to submitting a full proposal. ACHE criteria include:

1. **Relevance of Institutional Role** – Is the proposed program within the Commission recognized role of the institution?
2. **Need for the Program** – Will the program satisfy a clearly documented need (institutional and societal) in an effective and efficient manner? If the program duplicates or closely resembles another program already offered in the State, can this duplication be justified? What characteristics of the identified need require that it be met by a new program rather than an existing program? For purposes of this criterion, duplication is defined as the same or similar six- digit CIP code and award level in the Commission's academic program inventory. For doctoral programs, regional and sometimes national need should be addressed.
3. **Collaboration** – If similar programs are available at other institutions in the state, will any type of program collaboration be utilized? Why or why not? What specific efforts have been made to collaborate with institutions to meet the need for this program? Address qualitative, cost, and access considerations of any collaboration that was considered.
4. **Program Objectives and Content** – Are the objectives precisely stated and appropriate to the program? Will the curriculum design, resource allocation and method of program

delivery support the objectives? Are the objectives stated in a way that facilitates subsequent review and assessment? Include the assessment plan.

5. **Student Availability and Demand** – Is there a documented demand by enough suitably qualified students to justify the program and sustain it over a reasonable period of time?
6. **Program Completion Requirements** – Are program completion requirements sufficiently rigorous to produce graduates who can compete in the market place?

To accommodate internal reviews, a proposal should be completed at least three months in advance of the anticipated submission date to ACHE. The Commission on Higher Education accepts degree program proposals at specific times during the year. Check with the Office of Academic Affairs for deadlines and meeting schedules.

ACHE also considers the addition of new options, concentrations, tracks, or specializations within existing degree programs as alterations or extensions of existing degree programs, which must be approved by ACHE. Proposals for alterations or extensions of existing degree programs may be submitted to the Commission through appropriate University channels, including the department, Dean, Associate Vice President for Academic Affairs, and the Executive Vice President and Provost.

The University is required to notify ACHE of other actions affecting academic programs and units through “information items” submitted prior to implementation of the changes. These actions include changing program titles or degree designations, placing programs on inactive status, creating a new department, merging two or more departments, and initiating non- degree academic programs such as certificate programs.

Once ACHE approval for a new program has been received, a SACSCOC substantive change prospectus may be required. This prospectus must be submitted at least three months in advance of the projected start date for the program. Check with the SACSCOC Liaison for details about this process.

After approvals from ACHE and SACSCOC are obtained, the college/school must complete the Academic Program Request form. The form can be found on the Office of Academic Affairs website: http://southalabama.edu/academicaffairs/forms.html.

6.10 Libraries

The University of South Alabama Libraries includes Marx Library, the Charles M. Baugh Biomedical Library, the Mitchell College of Business’s Joseph & Rebecca Mitchell Learning Resources Center (MCOB/LRC), and the Doy Leale McCall Rare Book and Manuscript Library. The Biomedical Library primarily supports the missions of the Colleges of Medicine, Nursing, and Allied Health Professions, and USA Health. The Baugh Biomedical Library also serves as a health science resource library for the surrounding Gulf Coast area. The Baugh Biomedical Library is located on campus near the College of Medicine. A librarian provides specialized business research and instructional services for students in the MCOB’s LRC. Marx Library, also located on campus near the College of Medicine, serves all students, staff, and faculty as the general library. The McCall Library, located on the 3rd floor of the Marx Library, serves the campus and the surrounding community with access to rare and unique collections.

Marx Library is home to several galleries, including the Mary Elizabeth and Charles Bernard Rodning Gallery of Art that features the works of local and regional artists, including USA students, staff and faculty. A librarian provides library research and instructional services for students and faculty at the Baldwin County campus of the university. All USA students and faculty have access to the collections and services of these library facilities.

6.10.1 Circulation of Materials

All faculty members will present a current University identification card when borrowing materials. Up to sixty items can be checked out at one time and the loan period is one year.

Each academic term, faculty or staff members may authorize a proxy to check-out or renew materials. The Circulation desk will keep this information.

For further information, consult the University of South Alabama Libraries website for circulation policies.

6.10.2 Interlibrary Loan (ILL)

The Libraries attempt to borrow materials that are not in their collections from other libraries via ILL. The Libraries comply with U.S. copyright law (Title 17, U.S. Code). The requested material(s) circulate under the regulations set forth by the lending libraries. For further information, contact the appropriate ILL Department.

6.10.3 Library Orientation and Instruction

The Libraries offer orientation and instruction for faculty and others upon request. To arrange a tour or class call the appropriate library as follows:

Marx Library: webref@southalabama.edu

Biomedical Library: medlib@southalabama.edu

6.11 Computer Use Policy

This policy is designed to educate users of University of South Alabama (USA) computer resources about their responsibilities regarding usage, and to describe prohibited/unacceptable use.

For more information, please visit the University Policy Library.

Computer Use
https://www.southalabama.edu/departments/compliance/policylibrary/policy.html?doc=626637B1-16AA-4BF1-91B0-54E33430339C

Software and Cloud Services Purchase/Acquisition
https://www.southalabama.edu/departments/compliance/policylibrary/policy.html?doc=6555E5F5-412B-40BA-9A42-272A88704B44

7.0 FACULTY RESEARCH

7.1 Research Mission

The University of South Alabama (South) is a comprehensive public research university ranked by Carnegie as a “high research” institution. South recognizes that discovery is a critical component of academic excellence and expansion, and application of new knowledge is central to the functioning of any university. The University of South Alabama encourages and supports basic and applied research, scholarship, and creative activities as a means for enhancing classroom instruction, contributing to the personal and professional development of students, faculty, alumni, and the immediate and extended community served by the University.

Research is broadly defined to include all investigative efforts that lead to the origination, integration, application, and transfer of knowledge pertinent to the various disciplines and expertise within the University community. A program of sustained research, scholarship and creative activities is the responsibility of each faculty member. The University is responsible for using its resources and processes to encourage, support, and reward these activities.

Basic or fundamental research includes both original and integrative works. The University promotes original investigations that seek to increase human knowledge and once applied, improve quality of life in all fields of expertise represented at the University. South supports and promotes interdisciplinary and collaborative activities to explore solutions to societal challenges. Integrative works seek to combine and extend what is known in the various disciplines in new and useful ways by discovering linkages between known, causal, intervening, and outcome variables.

Applied or translational research includes efforts seeking to find solutions to problems in society while simultaneously contributing to the improvement of practice within each discipline, and among disciplines in an interdisciplinary context. This will be accomplished by applying the results of original and integrative works to practical problems within and among the disciplines.

The University recognizes the value and contributions of peer-reviewed scholarly and creative activities such as authoring textbooks, publication of manuscripts and juried shows. Although each faculty member has a primary responsibility for the design and conduct of research activities, the University endeavors to encourage research, scholarship, and creative activities in a variety of ways including providing incentives, facilities, funding, and reassigned time to faculty. In addition, the University rewards these activities through the systematic consideration within the context of tenure, promotion, and merit pay decisions.

7.1.1 Impartiality and Fairness in Research

The Office of Research and Economic Development (ORED) supports, enhances, and promotes the pursuit of research, scholarship, and creative activities in a manner that upholds the community values of the university. ORED advocates for a safe and welcoming research climate across the entire campus, and for the equal provision of opportunities for career paths to all individuals regardless of race, religion, ethnicity, and gender. All research environments including laboratories, classrooms, clinics, and the community as a whole, should create an environment that welcomes all people.

Research endeavors should seek to recruit heterogeneous populations, and also identify and overcome factors that exclude certain groups and individuals from the professional and personal benefits of research and scholarship.

7.1.2 Internal Research Support

The University encourages scholarship performed or guided by the faculty by budgeting funds for internal research grants to faculty members. These funds are managed, and their use monitored by the department of Research Communications, Development & Learning (RCDL) within the Office of Research and Economic Development. A variety of programs with varying amounts of funding supports basic, applied, and scholarly research, as well as creative endeavors. The RCDL website should be consulted for information on the details of currently available funding opportunities (https://www.southalabama.edu/departments/research/rdl/).

Department Chairs and college Deans should be consulted in advance on all research commitments of any magnitude and kept informed of research progress, achievements, and future plans. Encouragement will be given to projects considered consistent with the policies and plans of the department(s) of the college(s) in which the research will be conducted

Procedures for preparation, review, and operation of internally funded research projects have been established by RCDL. To encourage a wide range of well-planned research projects by all qualified faculty, RCDL works with review panels made up primarily of USA faculty members to evaluate all applications. Proposals must include clear statements of objectives, techniques, and data to be used; evidence that the project will contribute to the advancement of knowledge; and that the investigator is fully qualified to undertake it. Award terms and conditions are detailed in letters issued by RCDL, and acceptance of the award is dependent upon compliance with the award terms. Guidelines for individual programs describe the allowable costs for each, and any questions about how funds may be used can be directed to RCDL.

Further information on internal funding available from the Office of Research and Economic Development is available on the RCDL website (https://www.southalabama.edu/departments/research/rdl/).

7.2 Sponsored Research

7.2.1 Mission

The scholars at the University of South Alabama promote an environment where curiosity and discovery are given free rein. Within this culture, the university can respond to our citizens and global issues with bold ideas infused with creative energy. The outcomes are high-quality research and scholarship, new information and opportunities, the transformation of traditional disciplines, new partnerships, the formation of emerging fields of inquiry, and innovation for societal applications.

The Definition of a Sponsored Project is available at:
https://www.southalabama.edu/departments/research/resources/sponsoredprojectdefinition.pdf

7.2.2 Organizational Chart

The offices under the Office of the Vice President for Research and Economic Development include the Offices of Sponsored Projects Administration (pre-award and non-financial post-award), Research Compliance and Assurance, Commercialization and Industry Collaboration, Technology Transfer Office, Research Communication, Development and Learning, and Research Innovation.

The organizational chart for the Office of the Vice President for Research and Economic Development is available at: https://www.southalabama.edu/departments/research/resources/research-org-chart3.pdf

Quick Policy Reference

Animal Care and Use	https://www.southalabama.edu/departments/research/compliance/animalcare/
Authorship and Publication	https://www.southalabama.edu/departments/compliance/policylibrary/policy.html?doc=A8529E65-D331-413A-BA63-3A9B63B3B93F
Biosafety	https://www.southalabama.edu/departments/compliance/policylibrary/policy.html?doc=445DB37C-FB24-4AA5-AC7C-D8F07FD0BE63
Conflict of Interest in Research	https://www.southalabama.edu/departments/compliance/policylibrary/policy.html?doc=F9CD057C-06BB-4C12-A806-BFFD6039BCA1
Controlled Unclassified Information (CUI) Research	https://www.southalabama.edu/departments/compliance/policylibrary/policy.html?doc=2BDB1FF5-96DC-4D77-803B-2506D8875322
Copyright Policy	https://www.southalabama.edu/departments/compliance/policylibrary/policy.html?doc=9C492602-8D99-4599-8AE6-14BF8821A785
Definition of a Sponsored Project	https://www.southalabama.edu/departments/research/resources/sponsoredprojectdefinition.pdf
Equity in Technology Licensing	https://www.southalabama.edu/departments/compliance/policylibrary/policy.html?doc=95E6C363-C7F7-4B30-A4F2-455829D45A88
Export Controls	https://www.southalabama.edu/departments/compliance/policylibrary/policy.html?doc=30071EFC-36B7-4D95-AA8B-341668F7F7D1
External Professional Activities (Consulting)	https://www.southalabama.edu/departments/compliance/policylibrary/policy.html?doc=CFB94223-6002-4D17-B266-70281A2538C2
External Proposal Submission Policy	https://www.southalabama.edu/departments/compliance/policylibrary/policy.html?doc=61DC8D55-7376-453E-B38D-DEE171DDE274
Foreign Influence: Reporting and Disclosure Requirements	https://www.southalabama.edu/departments/compliance/policylibrary/policy.html?doc=7F194BBC-09AD-4ABC-BBDE-D602D07E9673
Human Subjects	https://www.southalabama.edu/departments/compliance/policylibrary/policy.html?doc=783DAC5E-BF2A-4378-8C12-EF0745FCF41D

Laboratory Notebook Ownership and Data Management	https://www.southalabama.edu/departments/compliance/policylibrary/policy.html?doc=CCC113AE-9505-4617-8D07-7A98043E9751
Patent and Invention Policy	https://www.southalabama.edu/departments/compliance/policylibrary/policy.html?doc=387D8C22-E26B-452E-B83F-0798C3365FD3
Principal Investigator Policy	https://www.southalabama.edu/departments/compliance/policylibrary/policy.html?doc=B732368D-2B75-4523-A357-A1E9BFDBD334
Research Data Management Practices	https://www.southalabama.edu/departments/compliance/policylibrary/policy.html?doc=AA482591-AED1-472F-9FF1-6D7BBCF1C114
Responsible Conduct of Research (RCR) Training	https://www.southalabama.edu/departments/compliance/policylibrary/policy.html?doc=A4CB68A7-A97A-419C-B861-9B067F24124C
Research Misconduct	https://www.southalabama.edu/departments/compliance/policylibrary/policy.html?doc=14D48888-D28C-4158-A334-9A767BF04DC3
Standards in the Conduct of Research	https://www.southalabama.edu/departments/research/compliance/responsible-conduct/policies.html

7.2.3 Animal Care and Use Policy

The University of South Alabama recognizes the importance of animals in research and teaching and the responsibility of the University in assuring their proper care and treatment. The University is committed to minimizing pain and distress in all animals used in research and teaching. In addition, the Institutional Animal Care and Use Committee (IACUC)administrative office provides assistance and support for the University's Animal Care and Use Program and its leadership to ensure compliance with federal and state regulations, AAALAC accreditation, and local requirements.

All new appointed faculty or faculty recruits who perform animal-based research and who are considering employment with the University must contact Biological Resources in the College of Medicine to discuss their research, animal housing requirements, and animal related services available.

Further information, policies, and procedures are located on the Office of Research Compliance and Assurance website:
https://www.southalabama.edu/departments/research/compliance/animalcare/

7.2.4 Biosafety

The Institutional Biosafety Committee (IBC) is responsible for ensuring the safety of personnel and facilities engaged in research involving biological materials. IBC's were established under the NIH Guidelines for Research Involving Recombinant DNA Molecules to provide local review and oversight of nearly all forms of research utilizing recombinant DNA. The University's IBC is charged with the responsibility of reviewing a variety of experimentation that involves biological materials. and assurance of their safe acquisition, use and disposal. The University's biosafety policy mandates review of all potential biohazardous agents (including human blood/cell lines/tissues) and recombinant DNA research.

Further information, policies, and procedures are located on the Office of Research Compliance and Assurance website:
https://www.southalabama.edu/departments/research/compliance/biosafety/

7.2.5 Export Controls

The University anticipates an open international culture of collaboration and research shared broadly across the academic community. The U.S. export control agencies place responsibility on the University to ensure compliance with export control laws and regulations. The Office of Research Compliance and Assurance assists the Department, College, or Unit and the Principal Investigator in determining applicable export control management, including controls on the dissemination of information and/or materials which can pose a threat to national security. These safeguards prevent unlawful exports or deemed export (within the U.S.) without an appropriate license or government approval

There is a common misunderstanding that export controls do not apply to institutional activities other than research. However, university employees engage in a variety of important activities that may necessitate the need for export compliance. Other university business activities, including international travel to high-risk countries, hand-carrying University assets abroad, international visitors, international shipping, controlled or proprietary research, military items, international engagements, and interactions with comprehensively sanctioned countries, require additional review. Therefore, it is important to recognize that export controls apply to all individuals within the university community.

Further information, policies, procedures, and best practices are located on the Office of Research Compliance and Assurance website:
https://www.southalabama.edu/departments/research/compliance/export-control/

7.2.6 Foreign Influence: Reporting and Disclosure Requirements

The University of South Alabama understands the importance of international collaborations in research and is committed to supporting and encouraging these collaborations. At the same time, the University is committed to protecting federally funded sponsored awards, and requires all faculty receiving these awards to fully comply with federally mandated disclosure and reporting requirements, which includes disclosure of all international collaborations to the funding agency. Some federal agencies have acknowledged that failure to disclose foreign relationships and activities may jeopardize eligibility for future funding, as well as expose the research to potential federal criminal and civil liability. Policy guidelines regarding what must be disclosed to the University and to federal sponsors are listed in the USA Policy on Foreign Influence: Reporting and Disclosure Requirements
https://www.southalabama.edu/departments/compliance/policylibrary/policy.html?doc=7F194BBC-09AD-4ABC-BBDE-D602D07E9673

Additional information regarding disclosure requirements, to include agency specific requirements, can be found on the Sponsored Projects Administration Website under the Guidance on Foreign Influence tab:
https://www.southalabama.edu/departments/research/spa/foreign-influence.html

7.2.7 Internal Consulting Activities under Contract and Grants

USA encourages and supports collaboration and cooperation among faculty across campus. These activities typically originate as collegial friendships or courtesies. On rare occasions it may be compensated through fees for service to grants or contracts. These types of transactions are guided by CFR 200.430 section H (3):

> "Intra-Institution of High Education consulting by faculty should be undertaken as an IHE responsibility requiring no compensation in addition to IBS. However, in unusual cases where consultation is across departmental lines or involves a separate or remote operation, and the work performed by the faculty member is in addition to his or her regular responsibilities."

Consultation is defined in the section as professional services undertaken for personal compensation beyond the payment of a nominal honorarium or reimbursement of expenses and above IBS. When the University is awarded contracts/grants which provide for the use of consultants, university personnel may be used in such a capacity and be paid a consulting fee if such a practice is approved in writing, specifically outlined in the budget of the award, and approved in advance, by the funding agency.

Compensation is subject to institutional compensation policies for services above and beyond the IBS and is allowable if the conditions described in 2 CFR 200.430 (4) are met.

Compensation for such consultation will be based on a rate not to exceed the current base rate for that person and cannot exceed 10% of an individual's 12-month salary. No person with the administrative title of Chair or above may receive consulting fees from an on-campus activity without prior approval of the Executive Vice President and Provost, the Dean, College of Medicine/Vice President for Medical Affairs, or other appropriate administrative officers.

The general University policy on types of consulting activities (External Professional Activities) is located in Chapter 4, Section 4.5 of the Faculty Handbook.

Further information on External Professional Activities can be located on the University's Conflict of Interest website:
https://www.southalabama.edu/departments/compliance/conflictofinterest/consulting.html

7.2.8 Conflict of Interest in Research

Interactions with federal sponsors, state sponsors, industry sponsors, foundations, and professional associations serve the academic, research, and public service missions of the University. The experience and enhanced national status that accompany such interactions are shared both directly and indirectly by the University. These outside activities contribute to the richness and diversity of the University academic enterprise. In this environment, there are expanded opportunities for employees of the University to engage in financially rewarding external professional and entrepreneurial activities. At the same time, there is a heightened sensitivity to questions of professional ethics and objectivity in research.

Situations arise in which there may be a divergence, real or perceived, between the private interests of the Employee and those of the public and of the University. These situations may produce a potential Financial Conflict of Interest and have the potential to bias the conduct of

the activity or research. The University policies on Conflict of Interest and Commitment, as well as Conflict of Interest in Research informs researchers of their disclosure responsibilities, provides an efficient method for generating/updating disclosures, and facilitates identification and management of potential conflicts of interest. Disclosing the required information at the earliest possible time will afford the best protection of an researcher's interest. It is encouraged to disclosure any situation that could conceivably be perceived as a conflict of interest or a reportable financial interest.

Further information on conflict of interest and research requirements are located at: https://www.southalabama.edu/departments/compliance/conflictofinterest/public-health-service.html

7.2.9 Human Subjects

The University of South Alabama holds its faculty to the highest standards for respecting the rights and welfare of persons involved as subjects of research. This includes the responsibility of faculty to supervise their students' research. The University of South Alabama IRB operates under the University's Federal wide Assurance (FWA00001602) under the federal Office of Human Research Protections. This assurance applies to all research with human participants in which the University is engaged, regardless of the site of the activity. The Office of Research Compliance and Assurance administers and enforces University-wide procedures for protecting human research participants. At the core of these procedures is the Institutional Review Board (IRB) charged with reviewing research involving human participants, regardless of the funding source or lack of funding. Research conducted as part of a classroom exercise or a course assignment is typically excluded from IRB review. All research involving human participants must receive prior approval by the IRB.

Further information, policies, and procedures are located on the Office of Research Compliance and Assurance website: https://www.southalabama.edu/departments/research/compliance/humansubjects/

7.2.10 Responsible Conduct of Research (RCR)

The University of South Alabama promotes responsible research practices, including ongoing education for all research investigators, their staff, and students. The University's policy on Responsible Conduct of Research (RCR) training applies to all faculty engaged in sponsored and non-sponsored research activities. The responsible conduct of research aligns with interests of research and scholarly activities in accordance with university policies and federal regulations. These policies intend to provide a baseline understanding of fundamental concepts and practices for RCR that should be used in conducting compliant research and contribute to ethical and professional decision-making.

Additionally, all students (undergraduate and graduate) and postdoctoral fellows involved in the conduct of research regardless of funding source, must complete the appropriate institutionally-endorsed RCR training.

Further information on required RCR training, policies, and procedures are located on the Office of Research Compliance and Assurance website: https://www.southalabama.edu/departments/research/compliance/responsible-conduct/index.html

7.2.11 Standards in the Conduct of Research

The University of South Alabama is committed to fostering a culture in which the highest ethical standards in the conduct of research and other scholarly activities are expected. Misconduct in research is a concern to scholars, institutions conducting sponsored projects, funding agencies and the general public. Research misconduct is defined as fabrication, falsification, or plagiarism, in proposing, seeking support for, performing, or reviewing research, or in reporting research results. Research includes all forms of sponsored and non-sponsored scholarly and creative work by University employees and students and by individuals who use University facilities for the creation, dissemination, and publication of scholarly work. It is incumbent upon all members of the University community to practice and to promote ethical behavior. The faculty, collaborating staff, and students are primarily responsible for maintaining integrity in the quest of and dissemination of knowledge.

Further information on policies, procedures, and reporting hotline are located on the Office of Research Compliance and Assurance website:
https://www.southalabama.edu/departments/research/compliance/research-misconduct.html

7.2.12 Copyright Policy

The University of South Alabama supports full adherence to federal intellectual property law and recognizes the value of this system in furthering its mission of teaching, research, and service. The creation and dissemination of knowledge through all means of tangible expression advances the professional development of faculty, broadens educational opportunities for students, enhances the University's reputation and resources, and furthers the public good. Tangible expression of works by members of the University community results in copyright protection for those works.

The copyright policy is designed to promote tangible creative expression of works, to preserve academic tradition regarding scholarly works, to provide for equitable distribution of rights, revenues and other benefits arising from copyrights, and to establish guidelines for the management of copyrightable works made by members of the University of South Alabama community.

Further information and policy are located on the Vice President for Research website:
http://www. southalabama.edu/departments/research/.

7.2.13 Equity Policy

In the course of fulfilling the University's research and educational missions, a faculty or staff member (hereafter referred to as inventor) may create valuable intangible property that may have the potential to benefit society and further the University's educational goals. This property may include patentable inventions, copyrightable works, and unpublished know-how (hereafter referred to as University-owned intellectual property assets, or assets). As they emerge from the University's inventors, many of these assets are considered early stage. Accordingly, financial resources and management expertise outside of the University may be required to move these assets to the marketplace in the form of licensed products and/or services. The University seeks to avail itself of these external resources and expertise by forming new business entities based on these assets, commonly known as start-up companies.

During the course of managing, protecting, and commercializing University-owned intellectual property assets, the University's Office of Technology Transfer (OTT) will occasionally find that an existing company does not have the interest, capability, or financial resources to move these assets to the marketplace. There are times when the market truly dictates that a start-up company should be formed around a collection of University-owned intellectual property assets.

There are circumstances involving start-ups that can result in unmanageable financial conflicts of interest for the inventor and the University. For both parties, the potential for conflicts arises from the issuance of equity by the start-up (licensee) company. In this situation, the start-up company issues founders' equity to the inventor in exchange for his/her serving as a management partner in the venture. Founders' equity is generally issued as common stock, and although there may be different vesting parameters for various founders, all have similar shareholders rights. The amount of founders' equity issued is generally outlined in an agreement between the inventor and other founders.

Further information and policy are located on the Vice President for Research website: http://www.southalabama.edu/departments/research/

7.2.14 Patent and Invention Policy

The Patent and Invention Policy further the University's mission of teaching, research, and service. The University advances its mission in part by generating knowledge through research. The development of inventions is not a necessary and final product or even a purpose of research but may be an important outcome with significant public benefit. The transfer of inventions to the private sector, and the securing of patents when appropriate provides the means for disseminating these new discoveries to the general public through the free enterprise system.

This policy is designed to expand the research enterprise of the institution; encourage the practical application of inventions made through research; establish guidelines for the management of those inventions: provide equitable distribution to inventors of rights, revenues, and other benefits arising from the commercialization of inventions; increase opportunities for economic development; and return to the public the fruits of university-based research.

Further information and policy are located on the Vice President for Research website: http://www.southalabama.edu/departments/research/

7.3 Center and Institute Guidelines

Any faculty member or group of faculty members may informally propose the establishment of new centers and institutes and have informal discussions at all levels. The formal establishment of new centers and institutes is an authorization process requested through the President's Office with approvals from the appropriate Academic Deans and the Vice President for Research. The process should follow the established policy on the Research Centers website (https://www.southalabama.edu/departments/research/research-centers/).

In cases where the center is to be considered a core facility or recharge center at the end of the planning period, the supporting documents should include a detailed budget with rate fee structure that has been University approved, invoicing procedures, draft bylaws, and membership fee agreement should be presented as necessary.

Formal proposals should be reviewed and approved by involved department chairs, academic dean or deans and the appropriate lead Vice-President. Upon review and recommendation, the Vice-President will forward the request to the President's Office for final review and authorization.

Details on the materials needed for both the Authorization to Plan and Authorization to Establish can be found on the Research Center website (https://www.southalabama.edu/departments/research/research-centers/).

8.0 STUDENT POLICIES

8.1 Final Course Grade Grievance Procedure

A final grade grievance is defined as a student complaint regarding an academic action taken by instructional personnel in assigning a final grade for a course, qualifying, or comprehensive exam. In addition to complaints against a particular instructor, students may also file complaints against a committee concerning academic evaluations that adversely affect them (i.e., the grade given on a comprehensive examination or a thesis or dissertation final oral exam.) Normally, such complaints can be resolved quickly through discussions with the faculty member involved. In some situations, the matter cannot be satisfactorily resolved at that level. For such cases, a student may file a formal final grade grievance using the procedures specified below. (Note that while a grievance may be filed against a committee, the term "instructor" is used throughout the following description of procedure to refer to the person or entity against whom the grievance is brought.)

For a complaint about a final course grade or other academic evaluation to be considered, the complaint must be based on one or more of the following grounds and upon allegation that the ground(s) cited influenced the grade assignment to the student's detriment:

1. Arithmetical or clerical error
2. Arbitrary or capricious evaluation on the part of the instructor
3. Substantial failure on the part of an instructor to follow the course syllabus or other announced grading policies
4. Extraordinary mitigating circumstances beyond the student's control.

Students may not file a grade grievance until a final grade is received in a course. This procedure may not be used to complain about an instructor's grading policy, assignments, the difficulty of a course, or other comparable matters. Finally, students may not file a grievance about a final course grade that was assigned as the result of an academic misconduct procedure.

A Final Course Grade Grievance must be filed no later than 20 class days into the succeeding semester to include summer term if the student is enrolled. **Note: the term "class day" as used in this document means any weekday (Monday-Friday) during which the official University of South Alabama Academic calendar indicates that classes are in session.**

8.1.1 Meet With Instructor

As a prerequisite to filing a grievance and within the time frame allowed for filing a formal grade grievance (no later than 20 class days into the succeeding semester to include the summer term only if the student is enrolled), the student must attempt to resolve the matter with the instructor. In some cases, the student may make reasonable attempts to contact the instructor and be unsuccessful. If the student is unable to contact the instructor, this should be documented in writing by the student and the student must submit the written documentation to the instructor's Department Chair (or Dean if the Department Chair is either the party to the grievance or unavailable). In the absence of the instructor, the Department Chair/Dean will act in the instructor's stead.

8.1.2 Filing the Grievance Form

A Final Grade Grievance Form must be filed by the student no later than 20 class days into the succeeding semester (including summer if enrolled.) A blank Final Grade Grievance Form may be obtained on the University's website www.southalabama.edu or from any departmental office, any college Dean's office, or the Office of Student Affairs. Page One of the Final Grade Grievance Form must be completely filled out and turned into the Chair of the department in which the course is taught or the academic evaluation took place. The form will be dated and signed by both the Department Chair and the student and a copy given to the student.

If the Department Chair is the party against whom the grievance is being brought, the student should submit the Final Grade Grievance Form to the Dean of the college in which the course is taught or the academic evaluation took place. In the event that the grievance is against the Dean who is the instructor, the student should submit the Final Grade Grievance Form to the Executive Vice President and Provost.

8.1.3 Grievance Facilitator

The Department Chair will facilitate the grievance process unless replaced as follows: If the Department Chair is the party against whom the grievance is being brought, the Dean will then appoint another Department Chair to facilitate the grievance process. If the Dean is the party against whom the grievance is being brought, the Executive Vice President and Provost will appoint an individual to facilitate the grievance process.

8.1.4 Initial Grievance Review

The Department Chair will arrange a conference with the student and the instructor involved to attempt resolution of the grievance. The Department Chair should schedule a conference within ten (10) University class days of receipt of the Final Grade Grievance form.

For grievances filed during the summer term, instructors on 9-month contracts may not be available for a conference. In these circumstances, the Department Chair may schedule the conference during the following fall semester, unless the delay would unfairly penalize the student's progress in the program.

Prior to the conference, the facilitator will ensure that both the student and instructor involved have copies of the grievance procedure. The instructor will be given a copy of the Final Grade Grievance Form filed by the student and will be allowed to examine any supporting documentation. Both parties will be informed that the purpose of the meeting is to attempt to resolve the grievance.

If a mutually satisfactory resolution is achieved during the conference, the process will end and no further action will be taken. A record of the outcome of the conference will be filed along with the Final Grade Grievance Form in the Department Chairs office and the Dean's office.

If a successful resolution is not achieved at the conference, the Department Chair will conclude the conference. The Department Chair will advise the student that he/she has the right to accept the original grade given or to request a hearing before the College Grade Grievance Committee. The student must request a hearing within two (2) class days of the conclusion of the conference otherwise the final course grade will stand and the student will forfeit the opportunity

to appeal the grade to the Final Grade Grievance Committee. The student's decision should be noted on the Final Grade Grievance Form. If the student accepts the grade at that point, the process ends and the form serves as a record of that acceptance. If the student requests a hearing, the Department Chair will notify the Dean's office within three (3) class days of the conclusion of the conference. The Dean will then notify the Chair of the College Grade Grievance Committee of the need for a hearing and transfer the case documentation to the Chair within five (5) class days.

8.1.5 College Grade Grievance Committees

The Dean of each College/school will appoint annually an Undergraduate and a Graduate Grade Grievance Committee. The Undergraduate Grade Grievance Committee will hear grade grievances of undergraduate students, and the Graduate Grade Grievance Committee will hear grade grievances from graduate students.

A minimum of five faculty members and one alternate member shall be appointed from the full time faculty to each College Grade Grievance Committee. Faculty members must serve if appointed. Faculty appointed to the Graduate Grade Grievance Committee must hold graduate faculty status. A minimum of two students from the College will also be appointed by the Dean of the College to each committee. Students appointed to the Undergraduate Grade Grievance Committee will be undergraduate students. Students appointed to the Graduate Grade Grievance Committee will be graduate students.

The Dean will review the Grade Grievance Committee membership prior to a hearing to determine members who may have a conflict of interest. No member of the instructor's department shall serve on the committee. Likewise, should a member of the Committee be a party to the grievance to be heard, an alternate should serve in their stead and they should absent themselves from any discussion of the grievance in which they are involved.

The Dean will appoint the Chair and Vice Chair of the Grade Grievance Committee and will convene the appropriate Committee prior to a hearing to review the grade grievance process and answer any questions regarding the policy. Four faculty members and one student will constitute a quorum. The Vice Chair will preside in the absence of the Chair. Majority rule will apply to decisions, with the student members having full voice and vote.

8.1.6 Grade Grievance Committee Hearing

Upon receipt of the materials and request for a hearing, the Chair of the Grade Grievance Committee will conduct a hearing within ten (10) class days of the receipt of the request. The College Grade Grievance Committee hearing process will afford both parties the right to submit any documentation, supporting witnesses, or relevant information at the hearing.

Legal representation at the hearing is prohibited. The Committee will review the evidence presented by both parties, interview both parties, and make a decision in the grade grievance. Decisions may include: 1) uphold the grade given or academic action taken or 2) find the grievance is valid and assign a new final course grade or impose another appropriate action. The student, instructor, Department Chair, and Dean will be notified in writing of the Committee's decision within three (3) class days of the conclusion of the hearing.

8.1.7 Appeal

The only grounds for an appeal are violation of due process or the rendering of a decision that is in conflict with a University policy. Either the student or the instructor may appeal the Committee's decision to the Dean of the college in which the course is taught or the academic evaluation took place. The appeal must be in writing and must be made within ten (10) University class days of notification of the Grade Grievance Committee's decision.

The Dean will review the evidence presented to ensure that the Grade Grievance Policy was followed, that due process was provided, and that the decision of the committee is consistent with University policies. If the Dean determines errors were made in the process or the decision rendered is inconsistent with university policies, the decision will be rescinded and the grievance will be sent back to the committee for corrective action.

The student, the instructor, and the Department Chair will be notified, in writing, of the Dean's decision regarding the appeal within ten (10) class days following receipt of the appeal. The Dean's decision is final and no further appeal is allowed.

8.1.8 Implementation of Grievance Outcome

The Department Chair will implement the outcome(s) of the grievance conference or appeal, as required, at the conclusion of the grievance procedure.

8.1.9 Confidentiality

Throughout the entire procedure, from filing of a formal complaint to final resolution, all information related to the grievance must be kept confidential. Once a final decision has been made and implemented, the original copy of the completed Final Grade Grievance Form and related Grievance documentation will be placed in the official, confidential Grievance File of the department or other academic unit in which the grievance was recorded, for a minimum of five (5) years.

8.1.10 Summary

The following summarizes the timeline and procedures for a Final Grade Grievance.

1. A final course grade grievance cannot be filed until a grade has been received in a course. A Final Grade Grievance From must be filed by the student no later than 20 class days into the succeeding semester to include summer term if the student is enrolled.
2. Prior to filing a grade grievance, the student must meet with the instructor to attempt resolution. If the instructor is unavailable the student documents attempts to contact the instructor in writing. The student contacts the instructor's Department Chair in the event a meeting with the instructor cannot be arranged. If there is no resolution, proceed to step 4.
3. The student completes a Final Grade Grievance Form files the form with the Department Chair within the required time frame.
4. A facilitated grievance conference with both the student and instructor present is conducted by the Department Chair within 10 class days of receipt of the Final Grade Grievance Form.

5. If a resolution is reached in the grievance conference, resolution will be noted and the process ends.
6. If the student requests review by the College Grade Grievance Committee, the Department Chair will forward all materials within three days of the request to the Dean's office. The Dean will then have five (5) class days to notify the appropriate College Grade Grievance Committee (i.e. the Undergraduate Grade Grievance Committee if the student is an undergraduate student or the Graduate Grade Grievance Committee if the student is a graduate student.)
7. The Grade Grievance Committee holds a hearing within ten (10) days of receiving the request from the Dean. The student and the instructor will be provided an opportunity to present evidence and supporting materials.
8. The Committee's written notification of their decision is made within three (3) class days to the student, instructor, Department Chair, and Dean. The Department Chair will implement the decision if there is no appeal.
9. The student or instructor may appeal the Committee's decision to the Dean within ten (10) class days. The only grounds for an appeal are violation of due process or the rendering of a decision that conflicts with university policy. The decision of the Dean regarding the appeal is final and the process will end.

8.2 Student Academic Conduct Policy

Revised August 15, 2018

Overview

As a community of students and scholars, the University strives to maintain the highest standards of academic integrity. All members of the community are expected to exhibit honesty and integrity in their academic work. This responsibility can be met only through earnest and continuing effort on the part of all students and faculty. Faculty, students, and staff are responsible for acquainting themselves with, adhering to, and promoting policies governing academic conduct. Any dishonesty related to academic work or records constitutes academic misconduct. This includes, but is not limited to activities such as giving or receiving unauthorized aid in tests and examinations; improperly obtaining a copy of an examination; plagiarism; unauthorized submission of the same work in separate courses; misrepresentation of information; and the alteration of transcripts or university records. All matters related to academic misconduct are the responsibility of the academic units involved and the Office of the Executive Vice President and Provost. Faculty are expected to report suspected cases of academic misconduct. These matters will be resolved through procedures defined herein for both undergraduate and graduate students (except those in the College of Medicine).

8.2.1 Definitions

- The term "student" is used in this policy to refer to one or more students as appropriate to the case.
- The terms "writing" and "written" refer to communications delivered either on paper or electronically.

- The term “Academic Misconduct Penalty Record” (or “AMPR”) refers to the official case record, whether generated using paper documentation or an electronic reporting system.

8.2.2 Committees

1. University Academic Integrity Review Board (UAIRB) The University Academic Integrity Review Board is composed of faculty and students from each college, and serves as the pool from which Academic Integrity Review Panels are drawn. The UAIRB shall be appointed each Fall Semester by the EVP/P (or at other times as required in order to replace members or supplement the UAIRB).
2. Academic Integrity Review Panel (AIRP) In cases of academic misconduct that warrant a panel review, an Academic Integrity Review Panel will be constituted. These panels will be composed of five (5) faculty members and two (2) student members. In cases involving graduate students, faculty panelists should be graduate faculty and student panelists should be graduate students. In cases involving undergraduate students, the student panelists should be undergraduates
    - Home-college cases. When misconduct is alleged to have occurred within the student’s home college, a majority of faculty panelists and both student panelists should be from that college.
    - Cross-college cases. When misconduct is alleged to have occurred in a college other than the student’s home college, a majority of faculty panelists should be from the college in which the infraction occurred. A minority of faculty panelists and both student panelists should be from the student’s home college.
3. Panel Authority Panels may prescribe penalties, sustain penalties, reduce penalties (including reduction to no penalty), or dismiss charges, as appropriate to the case. In subsequent-offense cases, as well as those involving alleged academic misconduct beyond the scope of a specific class and/or instructor, the panel may prescribe dismissal from a program, college, or the University. In first offense cases limited to a specific class and/or instructor, however, a panel should not typically increase the severity of the previously prescribed penalty.

8.2.3 Procedures

1. Initial Reporting

When evidence suggests that academic misconduct has occurred, the instructor of record will assign a penalty, and the involved student will be informed. The incident and the assigned penalty will be reported into the official case record by the initial reporter. In most cases, the initial reporter will be the instructor of record, although Department Chairs, Deans, or other involved parties may also do so.

- The initial reporter should gather and submit into the official case record all material related to the case, including the course syllabus, the work in question, and any other documentation.
- The initial reporter should clearly detail the alleged offense and any prescribed penalties.
- Upon receiving the initial report, the College in which the offense is alleged to have occurred is responsible for processing the incident. Notification will then be sent to the

student, instructing the student to access the charges. Notification will also be sent to involved instructors, Department Chairs, Deans, and the EVP/P.

- A hold will be placed on the student's account, preventing withdrawal from the course(s) in question. If the charges are dismissed at any point, the hold will be lifted.
- Once the charges have been accessed, a student who wishes to dispute an academic misconduct charge has seventy-two (72) hours to submit a written response. Failure to respond within seventy-two (72) hours will be considered agreement with the charge, acceptance of the penalty, and forfeiture of the right of appeal.
- If the student has not accessed the charges within seventy-two (72) hours of the initial notification being sent, a second notification will be sent. The student has an additional seventy-two (72) hours to access the charges. Thereafter, failure to access the charges will be considered agreement with the charge, acceptance of the penalty, and forfeiture of the right of appeal.

2. Departmental Conference

On receipt of a student's written response, the Chair of the department in which the infraction is alleged to have occurred will arrange for a conference, the purpose of which is to seek a mutually satisfactory resolution. The Chair should schedule and hold the conference as soon as practicable, ensuring there is no delay that might unfairly penalize the student.

- The conference, which should include a review of the allegations of the case and the student's response, is to be conducted by the Department Chair and must include both the student and the involved instructor. (Should the involved instructor be unavailable, the Dean shall delegate an appropriate proxy.)
- At the conclusion of the conference, the Chair shall submit a report for inclusion in the student's AMPR. This report should detail the results of the conference, including the penalty to be enforced (if any).
- Notification of the outcome of the conference will be delivered electronically to the student, as well as involved instructors, Department Chairs, Deans, and the EVP/P.
- A student who is unsatisfied with the outcome of the departmental conference has seventy-two (72) hours from delivery of the notification to submit a written response and thereby request an Academic Integrity Review. Failure to respond within seventy-two (72) hours will be considered agreement with the charge, acceptance of the penalty, and forfeiture of the right of appeal.

3. Academic Integrity Review

Academic Integrity Review is the University's review and appeal process for cases of alleged academic misconduct, and is coordinated and overseen by the EVP/P.

- Administrative Review In a first-offense case, if a student appeals the result of the departmental conference, the EVP/P will conduct an administrative review of the Academic Misconduct Penalty Record (AMPR). After considering the relevant materials, the EVP/P may either uphold the departmental recommendation or refer the case to an Academic Integrity Review Panel (AIRP). When an administrative review upholds the departmental recommendation, the ruling is subject to no further appeal.

- Panel Review Academic Integrity Review Panels (AIRPs) will review first-offense cases that have been referred by the EVP/P. In addition, the EVP/P will ensure that AIRPs review all subsequent-offense cases in which the charges have not been dismissed, as well as those involving alleged academic misconduct beyond the scope of a specific class and/ or instructor; in such cases, the EVP/P must solicit a penalty recommendation from the Dean of the student's home college.
    - ✓ AIRPs are constituted on an ad-hoc basis and drawn from the UAIRB. An AIRP can be empaneled to hear a single case or a docket of separate cases, as circumstances dictate. The EVP/P will endeavor to schedule reviews in a timely fashion, ensuring there is no delay that might unfairly penalize the student.
    - ✓ Once an AIRP has been empaneled and given its charge by the EVP/P, a faculty panelist shall be elected Chair. The Chair shall maintain complete, confidential records of all proceedings, including minutes of all meetings; these will become part of the AMPR. However, neither minutes nor recordings will be made of meetings when deliberations occur.
    - ✓ The AIRP will meet to conduct its review, interviewing both parties and any witnesses it chooses. Other than the members of the AIRP, only the involved student, faculty member (and/or administrators), and presenting witnesses should be in attendance. Both parties shall have opportunities to present all relevant information and witnesses. Legal counsel or other representatives are not permitted.
    - ✓ Following the review meeting, the AIRP will reconvene to deliberate and confirm its decision by majority vote. The vote will be conducted by secret ballot, and the Chair of the panel will not vote except in case of a tie. The decision will then be submitted to the EVP/P.
    - ✓ The EVP/P will review the AIRP's decision to ensure that proper procedure has been followed throughout the process, certify the decision, and notify the student. When certified by the EVP/P, the decision of the AIRP is considered final and is not subject to further appeal.

ADDITIONAL INFORMATION

- Academic misconduct is incompatible with the standards of the academic community. Such acts are viewed as moral and intellectual offenses and are subject to investigation and disciplinary action through appropriate University procedures. Penalties may range from the loss of credit for a particular assignment to dismissal from the University. Degree revocation may be warranted in cases involving academic misconduct by former students while they were at USA. Note that dismissal from any University of South Alabama college or school for reasons of academic misconduct will also result in permanent dismissal from the University.
- In all issues regarding academic misconduct, Deans and Department Chairs may appoint appropriate designees to act in their stead.
- In cases of documented disability, a student's SDS-registered aide may accompany the student to departmental conferences and panel reviews. The aide's role is limited to providing disability support and assistance to the student; the aide is not allowed to participate in the conference or review.

8.3 Personnel Policy for Undergraduate Student Employees

Student employment at the University of South Alabama is educational in nature and as such should afford students opportunities to use and further develop their skills, creativity, sense of awareness, and responsibilities while earning a portion of their educational costs.

For more information, please refer to the Personnel Policy for Student Employees available on the Enrollment Services website: https://www.southalabama.edu/departments/enrollmentservices/studentemployeepolicy.html.

8.4 Graduate Student Employee Policy

Student employment at the University of South Alabama is educational in nature and as such should afford students opportunities to use and further develop their skills, creativity, sense of awareness, and responsibilities while earning a portion of their educational costs.

For more information, please refer to the Personnel Policy for Student Employees available on the Enrollment Services website: https://www.southalabama.edu/departments/enrollmentservices/studentemployeepolicy.html.

The duties and responsibilities of the graduate assistants are carried out directly under the supervision of members of the Graduate Faculty. For more information, please refer to the Graduate School website: https://www.southalabama.edu/colleges/graduateschool/information.html.

9.0 BUSINESS POLICIES

9.1 Travel Regulations

The University will reimburse employees who travel on authorized University business for travel expenses according to Alabama travel law (Acts #36-7-20(a) & #36-7-21). Within the provisions of this law, the University limits meal expenses for travel. Expenses not allowed for reimbursement include: valet services, laundry, alcoholic beverages, passports, etc. (not all inclusive). Travel expense reports should be submitted via Concur within sixty (60) days of the trip. The University reserves the right not to reimburse expenses on travel expense reports submitted 60 days or more after a trip is made. Reimbursements made where the travel expense reports are submitted subsequent to 60 days after completion of the trip will be treated as income subject to withholding according to federal income tax regulations section 1.62-2.

All University travel must be approved in advance. A Travel Request must be submitted via Concur to the appropriate Department Chair, Dean, and the Executive Vice President and Provost or Dean, College of Medicine/Vice President for Medical Affairs prior to making any travel arrangements. Permission to be absent from campus or other approved work site for one-half day or more to engage in professional activity during regular periods of contracted employment can be granted under professional leave.

All University-related international/foreign travel must be approved by the appropriate department head, Dean/administrator, Vice-President/Executive Vice President and Provost, and President prior to making travel arrangements. Additionally, the traveler is required to complete the International Travel Review Process form (except for U. S. Insular Areas, as defined in this document) and submit that form to the Office of International Education. Information and forms regarding international/foreign travel may be found at https://www.southalabama.edu/departments/globalusa/intltravel.html.

Travel regulations and forms are accessible at https://www.southalabama.edu/departments/financialaffairs/travelandprocurement/travel/.

9.2 Entertainment Regulations

Since many business and professional discussions, negotiations, and transactions take place during periods of entertainment, the University recognizes that business entertainment is important to its operation. By definition, business entertainment involves those expenses incurred in extending reasonable hospitality to University guests. No entertainment shall be incurred that is contrary to the State statutes and regulations. Entertainment guidelines and regulations may be found at https://www.southalabama.edu/departments/financialaffairs/travelandprocurement/travel/entertainment.html.

9.3 Purchasing Procedures

https://www.southalabama.edu/departments/financialaffairs/purchasingdepartment/

The Purchasing Department is responsible for procuring all supplies, equipment, and services for the University. All purchases must be via Banner Purchase Order or P Card. To obtain a Banner Purchase Order, it is necessary to generate an electronic Banner requisition. The

Purchasing Department will generate a Banner Purchase Order based on data contained in the department requisition. Upon receipt of the requisition, the Purchasing Department forwards the appropriate Banner Purchase Order to the requesting department or vendor.

The Purchasing Department is also responsible for enforcing the Alabama Competitive Bid Law. University policy requires all like item purchases of $75,000 or more to be executed via bid. It also provides that contracts for purchase of materials, property, or personal services shall be let for periods not greater than ten years.

9.4 Campus Solicitation

The University campus offices are open to book sales and publishing representatives. Other solicitations must have prior approval of the appropriate University official.

9.5 Use of University Space, Facilities, and Grounds

The University of South Alabama recognizes and supports the rights of students, employees and visitors to engage in expressive activities in a lawful manner on campus. The purpose of this policy is to promote the free exchange of ideas and the safe and efficient operation of the University.

For more information, please refer to the University Policy Library.

Speech, Expressive Activities, and Use of University Space, Facilities, and Grounds
https://www.southalabama.edu/departments/compliance/policylibrary/policy.html?doc=3FA92B03-E58B-4736-8305-C07964231CC0

USA Posting Policy
https://www.southalabama.edu/departments/studentcenter/pap.html

10.0 APPENDICES

10.1 Mission/Philosophy of the Athletic Department

The mission of the Athletic Department of the University of South Alabama is to complement and supplement the total educational program of the institution. The Athletic Department must provide learning experiences for all students and give each individual the opportunity to share in personal and group success and provide for student involvement in activities that help develop unity by encouraging common quest for all students, alumni, faculty, staff and friends of the University. The Athletic Department is committed to enriching the mental and physical capabilities of its student-athletes while developing and building a respected program that is competitive on a national level in selected sports, at the same time operating a quality program in the other sports that will create a basis for pride among the varied constituencies of the University.

10.2 Bylaws of the USA Whiddon College of Medicine

For more information, please refer to the Whiddon College of Medicine's Office of Faculty Affairs website: https://www.southalabama.edu/colleges/com/administration/.

10.3 Bylaws of the Graduate Program in Basic Medical Sciences

BYLAWS OF

THE UNIVERSITY OF SOUTH ALABAMA

GRADUATE PROGRAM IN BASIC MEDICAL SCIENCES

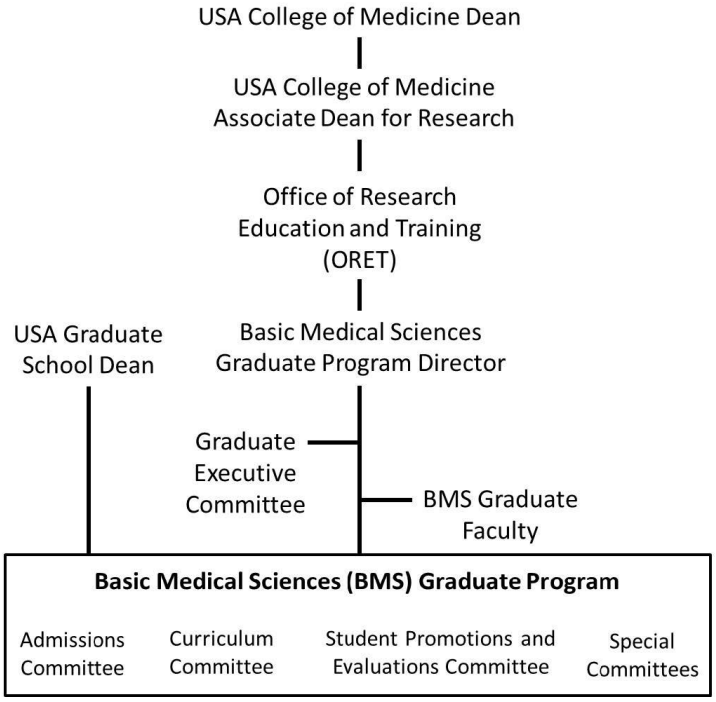
PREAMBLE

The faculty of the University of South Alabama Graduate Program in Basic Medical Sciences (BMS) has adopted the following Bylaws to assist it in the orderly conduct of its affairs and to facilitate the performance of its duties and obligations in accordance with the policies of the Board of Trustees of the University of South Alabama.

These Bylaws and any amendments thereto are subject to the approval of the Dean of the College of Medicine (COM) with the concurrence of the Dean of the Graduate School, the President of the University, and the Board of Trustees of the University of South Alabama.

The mission of the BMS Program is to provide training and to confer a PhD degree to learners within an inclusive environment that promotes excellence in research, education, and service. The program prioritizes biomedical science knowledge, creative problem solving, targeted competencies, rigorous research practices, and career development. Details of program policies and procedures are provided in the Graduate Student Handbook and adhere to policies of the USA Graduate School.

ARTICLE I: ORGANIZATION AND ADMINISTRATION



Administration of the BMS Graduate Program shall be conducted by the BMS Program Director with operational oversight from the USA COM. This includes the Office of Research Education and Training (ORET), the COM Associate Dean for Research, and the COM Dean. The USA Dean of the Graduate School has programmatic oversight over all USA graduate programs and is the ultimate administrative authority for the BMS Program.

ARTICLE II: ENTITIES AND FUNCTIONS

Section 1. *GRADUATE FACULTY* – The Graduate Faculty of the University of South Alabama BMS Program shall conduct and supervise graduate student instruction and training in pursuit of a PhD degree in Basic Medical Sciences. To satisfy this obligation to the individual student and to the people of Alabama, it shall be the responsibility of the Graduate Faculty to:

- Provide academic instruction and facilitation for the prescribed curriculum of the program
- Provide mentorship and guidance to students within the program, including technical training and professional development
- Serve on student dissertation committees and fulfill prescribed duties therein
- Engage in research and other scholarly endeavors
- Maintain standards of honesty, integrity, tolerance, and professionalism

Graduate Faculty members also have the prerogative to shape practices and policies within the BMS Program. This includes but is not limited to recommending:

- Standards for admission of students into the program

- Changes in content, methods of instruction/assessment, and standards of acceptable performance within the program
- Measures to be taken in cases of academic deficiency/failure or misconduct

MEMBERSHIP – Membership in the graduate faculty requires that the applicant: [1] hold the rank of Assistant Professor or higher in a Basic Science or Clinical department within the College of Medicine, [2] be actively engaged in research and/or teaching, and [3] meet all the general requirements of the Graduate School of the University of South Alabama. Graduate Faculty membership may be obtained in one of three categories (as described in the USA Faculty Handbook):

Full Member (five-year term): Full Graduate Faculty members should have demonstrated competence in teaching at the upper-division and/or graduate level, as well as current and continuing interest in primary research as evidenced by ongoing scholarly activity, resulting in peer-reviewed publications (). Prior mentoring experience or service on graduate student committees and available resources for supporting dissertation research are also considered for membership. Full Members may serve as dissertation advisors for BMS graduate students, serve on student doctoral dissertation committees (and master's thesis committees), serve as moderators for graduate student qualifying exams, and teach graduate courses (including serving as course directors). They may also serve as members on standing and special committees of the Graduate Faculty, vote upon business brought before the Graduate Faculty, and serve on the USA Graduate Council.

Associate Member (three-year term): Associate Graduate Faculty members should have demonstrated competence in teaching at the upper-division and/or graduate level or have current and continuing interest in research as evidenced by ongoing scholarly activity. Prior mentoring experience or service on graduate student committees is also considered for membership. Associate Members may serve on student doctoral dissertation committees (and master's thesis committees) and teach graduate courses.

Teaching Member (three-year term): Teaching Graduate Faculty members should have demonstrated competence in teaching at the upper-division and/or expertise relevant to the BMS curriculum. They may teach graduate courses.

Graduate Faculty Membership can be sought by submitting a New Graduate Faculty Appointment application to the ORET, along with an up-to-date curriculum vitae (CV). Membership requires an affirmative vote by a majority of the voting members of the Graduate Executive Committee and subsequent approval by the Dean of the Graduate School. In order to sustain membership, Graduate Faculty members must apply for re-appointment every five years. A Graduate Faculty re-appointment application along with an updated abbreviated CV focusing on the previous five years must be submitted by the applicant and be approved by the Graduate Executive Committee and the Dean of the Graduate School (as above) for continued membership (re-appointment). For both appointment and re-appointment applications, appeal of the Graduate Executive Committee's action can be made to the COM Dean within 15 days of the decision.

Section 2. *BMS PROGRAM DIRECTOR* – The Director of the Graduate Program is a member of the Graduate Faculty. The Director is appointed by and is under the administrative authority of the COM Dean. The Director shall:

- Coordinate the general administration of the BMS Graduate Program. This includes providing oversight and assistance with i) recruitment, ii) curriculum development and execution, iii) career development and training, iv) student assessment and evaluation, and v) outreach
- Serve as Chair of the Graduate Executive Committee; the Associate Dean for Research or COM Dean may appoint a temporary Chair to serve during the absence of the permanent Chair
- Nominate Research Track Leaders for approval by the Graduate Executive Committee
- Solicit membership for standing and special committees; serve as an ex officio member of standing and special committees
- Help integrate and manage activities and oversight of all research trainees

Section 3. *OFFICE OF RESEARCH EDUCATION AND TRAINING (ORET)* - The ORET provides administration, oversight, and support for the training of undergraduate student researchers, BMS doctoral students, and Postdoctoral Fellows within the COM. Administration, composition, and operation of the ORET is directed and supervised by the COM Dean. The ORET shall:

- Work closely with the Graduate Faculty and standing committees, as well as the COM Dean and Associate Dean for Research, to execute all aspects of the BMS Graduate Program, consistent with stated program objectives, as well as targeted priorities of the BMS Program and COM Strategic Plans. This includes but is not limited to oversight and management of recruitment, curriculum development and delivery, student benchmarks, career development and planning, advising and outreach activities
- Perform continuous quality improvement for the program, including annual self-assessment and updating assessment standards and actions through the USA COM Continuous Quality Improvement (CQI) Committee; report to the Graduate Faculty as well as the Graduate Executive Committee and the COM Dean on an annual basis
- Track students (metrics and progress throughout the duration of training) and alumni (positions obtained post-graduation)
- Address student issues/concerns within the program; includes bringing actionable student priorities/concerns to the Graduate Executive Committee or other appropriate institutional authority, and managing disruptions in training (e.g., leave of absence, transition to new laboratory, professionalism/conduct concerns)
- Publish and update the Graduate Student Handbook
- Work with other University offices (e.g. Graduate School, Office of Immigration and International Admissions (OIIA), Center for Educational Accessibility & Disability Resources (CEADR)) in order to sustain and adapt policies and procedures within the program
- Work directly with University and COM administration to address accreditation and programmatic review

Section 4. *STANDING COMMITTEES*

Standing committees will operate in perpetuity as described herein.

A. *GRADUATE EXECUTIVE COMMITTEE* – The faculty of the BMS Graduate Program will exercise legislative, planning and development functions through the Graduate Executive Committee. The Graduate Executive Committee is composed of all appointed Research Track Leaders (or designated Co-Leaders), a representative of the Basic Science Chairs, and two at-large full members of the Graduate Faculty. The at-large members (from two different Basic Science Departments) will be appointed by the Associate Dean for Research and serve three-year terms. The members of ORET, the Associate Dean for Research (or designee of the COM Dean) and the Dean of the Graduate School will be non-voting ex officio members. Representatives from other components of the COM and the University, including BMS graduate students, may be invited to serve as non-voting liaison members to the Graduate Executive Committee as needed. The BMS Program Director will Chair meetings of the committee, which will meet regularly during the year (at least quarterly). The Graduate Executive Committee shall:

- Approve applications for membership (and re-appointment) to the Graduate Faculty
- Approve new research Track Leaders (nominated by the BMS Graduate Program Director or the Associate Dean for Research)
- Approve general policies and practices of the Graduate Program that require changes to the Graduate Student Handbook; in addition to considering policy/practice recommendations from standing or special committees and its own membership, the committee will consider recommendations from the general Graduate Faculty, ORET, the Associate Dean for Research, the Dean of the COM, and the Dean of the Graduate School

All proposed actions must be approved by simple majority of the voting members. This committee may convene for special sessions at the request of the COM Dean or the Associate Dean for Research, the BMS Program Director, or by petition of a majority of the Graduate Faculty (full members).

B. *GRADUATE ADMISSIONS COMMITTEE* – The committee shall be composed of two representatives from each research Track (appointed by ORET in consultation with the Track Leaders and the Basic Science Chairs) and the BMS Program Director, who will serve as Chair. The members of ORET and the COM Associate Dean, Health Advancement will serve as ex officio members. The committee is responsible for reviewing all (complete) applications submitted to the program, interviewing qualified candidates, and selecting a cohort of applicants for acceptance into the program each academic year. Acceptance shall be determined by a simple majority vote. In circumstances where voting results in a tie, ORET will determine whether to accept or deny the applicant. The Graduate Admissions Committee is authorized to recommend selected applicants to the COM Dean and the Graduate School Dean for admission into the BMS Graduate Program. This committee will periodically update the Graduate Executive Committee on the status of prospective student applications and admissions.

C. *GRADUATE CURRICULUM COMMITTEE* – The committee shall be composed of a single Graduate Faculty representative from each Research Track (Track Leader, Co-Leader or designee) and a single representative from each Basic Science department (appointed by the department Chair). The COM Associate Dean for Accreditation and Planning will serve as an ex officio member. The Chair will be appointed by the BMS Program Director. This body shall meet periodically (at least biannually) to evaluate required and elective courses within the Graduate Program, including content, instruction, assessment, and outcomes as

well as feedback from students, teaching faculty and course directors. The committee will also assess individual Research Tracks with respect to their specific curricular/training requirements, execution of curriculum, and alignment with BMS program objectives and priorities. The committee will work directly with course directors to help identify strengths and weaknesses of courses and curricular structure and will offer advice for improvement. The Graduate Curriculum Committee will periodically (at least annually) report to the Graduate Executive Committee regarding the status of the curriculum and will recommend policy changes as needed.

D. *STUDENT PROMOTION AND EVALUATION COMMITTEE (SPEC)* – The committee shall be composed of five voting Graduate Faculty members (full members) from at least three Basic Science Departments. These members are appointed by the BMS Program Director, who will serve as an ex officio member. The COM Associate Dean, Health Advancement will also serve as an ex officio member. The committee shall convene at the request of the BMS Program Director or Graduate Executive Committee to address any issue or circumstance in which the status of a student or group of students in the graduate program is in jeopardy. This includes students who request a leave of absence, demonstrate misconduct, receive successive unsatisfactory performance evaluations for committee meetings/qualifying examinations, or fail to meet other benchmarks or requirements of the program as outlined in the Graduate Student Handbook. A student called to meet with SPEC may choose to have an advocate attend the meeting to speak on their behalf. Following a meeting, SPEC will render a decision in closed session. A majority vote of the committee members present is required. Among other actions, SPEC may recommend probation, loss of financial support, or dismissal from the BMS program. Recommendations will be forwarded to the BMS Program Director for review. Recommendations involving a change in student status (e.g., probation, dismissal) are forwarded to the Associate Dean for Research and the COM Dean, who will notify the Dean of the Graduate School of the recommended actions. The Dean of the Graduate School must approve any recommended action before being implemented by the program. Policies and procedures of SPEC, as well as details of the appeals process, are outlined in the Graduate Student Handbook.

Section 5. *SPECIAL COMMITTEES* – Special committees are created and disbanded as needed to address specific tasks or projects defined and assigned by the Graduate Faculty, the Graduate Executive Committee, or the BMS Program Director.

ARTICLE III: MEETING RULES AND PROCEDURES

Section 1. RULES OF ORDER – All meetings of standing committees shall be conducted in accordance with Roberts Rules of Order except as otherwise stated in these Bylaws.

Section 2. MINUTES – Minutes of each standing committee meeting shall be kept by the ORET and made available to Graduate Faculty members, the Graduate Executive Committee, the BMS Program Director, the Associate Dean for Research and the COM Dean as well as the Dean of the Graduate School upon request.

Section 3. QUORUM – A quorum of the standing committees shall be one more than half of the members; however, unless a call for a quorum is made by a member of the committee, any number of members may conduct business of the committee.

ARTICLE IV: ADOPTION AND AMENDMENT OF BYLAWS

Section 1. *ADOPTION OF BYLAWS* – These Bylaws shall be adopted by a simple majority vote of the Graduate Faculty members (full members only) and shall take effect upon approval by the COM Dean in concurrence of the Dean of the Graduate School, the President of the University and the Board of Trustees of the University of South Alabama.

Section 2. *REPEAL OF PRIOR RULES* – Adoption and approval of these Bylaws as provided in Article IV, Section 1 shall repeal and set aside all prior rules and regulations that shall have governed the conduct of the business and the organization of the Graduate Faculty in the COM.

Section 3. *AMENDMENTS TO BYLAWS* – These Bylaws may be amended by a two-thirds vote of the Graduate Faculty members (full members only) provided that the amendment or amendments have been published and circulated to the Graduate Faculty not less than fifteen (15) days prior to the vote. Amendments shall take effect upon adoption by the Graduate Faculty and approval by the Associate Dean for Research and the COM Dean with concurrence of the Dean of the Graduate School.

Approved 09/06/2019

Amended 11/15/2022