

Pfeiffer University

Faculty Handbook

2024-2025



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Introduction to the Faculty Handbook

A Statement on Policy Changes

No later than May 15, the Chair of the Faculty Senate will provide the Provost with a summary of recommended changes to the Faculty Handbook for the next academic year. The Provost will consult with the University President, the Chair of the Trustee's Academic Experience Committee, and any other appropriate party regarding these changes, and report back to the Chair of the Faculty Senate. Changes to the Faculty Handbook do not become effective until they are approved by the Board of Trustees.

Any portion of this Handbook, either substantive or informational, which is at variance with the Charter of Pfeiffer University, the Constitution of the Faculty of Pfeiffer University, or the Laws of the State of North Carolina and the United States of America is automatically invalid at the time such variance is positively verified.

Pfeiffer University Mission Statement

Pfeiffer University delivers a transformational, personalized education wherein students are shaped by a gifted, diverse, and committed community of mentors. Graduates are prepared to lead, have the disposition to serve, and possess the wisdom and skills to facilitate health and prosperity throughout the region and the world.

Chapter 1

Faculty Constitution, Faculty Bylaws and Administration Organization

1.1 Constitution of the Faculty of Pfeiffer University

Faculty Constitution

Preamble

WHEREAS, the Board of Trustees, Administration, and Faculty of Pfeiffer University are united for the common purpose of fostering a vital community of learning in which student-citizens are encouraged, by precept and example, not only to develop the powers of their intellect, but to exercise those powers with responsibility, and

WHEREAS, this fundamental purpose can be accomplished only if the several components of the university-- trustees, administrators, faculty, and students alike--are willing, after recognizing the variety and complexity of the tasks to be performed, to share mutual responsibility for tasks of common concern and to assume primary responsibility for those tasks traditionally assigned to its members on the grounds of special competence and sound educational policy,

WE, the Faculty of Pfeiffer University, desiring to help carry out the stated purpose of this institution, hereby recognize the faculty's primary responsibility for such basic academic matters, methods of instruction, faculty status, and those aspects of university policy which directly relate to the educational process, and

ACKNOWLEDGING the necessity of creating more effective agencies and procedures for the exercise of our responsibility, we do issue and establish the Constitution of the Faculty of Pfeiffer University.

Article I Faculty Responsibilities and Organization

Section 1. Responsibilities of the Faculty

Subject to the practical limitations which budgetary and personnel considerations impose, and subject also to the power of review or final decision lodged in the President of the University and the Board of Trustees, the University Faculty, whose judgment is central to the formulation of educational policy, should exercise its primary responsibility in:

- A. The initiation, development, and implementation of curriculum changes, including the addition and deletion of courses and programs;
- B. The determination, as professionally responsible individual faculty members, of both the subject matter to be included in a course of study and the methods of instruction used in presenting it;
- C. Involvement in the determination of faculty status and such related matters as appointments, re-appointments, non-renewal of contracts, promotions, and termination.
- D. The establishment of standards for degree requirements;
- E. Involvement in the establishment of standards for admission;

F. The evaluation of academic performance;

G. Involvement in the interview, selection, and evaluation processes for the positions of the Deans of the University, the Vice-President for Academic Affairs/Provost, and the President of the University;

H. The opportunity to participate in the selection and evaluation processes for any administrative positions that impact the academic programs; and

I. The development of policies concerning those aspects of student life, which relate to the academic program of the university.

Section 2. Organization

In order that the faculty's primary responsibility for these matters be exercised more effectively, all authority herein granted shall be vested in a Faculty Assembly, composed of the total faculty of Pfeiffer University, in the Undergraduate College and Graduate Programs, in a Faculty Senate, in a Curriculum Board, and in such subordinate university boards and committees as may from time to time be established.

Article II Faculty Assembly

Section 1. Membership of the Faculty Assembly

The Faculty Assembly of Pfeiffer University shall be composed of the President, the Vice-President for Academic Affairs/Provost, and all the faculty of the University. The term "faculty" is designated to include all persons employed by Pfeiffer University on an annual contract as full-time or part-time teachers of courses for which university credit is given, members of the professional staff holding faculty status, and members of the professional staff holding faculty staff contracts. The term "faculty/staff" is designated to include professional administrative or athletic staff that administers programs that support the academic program or coach one or more sports, and who teach a course(s) for which university credit is given, or who serve the university as librarians.

Section 2. Participation and Voting Rights of the Faculty Assembly

A. All members of the Faculty Assembly, regardless of voting rights, have full privilege of the floor in participating in the deliberations of the Faculty Assembly.

B. All faculty, including emeriti faculty teaching courses for which university credit is given, (but not including adjunct faculty); Deans, Department Chairs; and Vice-President for Academic Affairs/Provost, and the President of the University are ensured of full voting rights.

Section 3. Officers

A. The Chair of the Faculty Senate shall serve as the presiding officer of the Faculty Assembly. The Vice-Chair of the Faculty Senate shall preside in the absence of the Chair. In the absence of both the Chair and the Vice-Chair, the Chair of the Curriculum Board shall preside. The presiding officer shall not vote except in case of a tie.

B. The Secretary shall be designated by the Chair of the Faculty Senate.

C. The vote shall be made by secret ballot at the request of one voting member of the Faculty Assembly.

Section 4. Authority

The Faculty Assembly shall have powers to initiate resolutions and to vote on recommendations submitted to it by the Curriculum Board, the Faculty Senate, Boards, and Committees, the University President, the Vice-President for Academic Affairs/Provost, the Deans Council, or by petition from one-third of the voting members.

Article III Faculty Senate

Section 1. Responsibilities of the Faculty Senate

The Faculty Senate of Pfeiffer University shall:

A. Act as a board of hearing for faculty members in matters that relate professionally and/or contractually to 1) individual faculty members, 2) individuals holding faculty/staff contracts 3) faculty members and the administration, 4) faculty members and the Board of Trustees, 5) faculty members and specific academic bodies or professional organizations, 6) faculty members and faculty development disbursements. Faculty Development fund disputes will go to the Provost for arbitration/resolution.

B. The Senate shall act as a board of appeals for faculty members who have not been recommended for promotion, or other contractual arrangements and who wish to appeal.

C. Investigate, when necessary, any situation relating to a faculty member that involves academic due process according to all policies and procedures specified in the Faculty Handbook. Subsequent to the investigation, the Faculty Senate shall make recommendations to the appropriate parties.

D. Recommend to the Faculty Assembly what shall be the standing boards and committees of the University, including the purpose, responsibilities, and authority of such committees. These recommendations shall be subject to approval by a simple majority of the Faculty Assembly. The Vice-President for Academic Affairs/Provost shall be an ex-officio member of all standing boards and committees.

E. Call a special meeting of the Faculty Assembly whenever a situation so warrants.

F. Collaborate with the Administration in the development of the Faculty Handbook. The Faculty Handbook should include statements of policy which define academic freedom of faculty members.

G. Conduct elections for Faculty Senate members and other elected committees.

H. Assume the budget advisory role via the Faculty Senate Chair or designee of the Faculty Senate Chair with the consent of the Faculty Senate. The designee could be from outside of the Faculty Senate.

Section 2. Membership

A. The Faculty Senate shall consist of seven members: two (2) from the Graduate Faculty, elected by the Graduate School Faculty Body; two (2) from the Undergraduate Faculty, elected by the Undergraduate Faculty; and three (3) at large, elected by the Faculty Assembly.

B. Members are elected near the end of the spring semester to two-year terms with the terms of half the membership expiring each year.

C. Full and part-time faculty and persons holding "faculty/staff" contracts, except the Vice-President for Academic Affairs/Provost, Dean of the Undergraduate College, the Dean of the Graduate Programs, first and second-year faculty members, and full-time administrators holding faculty rank are eligible to serve on the Faculty Senate.

(A correction was made in the wording in the Letter C paragraph above on April 15, 2020)

D. Members of the Faculty Senate may not serve more than two consecutive terms. A member of the Faculty Senate may not serve concurrently on the Curriculum Board or the Faculty Committee on Promotion and Contracts.

E. Vacancies occurring on the Faculty Senate shall be filled by the election of a replacement to complete the unexpired term at the next regular or called meeting of the Faculty Assembly.

Section 3. Chair of Faculty Senate

Near the end of the spring semester, the Faculty Assembly shall elect a chair by simple majority vote from among the seven Faculty Senate members. The Chair shall serve a one-year term, shall serve during that term as the faculty representative to the Board of Trustees, and shall convene and preside over the Faculty Assembly.

Article IV Curriculum Board

Section 1. Responsibilities of the Curriculum Board

The Curriculum Board at Pfeiffer University shall:

- A. Provide leadership by maintaining undergraduate programs, which are congruous with the stated purpose of Pfeiffer University.
- B. Review all proposals and ensure that all proposals have been completed in the designated format.
(See [my.pfeiffer under the Academics Tab, Current Forms for the Curriculum Templates](#))
- C. In the event the Curriculum Board needs clarification relating to the proposal, or the proposal has not been completed according to the prescribed format, the Chair will request that the originator(s) of the proposal respond to these issues and resubmit the proposal.
- D. The Curriculum Board may append recommendations or comments to the proposal prior to submitting it to the faculty.
- E. During the next meeting of the Faculty Assembly, the Chair of the Curriculum Board, with the Chair of the Senate offering such reports in the absence of the Curriculum Board's chair, will present the proposal and proceed with the voting procedures as prescribed by Robert's Rules of Order.

Section 2. Membership (updated October 20, 2023)

- A. The voting membership of the Curriculum Board shall be the Vice-President for Academic Affairs/ Provost; four (4) undergraduate faculty elected from the Faculty Assembly; the library director or designee; the Undergraduate Dean; and the Registrar, provided that the person in that position holds faculty status. If the Registrar does not hold faculty status, that person shall be a non-voting member of the Curriculum Board. One student is elected in accordance with procedures mutually agreed upon by the Faculty Assembly and the Student Government Association. The student is a non-voting member of the Curriculum Board.
- B. Faculty members are elected during the Spring Semester for the following Academic year to two-year terms with the appointments of two members expiring each year.
- C. Members of the Curriculum Board may not serve more than two consecutive terms. A member of the Curriculum Board may not serve concurrently on the Faculty Senate.
- D. A vacancy occurring on the Board shall be filled by the election of a replacement to complete the unexpired term at the next regular or called meeting of the Faculty Assembly.

Section 3 Chair of the Curriculum Board

- A. The Chair shall be elected at the first Fall meeting of the Faculty Assembly from the faculty members on the board.

Article V Faculty Committee On Promotions And Contracts (revised January 11, 2016, updated April 30, 2024)

Section 1. Responsibilities of the Faculty Committee on Promotions and Contracts

The Faculty Committee on Promotions and Contracts shall:

- A. Submit to the President recommendations for promotion, multi-year contracts, and other contractual relations of faculty members.
- B. Review and submit to the President and the Vice President for Academic Affairs/Provost in a timely manner, recommendations for Sabbatical Leave, and the specific conditions of such leave.
- C. The Promotions and Contracts Committee shall conduct applications for Sabbatical Leave review and submit its recommendations consistent with its written policies and procedures, as delineated under Section 3, hereinafter.

Section 2. Membership

- A. The Faculty Committee on Promotions and Contracts shall consist of five (5) members, one (1) Undergraduate Representative, one (1) Graduate Representative, and three (3) elected At-Large members from the Faculty Assembly. A Chairperson is elected from the five (5) members by the Faculty Assembly. For the first year of the committee, the elected Graduate and Undergraduate representatives would serve two (2) years, the three (3) At-Large would serve one (1) year. After that, all elected members would serve two-year terms. The Graduate School Faculty Body will inform the Chair of the Faculty Senate and Vice-President of Academic Affairs/Provost of its representative.
- B. Members are elected to two-year terms. Each person is eligible to be re-elected twice. Any person serving three consecutive terms will be ineligible for one academic year.
- C. No person may hold concurrent positions on the Faculty Committee on Promotions and Contracts and on the Faculty Senate.
- D. Members of the Committee must be full-time faculty at the rank of Associate or Full Professor and must hold multi-year contracts.
- E. Vacancies will be filled by election from the Faculty Assembly.
- F. A quorum shall be a simple majority of the elected members.

Section 3: Sabbatical Leave Policies and Guidelines

A. Purpose:

Sabbatical Leave is designed to provide an opportunity for professional development for individual faculty members. Faculty may use this opportunity in the following fashion, including but not limited to:

1. To improve their teaching;
2. To grow in their discipline through such means as:
 - a. Engaging in research and/or publication,
 - b. Artistic performance or productivity innovation; or
3. To enhance their leadership potential.

B. Conditions:

1. While on Sabbatical Leave, unless otherwise indicated, the selected faculty member will receive full salary compensation, along with fringe benefits, which will continue throughout the leave period. During Sabbatical Leave, such time will also count as a time in rank and will be considered continuous service with no interruptions of any benefits that accrue from such service.
2. The faculty member who accepts Sabbatical Leave will be under contractual obligation to return to the University for at least one academic year unless explicitly released by the President of the University, in which case the Sabbatical Leave remuneration will be considered a loan, which the faculty member will repay to Pfeiffer University.
3. Unless such administrative and/or teaching duties were a part of the original Sabbatical Leave Application, a faculty member on Sabbatical Leave cannot accept administrative and/or teaching duties at other institutions. If the faculty member plans to work to earn income during the sabbatical, that must be stated clearly on the application and cannot be more than 20% (20 percent) of the compensation that the faculty member earns while away from the University on sabbatical. The faculty member receiving sabbatical shall explicitly be under no academic/teaching or deferred additional or accrued administrative commitments to the University during said sabbatical, nor shall they be required to “make up” routine obligations that would otherwise be incurred during said sabbatical.

C. Application Procedure:

1. Availability. Until such time as it is available online, the official application will be provided to interested candidates by request.
2. Deadline for Application. The deadline for submission, unless otherwise indicated, is at least one academic year calendar's notice, prior to the period in which the candidate seeks to have Sabbatical Leave Announcements and Reporting. The successful sabbatical candidate will be announced by the Faculty Committee on Sabbatical Leave, and the successful candidate will make a report to the Faculty Assembly prior to beginning Sabbatical Leave and during the first semester upon their return from Sabbatical Leave
3. Sample Sabbatical, applications, and post-sabbatical reports from the recipients shall be kept on file in the Library and made available for inspection by request.
4. When applying for Sabbatical Leave the applicant should communicate the intent to take Sabbatical Leave with their Chair and their Dean. Approvals of Sabbatical Leave must be approved by the Deans before they receive final approval.

D. Eligibility

1. Any full-time faculty member, who has completed five continuous years of service to Pfeiffer University, is eligible to apply.
2. No member of the Contracts and Promotions Committee can apply for Sabbatical Leave during the term during which he or she serves on the Faculty Leave Committee on Sabbatical Leave.

Article VI. College and Schools

Section 1. Membership of College and Schools

The members of a college or school shall consist of all persons holding faculty or faculty/staff status who teach a course within that college or school during an academic year, adjuncts teaching a course within the college or school, and the Dean of the College or School.

Section 2. Participation and Voting Rights

A. All members of a college or school, regardless of voting rights, have full privilege of the floor in participating in the deliberations of the college or school.

B. All faculty(not including adjunct faculty), Deans of the University, and the Vice-President for Academic Affairs/Provost are ensured full voting rights.

Section 3. Governance of College And Schools

A. All academic policies and curriculum proposals must be approved by majority vote before being forwarded to the appropriate body.

B. A college or school shall have powers to initiate resolutions and to vote on recommendations and proposals submitted to it by its members or other appropriate bodies.

Article VII

A. Parliamentary Process

B. Robert's Rules of Order, the latest edition, shall be the authority for the procedure of all meetings of the Faculty Assembly, Faculty Senate, Curriculum Board, College and Schools, and all University boards and committees, with exceptions as may be provided for in the Bylaws. The Chair of the Faculty Senate shall designate a parliamentarian.

<http://www.rulesonline.com/>

Article VIII

Implementation of the Constitution (This Article refers to the original constitution implemented in Fall 1996.)

Section 1.

A. The Faculty Council charged with drafting this Constitution shall circulate complete copies to all faculty members at least two weeks prior to the faculty meeting at which action is to be taken.

B. Following adequate discussion, at which time amendments may be considered, the faculty will vote on whether to adopt the Constitution or not. Two-thirds of the faculty members present at the meeting voting affirmatively shall constitute faculty adoption.

C. Review and approval by the Board of Trustees, or any group of that body empowered to take such action, will complete the formal process of adoption.

D. At the earliest possible opportunity following approval by the Board of Trustees, the Faculty Assembly shall select a Faculty Council as specified in Article III, Section 2.

The chairman of the Faculty Council charged with drafting this Constitution or a Council member designated by him/her shall be empowered to implement Article III, Section 2.

E. The readiness of the representative Faculty Council and the Academic Council to function shall complete the implementation of this Constitution.

F. Any provision of this Constitution at variance with the Charter of Pfeiffer University or the laws of the State of North Carolina is automatically void at the time such variance is positively verified.

Article IX Procedure for Amendments

The following provisions govern amendments to the Constitution:

A. Amendments to this Constitution may be brought before the Faculty Assembly by the Faculty Senate or by ten voting members of the Faculty Assembly.

B. Exact copies of a proposed amendment (by print or electronic means) must be distributed to the Faculty at least three weeks in advance and be placed on the agenda of the meeting of the Faculty Assembly at which time action will be considered. Approval by the Faculty Assembly must be by an affirmative vote of two-thirds (2/3) of the Faculty present and voting.

C. Amendments will become effective following review and approval by the Board of Trustees

D. Any amendment contrary to the Charter of Pfeiffer University, the Bylaws of the University, or the laws of the State of North Carolina and the United States of America shall be null and void.

1.2 Bylaws of the Faculty of Pfeiffer University

Article I.

Preamble

We, the Faculty of Pfeiffer University, realizing a need to establish various procedural rules for efficient and consistent operation of the business of the Faculty Assembly, do hereby establish the Bylaws of the Faculty of Pfeiffer University. Bylaws shall consist of all accepted internal rules and regulations, which are not covered or defined in the Constitution of the Faculty of Pfeiffer University. The rules contained in the Bylaws of the Faculty Assembly of Pfeiffer University shall govern the organization in all cases to which they are applicable, and in which they are not inconsistent with the Constitution of the Faculty of Pfeiffer University.

Article II. Faculty Assembly

Section 1. Quorum

A quorum of the Faculty Assembly shall be a simple majority of the voting members.
(See [Faculty Constitution, Article II, Section 2](#)).

Section 2. Conduct of Meetings

The following special exceptions to Robert's Rules of Order shall be observed in meetings of the Faculty Assembly.

- A. Copies of the agenda and proposals to be considered shall be circulated (by print or electronic means) to all members of the Faculty Assembly five (5) days in advance of the meeting at which they are to be considered.
- B. Measures not as prescribed in paragraph "A" above may be put to final vote by the consent of three-fourths (3/4) of the voting members of the assembly who are present.
- C. Any measure tabled according to the procedures of Robert's Rules of Order must be included on the agenda for the next regular meeting.
- D. All members of the Standing Boards and Committees ([Faculty Constitution, Article III, Section 1, Paragraph D](#)) including chairs have voting rights on committees regardless of faculty status. Each member of a Standing Board or Committee shall have one and only one vote in a board or committee.
- E. The general order of business for meetings of the Faculty Assembly shall be:

1. Invocation
2. Approval of the previous minutes
3. Report of the presiding officer
4. Unfinished business
5. Report of the Faculty Senate
6. Report of the Curriculum Board
7. Reports of administrative officers
8. Report of boards and committees
9. Questions from the floor
10. Other new business
11. Announcements from the Assembly
12. Adjournment

Section 3. Records

The Secretary of the Faculty Assembly shall be responsible for keeping permanent records, deliberations of meetings of the Faculty Assembly, reports of boards and committees, and other documents. Within two (2) weeks, the minutes of the Faculty Assembly shall be circulated among the faculty. The minutes shall be approved at the next meeting of the Faculty Assembly, and a copy placed in the University Archives as a permanent record. The Secretary of the Faculty Assembly, in conjunction with the Chair of the Faculty Senate, shall be responsible for tracking any proposed changes through the process of Board of Trustees approval and for ensuring such actions are permanently recorded.

Article III. Faculty Senate

Section 1. Quorum

A quorum of the Faculty Senate shall be four (4).

Section 2. Conduct Of Meetings

The Faculty Senate shall meet a minimum of two times each semester. Meetings of the Faculty Senate shall be called by the Chair of the Faculty Senate.

A. As the chair deems necessary.

B. At the request of any three members of the Faculty Senate.

Section 3. Election to the Faculty Senate

A. All members of the Faculty Senate shall be elected from the Undergraduate Faculty, the Graduate Faculty, and the Faculty Assembly as described in the Faculty Constitution, [Article III, Section 2](#) Membership, and [Article V, Sections 1 & 2](#).

B. Nominations for at-large members shall be submitted from the floor of the Faculty Assembly. Voting will be by secret ballot with each eligible voting member of the Faculty Assembly (See Faculty Constitution, [Article II, Section 2 Paragraph B](#)) casting votes for the nominees up to the number of positions open in the election. The nominees with the highest votes shall be declared elected. Ties shall be broken by a run-off between those nominees involved in the tie. Balloting shall continue until all the appropriate number of nominees are elected. Any situations not covered above shall be referred to Robert's Rules of Order.

Section 4. Officers

A. The Chair of the Faculty Senate shall be elected by a simple majority vote of the Faculty Assembly from among the seven Faculty Senate members. The Chair shall serve a one-year term, shall serve during that term as the Faculty representative to the Board of Trustees, and shall convene and preside over the Faculty Assembly.

B. Once the Chair is elected the Senate will recommend a person to be the Vice-Chair from either the Graduate Faculty or the Undergraduate Faculty based on from what area the Chair is from. The Faculty Assembly will then vote.

C. The Secretary of the Faculty Senate shall be appointed by the Chair of the Faculty Senate.

Section 5. Succession of the Faculty Senate Chair Position

In the event of the resignation or prolonged absence of the elected Faculty Senate Chair, the Vice-Chair will assume the duties of the chair.

Section 6. Eligibility For Re-election

A. A member of the Faculty Senate who serves any part of a term of office in the Faculty Senate shall be deemed to have served the entire term.

B. A member of the Faculty Senate who serves two (2) consecutive terms shall be eligible for re-election to the Senate after the lapse of twelve (12) calendar months.

Article IV.

A. Curriculum Board

Section 1. Quorum

A quorum of the Curriculum Board shall be five (5) voting members.

Section 2. Conduct of Meetings

The Curriculum Board shall meet a minimum of two (2) times each semester. The Curriculum Board typically meets in October, November, February, March, and April.

Section 3. Election to the Curriculum Board

Elections for faculty members of the Curriculum Board will be held at the first fall semester Faculty Assembly.

Section 4. Officers

The Secretary of the Curriculum Board shall be appointed by the Chair of the Curriculum Board.

Section 5. Process for Curriculum Change

A. The originator of the undergraduate curriculum proposal, after consultation with all faculty affected by the proposal, will submit copies of the proposal to members of the Department in which it was initiated. The Department may discuss, amend, approve, and/or disapprove the proposal. All proposals must pass the appropriate Department. After the proposal has passed the appropriate Department, a copy of the proposal will be (preferably by email) to the Chair of the Curriculum Board at least five days in advance of the Curriculum Board Meeting (i.e., by Wednesday for a meeting the following Monday).

Other documents supporting the proposal should be included when feasible. Proposals initiated by the Department of Education or affecting Teacher Education must be approved by the Teacher Education Board prior to being forwarded to the Chair.

B. It will be the responsibility of the faculty member who initiated the proposal and the Department to ensure that the proposal is submitted to the Chair in a timely manner.

C. Proposals that impact curriculum initiated by Boards, Committees, or other official entities must be submitted by the originator in a timely fashion to the Chair of the Curriculum Board. Other documents supporting the proposal should be included when feasible.

The Chair shall distribute one copy of the proposal to each voting member of the Curriculum Board and the Editor of the University Catalog.

D. When appropriate, the Chair shall call a meeting of the Curriculum Board. The Chair shall inform members of the Board one (1) week prior to the meeting. The announcement of the meeting should be in written form and distributed to each voting and non-voting member. In the event of an urgent need, the Chair may call a special meeting of the Curriculum Board, by contacting members in written or verbal form.

E. Copies of proposals for curricular changes shall be distributed to the faculty five (5) days prior to the meeting of the faculty assembly by the person making the request.

B. Graduate Curriculum Committee

(updated October 26, 2012, updated May 2, 2023)

Section 1. Responsibilities of the Graduate Curriculum Committee

The Graduate Curriculum Committee at Pfeiffer University shall:

- A. Maintain graduate programs that are congruous with the stated purpose, mission, and vision of Pfeiffer University.
- B. Review all submitted proposals to ensure documents have been completed in the designated format.
([See The Academics page on my.pfeiffer for the Curriculum Template](#))
- C. Seek clarification of proposals, or if not in the prescribed format, request that the originator(s) of the proposals respond to the Chairperson concerning these issues and resubmit the proposal.
- D. The Graduate Curriculum Committee shall make recommendations or comments to the proposal as deemed appropriate prior to submitting it to the Faculty Assembly for review.
- E. During the next meeting of the Faculty Assembly, the Chair of the Graduate Curriculum Committee, or a designee of the Chair will present the proposal and proceed with the voting procedures as prescribed by Robert's Rules of Order.

Section 2. Membership

- A. The voting membership of the Graduate Curriculum Committee shall be the Chair of the committee, the Provost/VP of Academic Affairs, the Graduate Dean, and the faculty representatives from each of the graduate programs overseen by the director.
- B. Faculty members are nominated by their department faculty members and are elected by the entire Graduate School faculty body at the first Graduate School Faculty meeting of the academic year for a two-year term. Nominated faculty members must be approved to serve by their program director.
- C. Members of the Graduate Curriculum Committee may not serve more than two consecutive terms.
- D. A vacancy occurring on the Graduate Curriculum Committee shall be filled by the election of a replacement to complete the unexpired term at the next regular or called meeting of the Graduate School faculty.
- E. Ex-officio members of the Graduate Curriculum Committee shall consist of a representative from the Registrar's Office and the Library.

Section 3. Chair of the Graduate Curriculum Committee

- A. The Chair shall be elected at the first fall meeting of the Graduate Curriculum Committee.

Section 4. Quorum

A quorum of the Graduate Curriculum Committee shall be the simple majority of the membership.

Section 5. Conduct of Meetings

The Graduate Curriculum Committee shall meet a minimum of once a semester and as necessary upon receipt of Proposals for review. The Graduate Curriculum Committee will report to the Faculty Assembly at their scheduled meetings.

Section 6. Election to the Graduate Curriculum Committee

Elections for faculty members of the Graduate Curriculum Committee will be held at the first Graduate School Faculty meeting of the academic year.

Section 7. Officers

The Secretary of the Graduate Curriculum Committee shall be appointed by the Chair of the Graduate Curriculum Committee.

Section 8. Process for Curriculum Change

The originator of the graduate curriculum proposal, after consultation with all faculty affected by the proposal, will submit copies of the proposal to members of the Department in which it was initiated. The Department may discuss, amend, approve, and/or disapprove the proposal. All proposals must pass the appropriate Department. After the proposal has passed the appropriate Department, a copy of the proposal will be forwarded to the Chair of the Graduate Curriculum Committee at least five (5) days in advance of the scheduled Graduate Curriculum Committee meeting (i.e., by Wednesday for a meeting the following Monday). It will be the responsibility of the faculty member who initiated the proposal and the Department to ensure that the proposal is submitted to the Chair in a timely manner. Other documents supporting the proposal should be included as appropriate.

B. All proposals initiated in the Department of Education or affecting Teacher Education must be approved by the Teacher Education Board prior to being forwarded to the Chair.

C. The Chair shall distribute all copies of proposals to each member of the Graduate Curriculum Committee.

D. When appropriate, the Chair shall call a meeting of the Graduate Curriculum Committee. The Chair shall inform members of the Graduate Curriculum Committee one (1) week prior to the meeting. The announcement of the meeting should be in written form and distributed to each member. In the event of an urgent need, the Chair may call a special meeting of the Graduate Curriculum Committee by contacting members in written or verbal form.

E. Copies of approved proposals for curricular changes shall be forwarded to the chair of the Faculty Senate for distribution to the full faculty for consideration at the next scheduled Faculty Assembly meeting.

Article V. College and Graduate Programs Section

1. Quorum

A quorum shall be a simple majority of voting members of that College or Graduate Program.

Section 2. Officers

The Vice-President of Academic Affairs/Provost shall consult with the members of the Undergraduate College and Graduate Programs prior to the appointment of a Dean.

Article VI.

Procedure for Amendments and Additional Bylaws

A bylaw or an amendment to a bylaw may be proposed by the Faculty Senate or on a petition by five (5) voting members of the Faculty Assembly. Exact copies of the proposed bylaw or amendment must be distributed to the members of the Faculty Assembly at least five (5) days in advance of the meeting at which it is to be considered. Approval by the Faculty Assembly must be by an affirmative vote of two-thirds (2/3) of the faculty present and voting. Bylaws or amendments to bylaws go into effect immediately, unless otherwise ordered.

Pfeiffer University – Academic Program Personnel (2024-2025)

Office of Academic Affairs	Daniel Mynatt, Provost	
Undergraduate College		
Department of Business	Deb Burris, Interim Chair	
Tina Preslar	ACCT	Program Coordinator
Raushan Gross	BMAL	Program Coordinator
Ali Sever	CIS	Program Coordinator
Austin Rose	SMGT	Program Coordinator
Department of Education	Dawn Lucas, Chair (HPED)	
DeAnna Hurley Chamberlain	SPED	Program Coordinator
Angie Kern	ELED (degree completion)	Program Coordinator
Laura Lowder	ELED	Program Coordinator
Ellen Blue	EDUC	
Sequoia Mungo	EDUC	
Department of Humanities	Doug Hume, Chair (RAPT)	
Sequoia Mungo	HIST	Program Coordinator
Joe Judge	MUSI	
Ashley Schoppe	ENGL	Program Coordinator
Megan Keaton	ENGL	Writing Center Director, QEP Director
Ted Royston	ENGL	
Department of Natural and Health Sciences	Laura Reichenberg, Chair (BIOL)	Program Coordinator
Carrie DeJaco	ENSC/ENST	Program Coordinator
Mark McCallum	BIOL	Co-Director, Honors Program
Katie Riley	BIOL	Co-Director, Honors Program
David Cartrette	CHEM	Program Coordinator
Amy Caudle	CHEM	
Ross Braymer	MATH	Program Coordinator
Tom Darling	EXSC	Program Coordinator
Ryan Girts	EXSC	
Samantha Pennington	NHS	

Department of Nursing	Dana Martin, Interim Chair and Director of the Clergy Health Institute	
Crystal Eaker	NURS	RN-BSN Program Coordinator
Laura Daugherty	NURS	Clinical Coordinator
Rebecca Irby	NURS	
Kristy Schmaldinst	NURS	Nursing Laboratory/Simulation Coordinator
Chassity Washburn	NURS	
Department of Social and Behavioral Sciences	Deborah Burris, Chair (COMM)	
Shaun Cashman	COMM	
John Reid	CRIM	Program Coordinator
Don Poe	PSYC	Program Coordinator
Caroline Sowards	PSYC	Faculty/Staff
Graduate Programs	Christopher Boe, Dean (EDUC)	
Master of Business Administration/Master of Science in Organizational Change	Susan Luck, Program Director	Program Coordinator, MBA
Ty Abrams	MBA/MSOC	
Master of Health Administration	F. Elisa Melvin, Program Director	
Master of Marriage and Family Therapy (teach-out)	Deborah Lung, Program Director	
Jacinda Whitley	MMFT	CLT MFT Clinic Director
Michelle Cahn	MMFT	
Master of Arts in Teaching/Residency Licensure Program	Christopher Boe, Program Director	

Master of Science in Occupational Therapy	Crystal Gaddy, Program Director	
Open	MSOT	
Marc Bartholdi	MSOT	
Marisa Oberstein	MSOT	
Paula Graham	MSOT	Experiential Clinic Coordinator
Master of Science in Physician Assistant Studies	Scott Fisher, Program Director	
Open	PAS	
Matt Shaver	PAS	Medical Director
Sarah Blake	PAS	
Deborah Haubert	PAS	Director of Clinical Education
Susan Greer Fisher	PAS	
Anjali Robertson	PAS	
Amy Carriker	PAS	Director of Didactic Education
Norman Rose	PAS	
LiAnna Drossos	PAS/MSOT	Anatomy Lab Coordinator
University Libraries	Lara Little, Director	
Jonathan Hutchinson	Archives and Special Collections	
Damion Miller	Acquisitions & Collections Development	

All employees have access to the Organizational Chart found in [Paycom](#), the current Human Resources software package for the University. The link is found in the top right corner under Company Information once you log in.

Chapter 2.

Academic Affairs

2.1 Statement on Academic Freedom

Pfeiffer recognizes that the good health and strength of the University rests on the free search for truth and its free exposition. Faculty are free to determine the materials and instructional methods to be used in their classes but should not introduce subjects which are unrelated to the course. All faculty employed by Pfeiffer University are aware that Pfeiffer is related to The United Methodist Church and should be dedicated to Christian ethics and the ideal of Christian behavior, as well as the standards of academic excellence.

Faculty are entitled to full freedom in research and in the publication of the results of their work. Research for profit and any other activities which might interfere with academic responsibilities to the University should be entered into with the agreement of the Vice-President for Academic Affairs/Provost.

Faculty are citizens, as well as members of the Pfeiffer faculty. When speaking or writing as a citizen, faculty are free from institutional censorship or discipline. Each faculty member, whether present or in absentia, has the right to state his/her opinion orally or in writing in pertinent meetings of the University community on any campus of Pfeiffer University.

But a special position in the University community imposes certain obligations. Faculty should remember that the public may judge the profession and the University by their statements and should be accurate, exercise appropriate restraint, show respect for the opinions of others, and make every effort to indicate that they are not an institutional spokesperson. Faculty should not use University stationery or associate themselves with Pfeiffer University when speaking as a citizen.

2.2 Employment of Faculty and Contracts

2.2.1 Employment Of Faculty

(revised May 2, 2023)

A. Appointment and Promotion: Policies, Responsibilities, and Principles

1. Faculty Recruiting

a. Policy

Pfeiffer University conducts as complete a search as possible to get qualified candidates for all faculty positions. Pfeiffer University is committed to the principle of equal employment opportunities for all persons, including minority group members and women, and to maintaining diversity in its community, not only to comply with state and federal statutes but also to provide an educationally desirable environment. Pfeiffer University has an Employment of Relatives Policy (see The Human Resources Office for more information).

b. Procedures

- a. Whenever a faculty position becomes vacant, the position is not automatically refilled until a decision has been made by the President of the University with the advice of the Vice-President for Academic Affairs/ Provost, the Dean of the Undergraduate College, Dean of the Graduate Programs, and the Department Chair as to whether the position should be refilled.
- b. Once the decision has been made to fill or create a faculty position, the appropriate Department Chair or Dean is asked to draft and submit a position announcement to the Vice-President for Academic Affairs/Provost.
- c. Whenever possible, faculty searches are begun by October.
- d. Announcements of all open faculty positions are distributed internally and advertised in specialized publications as appropriate.
- e. Once a pool of candidates has been assembled (at least three candidates, whenever possible), the materials are reviewed by the appropriate Department Chair, Faculty, Program Directors, or Dean. The most qualified applicants are then reviewed with the Vice-President for Academic Affairs/ Provost.
- f. At least one of these candidates is selected for on-campus interviews; references are checked prior to the visit.
- g. The University reimburses all candidates for reasonable expenses incurred by the interview process.

- h. During the interview, candidates should be given every opportunity to meet and be evaluated by as wide a range of people as possible. This may include delivering a seminar, teaching a class, meeting with students, etc.
- i. Consensus is then sought among the Vice-President for Academic Affairs/ Provost, the appropriate Dean, Program Director and/or the Department Chair, departmental faculty, and others, as appropriate, as to whom an offer should be made. The Vice-President for Academic Affairs/Provost then makes the recommendation to the President.
- j. The Vice-President for Academic Affairs/Provost, in consultation with the appropriate Dean, Department Chair, or the Graduate program director then negotiates the terms of appointment with the Candidate.
- k. If the offer is accepted verbally, the President, on the recommendation of the Vice-President for Academic Affairs/Provost issues an employment contract.

2. Contractual Responsibilities of Faculty

All teaching faculty at Pfeiffer are appointed at one of the three academic ranks (Assistant Professor, Associate Professor, Full Professor). Appointment at or promotion to one of these ranks may be made only if the minimum criteria are met.

The fundamental responsibilities of full-time faculty, who may teach undergraduate or graduate courses, are quantitatively similar, regardless of rank. For example, all undergraduate faculty normally teach 13 Instructional Units (IU) per semester and may be assigned up to 26 IU per academic year (see [Section 2.8.3 Faculty Policies and Other Responsibilities Section F. Teaching Load](#) on page 85 for explanation of IU). They advise students as assigned, serve on boards and committees, participate in the work of their program, and meet other related academic responsibilities. Full-time faculty are also expected to attend Fall Faculty workshops, meetings of the Faculty Assembly, convocations, and commencements, and to participate in the general and cultural life of the University.

Faculty who hold faculty/staff contracts have responsibilities identical to full-time faculty except that they teach a variable number of Instructional Units (IU) per semester.

Full-time graduate faculty teach a minimum of six (6) graduate courses per calendar year.

3. Primary Assumptions and Procedures for Recruiting and Promotion of Faculty at all Ranks

- a. Assignment to any rank should reflect:
 - a. Education

- b. Experience (quality and quantity)
- c. Competence in field
- d. Overall service to the School or College and University
- e. Attitudes that reveal:
 - a. Interest in and suitability for work within the context of a church-related, liberal arts institution
 - b. Desire to improve scholarly competence
 - c. Desire to encourage free discussion, inquiry, and expression in the classroom and in campus relationships
 - d. A willingness to accept and execute one's share of faculty responsibilities for the function of the School or College, and University.
 - e. A respect for the opinions and positions of colleagues.

- b. Promotion shall not be:
 - a. A substitute for salary
 - b. Offered for incentive to prospective faculty members when education, experience, and competence are deficient.
 - c. Based on a quota system.

c. Relation of Leaves to Promotion

Leaves for scholarly development for a period of not more than one year should not interfere with salary increases or promotions. For faculty members not on multi-year contract, a period on a leave granted for the scholarly development of the faculty member and approved by the Vice-President for Academic Affairs/Provost should count as a part of the probationary period. This shall be made clear in writing prior to the leave and understood by the individual, by the Dean of the School or College, and by the administration.

4. Contract Terms and Renewals

a. The Full-Time Faculty Contract

Pfeiffer University offers all full-time faculty members professional security and protection of academic freedom under one of two contracts--annual, and multi-year.

a. Terms of Appointment and Reappointment

At the time of initial appointment, faculty members receive from the President a contract which specifies the rank and title, base salary, months of employment (9, 10, 11, or 12 months), and any special supplements, terms of appointment, and special assignments. They also receive a letter from the President clarifying the terms of appointment and any special conditions or responsibilities. The terms and conditions of faculty reappointment are confirmed in writing by April 1 each year and a copy of the appointment document or contract is supplied to the faculty member. Any subsequent extensions or modifications of an appointment, and any special understandings, or any notice incumbent upon either party to provide, are confirmed in writing within seven (7) days and a copy is given to the faculty member. Contracts for the following academic

year are issued by the President of the University on April 1.

Faculty members receiving contracts must return the signed copies indicating acceptance of the contracts, to the President's office no later than May 1, if they intend to return for the ensuing academic year. A faculty member who does not intend to return the following year should notify the President as soon as he/she has made this decision.

a. Annual Appointments:

- i. These faculty members serve at the pleasure of the President with some limitations. Annual appointments are subject to renewal.
- ii. Faculty with annual appointments shall be informed each year in writing of this appointment.
- iii. A faculty member with an annual appointment has the same academic freedom as other members of the faculty. (See [Section 2.1](#) Statement on Academic Freedom on page 26).
- iv. Faculty members recalled from retirement status to full-time, or adjunct employment are given a term or annual appointment.

b. Non-renewal* and Termination** of Contracts
(updated July 25, 2024)

Termination or non-renewal of any multi-year faculty appointment before the end of a specified term may be affected by the institution only for adequate cause. Where termination or non-renewal of multi-year faculty is based upon financial exigency or bona fide discontinuance or reduction of a program of instruction, the Faculty Senate must review the issue and report their findings within ten days, in writing, including the vote total. (*adopted April 2010*) All disputed issues shall ultimately be reviewed by the Board of Trustees. In every case of financial exigency***, reduction, or discontinuance of a program of instruction, the faculty member concerned shall be given notice as outlined in "a" and "b" below. Before terminating an appointment because of the abandonment or reduction of a program of instruction, the institution shall make every effort to place affected faculty members in other suitable positions within the University.

* Non-renewal of contracts shall be defined as the termination of employment at the end of the term/academic year as specified in the contract.

** Termination shall be defined as the dismissal of a faculty member before the end of his/her term of employment as specified in his/her contract and may occur only for just cause as defined in [“2.b” following](#). Faculty members who are terminated are reminded of their rights to due process as outlined under the Faculty Grievance Procedures, [Section 2.6](#) on page 60.

*** Financial exigency is an imminent financial crisis that threatens the survival of the institution as a whole and that cannot be alleviated by less drastic means (AAUP Policy Documents & Reports, 10th edition, p.24).

The Faculty Senate will review any terminations and non-renewals due to financial exigency through the process outlined in the Grievance Procedure. At this time, the Faculty Senate will be granted access to the budget and other appropriate information.

Termination of any faculty member--annual, or multi-year--for medical reasons before the end of the period of appointment shall be based upon clear and convincing medical evidence which shall, if the faculty member so requests, be reviewed by the Faculty Senate before a final decision is made by the Board of Trustees on the recommendation of the President of the University.

a. Non-renewal of an annual appointment by the Institution
(updated July 25, 2024)

Regardless of the stated term or other provisions of any appointments, written notice that an annual appointment is not to be renewed will be given to the faculty member in advance of the expiration of his/her appointment no later than March 1.

Due to the terms of the contract, grievance procedures do not apply to non-renewal of annual appointments except in the case of issues related to academic freedom and/or purported violations of Federal Law.

b. Termination of Multi-year Appointment by the Institution

Appointments of faculty members with multi-year contracts may be terminated for the following reasons only:

- a. Immoral or unprofessional conduct (i.e., conduct contrary to the statement on professional ethics and responsibilities (See The Human Resources Office for the Employee Handbook and the Code of Conduct).
- b. Incompetence in the line of duty as evidenced through the Evaluation Process ([Section 2.4](#) on page 53).
- c. Necessary financial adjustment or curriculum reorganization of the University.

Immediate suspension for any academic appointment (annual, multi-year) may be imposed for cause (1) above. Multi-year faculty members concerned must be given notification in writing for causes (2) and (3) as soon as possible but never fewer than

twelve (12) months before the termination of the three-year appointment. If the institution finds it impossible to give such notice, the faculty member shall be given severance salary equal to the past year's salary for twelve months in lieu of twelve months' notice.

c. Terminal Salary Notice

If the appointment is terminated, the faculty member will receive salary or notice in accordance with the schedule of notice under Regulation 2a and 2b above. This provision for terminal notice or salary need not apply in the event that there has been a finding that the conduct, which justified dismissal, involved moral turpitude. Upon recommendation of the President, the Board of Trustees, in determining what, if any, payments will be made beyond the effective date of dismissal, may take into account the length of service of the faculty member.

d. Non-renewal of Appointment by the Faculty Member

Faculty members may terminate their appointments effective at the end of an academic term, provided that they give notice in writing at the earliest possible opportunity, but no later than May 1. Faculty members may properly request a waiver of this requirement of notice in case of hardship or in a situation where they would otherwise be denied substantial professional advancement or other opportunity.

e. No faculty member may resign during the thirty-day period prior to the opening of School. Faculty members who resign during the school year for reasons other than health will find their resignations not effective until a substitute is available.

c. The Faculty/Staff Contract

Pfeiffer University offers all faculty/staff members holding current designated faculty/staff contracts professional security and protection of academic freedom under an annual appointment.

a. Terms of Appointment and Reappointment

At the time of initial appointment, faculty members receive from the President a contract which specifies the rank and title, salary, and any special supplements, terms of appointment, and special assignments. They also receive a letter from the President clarifying the terms of appointment and any special conditions or responsibilities. The terms and conditions of faculty reappointment are confirmed in writing, and a copy of the appointment document or contract is supplied to the faculty member. Any subsequent extensions or modifications of an appointment, and any special understandings, or any notice incumbent upon either party to provide, is confirmed in writing and a copy is given to the faculty member. Contracts for the following academic year are issued by the President of the University on April 1. Faculty members receiving contracts must return the signed copies indicating acceptance of the contracts, to the President's office no later than May 1, if they intend to return for the ensuing academic year. A faculty member who does not intend to return the following year should notify the President as soon as he/she has made this decision. All faculty/staff appointments to the rank of visiting assistant professor or higher are annual.

- b. Non-renewal of Contracts
Faculty/staff members have primary responsibilities in an administrative area. Procedures for the non-renewal of contracts and for suspension and termination are specified in the Staff Handbook under Employee Relations. The Staff Handbook is located at [my.pfeiffer](#), the All-Employees section, Forms-Forms-Forms.
- d. The Adjunct Faculty Contract
Pfeiffer University offers all adjunct faculty members holding a current designated adjunct faculty contract professional security and protection of academic freedom under annual and semi-annual appointments.
 - a. Terms of Appointment and Reappointment
At the time of initial appointment, faculty members receive from the President a contract which specifies the rank and title, salary, and any special supplements, terms of appointment, and special assignments. They also receive a letter from the President clarifying the terms of appointment and any special conditions or responsibilities. Adjunct faculty are required to participate in orientation, workshops, or conference at the beginning of the semester. The orientation is to be conducted by the Dean of the School or designee. Faculty members receiving contracts must return the signed copies indicating acceptance of the contracts, to the President's office.
All adjunct appointments to the rank of visiting assistant professor or higher are annual or semi-annual and serve at the pleasure of the President with some limitations (See 2. below for clarification).
 - b. Terminations and Non-renewal of Contracts
Termination or non-renewal of any faculty appointment--annual or semiannual before the end of a specified term, may be affected by the institution only for adequate cause Termination of any faculty member--annual or semi-annual—for medical reasons before the end of the period of appointment shall be based upon clear and convincing medical evidence. Termination of any faculty member--annual or semi-annual—for medical reasons before the end of the period of appointment shall be based upon clear and convincing medical evidence.

Termination and Suspension Procedures and Faculty Rights of Appeal

- a. Adequate cause for termination will be related, directly and substantially, to the fitness of a faculty member in the professional capacity of a teacher.
Termination shall not be used to restrain a faculty member in the exercise of academic freedom or other rights of American citizens.

- b. Termination of any faculty member, -- annual or multi-year--before the end of a specified term, will be preceded by discussion between the faculty member and the Vice-President for Academic Affairs/Provost and/or the President looking toward mutual settlement. In the event a settlement is not achieved, the faculty member should employ the [Faculty Grievance Procedure](#) outlined on page 60.
- c. Until the application of due process is completed ([See the Faculty Grievance Procedure](#)), a faculty member may continue in the present position. The faculty member may be suspended, or assigned to other duties in lieu of suspension, if immediate harm to self or others is threatened or if the faculty member has acted immorally or unprofessionally. Before suspending a faculty member pending an ultimate determination of his/her status through the grievance procedures, the Vice-President for Academic Affairs/Provost consults with the Faculty Senate. Suspension is appropriate only pending a hearing at which the faculty member may elect to be represented by a colleague; a suspension, which is intended to be final, is a termination and shall be dealt with as such. Salary shall continue during the period of suspension.
- d. Termination of any faculty member--annual or semi-annual—for medical reasons before the end of the period of appointment shall be based upon clear and convincing medical evidence.
- e. Promotion of Full-Time Faculty at Pfeiffer University

Purpose Statement

Pfeiffer University provides Full-Time Faculty opportunities for promotion based upon evidence of exemplary teaching, research, and service. Pfeiffer University values skilled and reflective teaching, professional achievement, and service to the university and the broader community. Faculty who serve at Pfeiffer University, regardless of rank or years in service, are encouraged to remain committed to improving their teaching, research, and service throughout their careers. Promotion in rank demonstrates considerable achievement and will commit the university to offering such tangibles as advancements in rank, and increases in pay, as well as such intangibles as due honor and respect. The purpose of having a promotion policy is to guarantee integrity through a transparent, fair, and equitable process of peer review, and administrative feedback.

SECTION ONE: DEGREE AND TIME RANK REQUIREMENTS

The following is the minimum time-in-rank and degree qualifications necessary for a faculty member to be considered for promotion in rank.

Assistant Professors not eligible for promotion may receive a multiyear contract after five years of continuous improvement in the annual evaluation process, of which the last three successive years are at the accomplished level or above.

Assistant Professor to Associate Professor: To be eligible for promotion, an assistant professor must have an earned terminal degree in the teaching (or related) field and five years successful teaching experience as an assistant professor with at least three of those years at Pfeiffer University. Eligibility for multiyear contract will be considered simultaneously with and will use the same criteria and requirements as those for promotion from Assistant and Associate Professor.

Associate Professor to Professor: To be eligible for promotion, an associate professor must have an earned terminal degree in the teaching (or related) field and five years successful teaching experience as an associate professor with at least three of those years at Pfeiffer University. Associate professors who were hired without multiyear contracts may submit a full portfolio after two years of service at Pfeiffer in order to be considered for a multiyear contract or may wait until they are eligible to apply for Full Professor.

The following are the degree and time-in-rank policies for the purpose of promotion.

- a. Length of service in rank and degree obtained are two necessary requirements for promotion but, by themselves, they do not ensure promotion.
- b. The following degrees will be considered as terminal if the degree is in the teaching field or a related field: Ph.D., EdD, JD, DBA, MFA (in Art, Film, or Theater), MPA, OTD, DNP, DPT, DMA, and DSM. Degrees not listed here may be considered as terminal also, but they will be so designated at the time of hire.
- c. Upon hire, the Provost may grant time-in-rank credit towards promotion. Any credit granted to the time-in-rank requirements above will be noted on the faculty member's initial contract. The provost can adjust the time-in-rank requirements of a faculty member based on the handbook requirements at the time of the faculty member's hiring.
- d. Faculty who begin employment in mid-academic year will begin the promotion time-in-rank requirements at the beginning of the subsequent academic year. For example, a faculty member who begins service in the Spring semester will begin counting years toward promotion with the next Fall semester; the partial year beginning in Spring does not count toward time-in-rank.
- e. Individuals who seek promotion with the Faculty/Staff designation must follow the same time in rank and degree qualifications as faculty. However, there will be adjustments in the assessment process to better reflect the work of the faculty/staff member. See assessment guidelines for more information.

SECTION TWO: PERFORMANCE CRITERIA FOR PROMOTION

Promotion occurs from one rank to the next higher rank only if a faculty member (1) has achieved the appropriate required academic credentials, (2) has met Pfeiffer University's requirements for time in rank and time in rank at the University, and (3) has met the performance criteria as indicated below. Only contributions since the last promotion will be considered for the next promotion.

Criteria for Promotion from Assistant to Associate Professor

- A professional* level of effectiveness in teaching
- Professional levels of service to the university and the broader community
- A professional level of contributions to scholarship/creative productivity
- A professional level of effectiveness in advising
- A professional level of collegiality

Criteria for Promotion from Associate Professor to Professor

- An exceptional** level of effectiveness in teaching
- Exceptional levels of service to the university and the broader community
- An exceptional level of contributions to scholarship/creative productivity
- An exceptional level of effectiveness in advising
- An exceptional level of collegiality

The terms Professional and Exceptional are defined as:

*Professional level: The faculty member is recognized as an outstanding and continually evolving teacher. There is evidence that the faculty member is actively engaged in advising, service, and scholarship/creative productivity of a high quality.

**Exceptional level: There is evidence that the faculty member has performed at a level well above that expected of faculty members in all other ranks. The faculty member is recognized as a master teacher, adviser, and as a professional and institutional leader. The faculty member's work indicates extensive and continuing time and effort and serves as a model for the less experienced.

The categories described below are used in the performance evaluation related to promotion of faculty at Pfeiffer University. The following does not constitute an absolute system for the performance evaluation for promotion of faculty. Rather, it is intended to establish a philosophical base and broad guidelines that also allow disciplines to establish their own pertinent criteria where appropriate. A portfolio supporting the following elements must be developed for promotion. For a detailed explanation of portfolio development, see the "Academic Portfolio Content" document.

Teaching Effectiveness

Skilled and effective teaching is a primary attribute expected of Pfeiffer faculty members. An effective teacher creates a stimulating classroom with an open environment where honest inquiry and analysis can occur. A faculty member should welcome analytical, synthetic, and critical thinking on the part of students and should view independent inquiry by students as a primary goal. An effective teacher is a continually evolving teacher, who uses instructional methods recognized as best practices in the respective discipline. Teaching also includes the advising and mentoring of students, whether individually or as student groups bound together by like interests. Advising and mentoring are critical elements in student morale and retention. They include being accessible to students for the purpose of consultation, discussion, and advising. They also include active faculty advisers of student groups. The most effective advising embodies an interest in the student as a whole person and, where appropriate, exceeds the limits of academic interests. In order to be promoted above the rank of assistant professor, faculty must demonstrate professional-level* teaching. Faculty promoted above the rank of assistant professor should have demonstrated enthusiasm for teaching and a willingness for continual improvement. Evidence of exceptional level** teaching may be seen through peer and student assessments related to a variety of possible indicators, as well as goal-driven, evidence-based critical self-assessment.

Service

Service includes any work, monetarily compensated or not, that is conducted for the sake of the university or as a representative of the university apart from normal teaching or scholarly/creative productivity. It includes, but is not limited to, service on university boards and committees and participation in the co-curricular life of the university when reasonable in light of teaching responsibilities; it may also include activities in the broader community entered into as a result of one's own interest.

Scholarly/Creative Productivity

Scholarly /Creative Productivity indicates the intellectual vitality and activity which contribute to a dynamic academic program. All faculty members should be involved in some scholarly or creative activity. These activities may directly involve students and enhance their education through their participation. Although research and the publication of the results in refereed journals are common measurements of scholarly activity such scholarly/creative productivity does not have to be publishable, or necessarily original, as long as it serves to stimulate the intellectual lives of the faculty members and/or Pfeiffer students. These activities may also include the development of new courses, studies of the teaching-learning process that are intended to lead to an improved academic program, presentations at conferences, and taking courses that support intellectual growth and development.

Participation in professional organizations and societies directly related to the teaching discipline also represents a form of scholarly endeavor.

Collegiality

Collegiality relates to the way a faculty member embodies Pfeiffer's mission, values, educational philosophy, and focus on the students of Pfeiffer University; it is a way of conducting oneself at Pfeiffer that shows respect and dignity for each member of our learning community and that promotes the good of the University. Collegiality is an especially important category for senior-level faculty. For that reason, in order to be promoted above the rank of assistant professor there should be a relative absence of concerns about collegiality from colleagues, supervisors, staff, and administrators and a relative presence of positive assessments from those groups about the candidate's collegiality.

The categories of teaching effectiveness, scholarship/creative productivity, and service indicated above contain various elements that evidence collegiality. However, since collegiality as a category of evaluation is of particular importance when considering faculty for promotion, it is appropriate to state those criteria categorically. To that end, collegiality may be evidenced by self-assessment, letters of recommendation, faculty evaluations, and peer reviews that demonstrate the following:

1. A basic philosophy of teaching and approach to education that is grounded in the mission of Pfeiffer University which:
 - Promotes life-long learning and the development of the whole person
 - Encourages dialogue while modeling the importance of civil debate and free inquiry
 - Engages students in quality research or artistic expression
 - Values the liberal arts and professional studies
 - Commits to improvement and embraces innovation and change that leads to improvement
2. An ability to work respectfully and productively within the Pfeiffer community evidenced by:
 - Being regularly available, accessible, respectful, and responsive to colleagues and students
 - Taking the initiative to welcome and orient new employees to the University
 - Willingness to be a mentor and help others improve performance
 - Cooperating with others in accomplishing the work of the University
 - Fair and impartial judging of the work and opinion of others
 - Following the policies, rules, and procedures of the University
 - Suggesting ways to improve the overall quality of the University
 - Staying informed about developments in the University
 - Willingness to engage in constructive dialogue in the growth and development of the University
 - Responsiveness to the need for university service evidenced by:
 - Willingness to teach where and when needed according to expertise
 - Volunteering to meet the needs of the University and following through as necessary to complete tasks
 - Attending meetings/events not required, but that support university endeavors

SECTION THREE: PROMOTION POLICIES
(updated April 30, 2024)

Application for Promotion:

1. It is expected that the final Academic Portfolio in support of the promotion application will adhere to the academic portfolio content guidelines published by the Promotions and Contracts Committee. If any required documentation is missing, the application will be considered incomplete, and the Promotions and Contracts Committee will make no recommendation on that application. The Promotions and Contracts Committee will not contact applicants to request additional information or to inform them of missing elements of the application packet.
2. When applying, the faculty should act in keeping with the following procedure:
 - a. On or about May 15, the Provost's Office will send candidates a courtesy communication that the minimum time-in-rank requirements for consideration for promotion will be met at the end of that academic year's contract period. The following year (typically, the 6th (sixth) year) will be the application year. If successful, promotion would become effective at the beginning of the next year's contract period (typically, the 7th (seventh) year)
 - b. This is not a notification that the faculty member must apply for promotion, only that the minimum requirements for promotion to the next rank have been met. Faculty are ultimately responsible for meeting the deadlines for application if they wish to apply for promotion.
 - c. This notification will inform the candidate of appropriate deadlines. Candidates for promotion should prepare an Academic Portfolio, as described above, consisting of evidence relevant to effective teaching, professional attainment, university service, and collegiality.
 - d. The Academic Portfolio must be submitted to the Provost's Office by the faculty member no later than October 15. The portfolio will be submitted electronically; appropriate instructions will be sent to the faculty member in a timely way before the October 15 deadline.
 - e. The Provost's Office will collect letters of evaluation, addressing all elements of the promotion criteria from the Dean and as applicable, the Program Director and/or Department Chair. Other letters are welcomed but must be solicited by the applicant and sent directly to the provost's office. These letters must be in the Provost's office no later than October 15.
 - f. The candidate shall have access to the application portfolio at all times to verify the accuracy and completeness of his/her required material with the Provost's Office.

- g. A copy of the letters collected by the Provost shall be made accessible to the candidate no later than October 16. The candidate has the right to formally submit comments, supporting documents, and any other information in response to the letters of evaluation at his/her discretion by November 1. It is the responsibility of the candidate to check the portfolio regularly and determine that the portfolio (including letters) is complete, and if any response or supporting information is warranted. The candidate shall have the right to add his/her responses to the packet.

Decision Process

1. The Provost will provide these letters and other supporting documentation (including the Academic Portfolio), to the Promotions and Contracts Committee for evaluation on or about November 1.
2. The Provost reserves the right to review the portfolio, letters, and other material submitted on behalf of the candidate. The provost may include additional information and commentary to the committee no later than November 1.
3. Prior to October 1, the Provost will conduct an initial orientation session with the Promotions and Contracts Committee. Deliberation forms will be distributed for each candidate, which will create the written record of the Promotions and Contracts Committee's deliberations once applications have been received. These completed records shall be submitted by the Committee Chair to the Provost's Office as described (item 5) below.
4. The Promotions and Contracts Committee will maintain strict confidentiality regarding the application packet and related information and will discuss/deliberate only during Committee meetings convened by the Committee Chair. The obligation to maintain confidentiality in this committee service is considered part of the faculty member's duty to comply with the rules, regulations, and policies of the University.
5. On or about December 15, the Promotions and Contracts Committee will then submit to the Provost the completed deliberation forms and a written recommendation regarding promotion for each candidate. This recommendation will give a summary of the Promotions and Contracts Committee's view regarding the candidate's strengths and weaknesses (including if applicable, all de-identified viewpoints) and a de-identified summary of how the Promotions and Contracts Committee voted.
6. The Provost may adjust this process only if unusual circumstances warrant.
7. Current members of the Promotions and Contracts Committee are not eligible to apply for promotion.

8. The Provost will review the recommendations of the Promotions and Contracts committee and notify the candidates in writing of the committee's recommendation no later than January 30.
9. The Provost will take the recommendation from the committee regarding each candidate to the President, and the President will make recommendations to the Board at the Spring Board meeting. The Board will act on these recommendations at the Spring Board meeting. The Provost will notify the candidate of the final outcome in writing within 5 business days of the Board's decision, but no later than April 1.
10. If awarded, the new rank awarded will be reflected on the next faculty contract by April 1 and will become effective with the initiation of service under the terms of the new contract.

SECTION FOUR: APPEAL PROCEDURE

1. If the application for promotion is unsuccessful, the faculty member may appeal the decision by submitting a written letter of appeal to the President of the University within ten (10) business days after receiving the Provost's final notification. The letter should (1) state any reasons why the faculty member asserts that the proper process for consideration of the application for the promotion was not followed, and (2) identify any documentable errors in material facts considered by the Promotions and Contracts Committee.
2. If the letter of appeal alleges that the university failed to use the proper process, then upon receipt of the appeal, the President shall notify the Provost. The Provost shall then notify the Chair of the Faculty Senate of the appeal. The Faculty Senate shall then be responsible for providing an appeal hearing in which the faculty member and/or their chosen faculty representative can make their case.
 - a. The sole responsibility of the Faculty Senate is to determine whether the correct process was followed with respect to the university's consideration of the application for promotion. The Faculty Senate will be briefed by the university's legal counsel prior to its deliberations. The Faculty Senate will maintain strict confidentiality regarding the application packet and related information and will discuss/deliberate only during meetings convened by the Chair of the Faculty Senate.
 - b. If the Faculty Senate finds that:
 - i. There was a significant error in the process that could reasonably have affected the outcome, then the Senate Chair shall so notify the President of the University in writing, with a clear description of the error, and the point at which the error affected the process; or
 - ii. If there was no significant error in the process that could reasonably have affected the outcome, the panel shall so notify the President of the University in writing.
3. Upon the completion of the work of the Faculty Senate, the President of the University shall in the case of a finding of a significant error in the process (i. above), refer the application back to the Provost or Promotions and Contracts Committee for further review. The error shall be corrected, and the consideration of the application shall begin again at the point at which the error affected the process. Otherwise, the President of the University shall make a final decision on the appeal. If the letter of appeal includes grounds other than an error in the process

then the letter (or that particular portion of the letter, whichever shall apply) shall be considered a request for reconsideration to be reviewed by the President of the University.

4. The appellant shall be notified in writing by the president of the results of the appeal.
5. If the appellant is unable to satisfactorily resolve the appeal on the basis of the decision of the President, the appellant may, within thirty (30) days after the President's decision, appeal to the Executive Committee of the Board of Trustees. Final decision will be communicated by the Chair of the Executive Committee.

SECTION FIVE: SUBSEQUENT PROCEDURES IF PROMOTION IS DENIED

1. Faculty who have been denied promotion have the option at their sole discretion to re-apply with no limit to the number of attempts, assuming university employment continues.

f. Employment of Librarians

a. Explanation of Library Faculty Status

- i. The Policies and Principles for Appointment and Promotion were developed to encourage the continuing improvement of the quality of librarians in librarianship, academic achievement, research accomplishments, professional participation, and service, thereby enhancing the quality of Pfeiffer University.
- ii. Professional library personnel holding the appropriate terminal degree shall have Library Faculty status. Library Faculty are considered members of the Pfeiffer University Faculty in that they are expected to attend faculty meetings, serve on faculty and University-wide committees, and contribute to the overall academic climate of the University. All librarians, regardless of library faculty appointment, shall hold the University faculty rank of Assistant Professor.
- iii. Library faculty do not, however, hold faculty employment contracts, but rather are considered staff for contractual purposes.

g. Library Faculty Ranks

- a. Librarians are appointed at one of four library faculty ranks (Librarian I, II, III, or IV). Appointment at or promotion to one of these ranks may be made only if the minimum criteria are met. The criteria are described below.

h. General Criteria For Promotion

a. Educational Requirements:

All library faculty at Pfeiffer are expected to possess the terminal professional degree.

b. Time in Rank:

Faculty members normally may not be given promotion until they have served the minimum time in rank as follows:

- i. Two (2) years in the rank of Librarian I
- ii. Three (3) years in the rank of Librarian II
- iii. Six (6) years in the rank of Librarian III

Full-time professional experience at other institutions should be considered equivalent to full-time experience at Pfeiffer University.

c. Professional Responsibilities:

The fundamental responsibilities of full-time library faculty are quantitatively similar, regardless of rank. For example, all librarians are assigned duties in their area of expertise and also perform reference services during evenings and weekends on a rotating basis, as necessary. They participate in the decision-making process and the work of the library, serve on boards and teams of the University, and meet other related academic responsibilities. Librarians are also expected to attend Fall Faculty workshops, meetings of the Faculty Assembly, convocations, and commencements, and to participate in the general and cultural life of the University.

- i. Assignment to any rank should reflect:
 1. Quality of librarianship
 2. Quality of
 - a. academic achievement
 - b. research accomplishments
 - c. professional activity
 - d. service to the University and the community
- ii. Promotion shall not be:
 1. A substitute for salary.
 2. Offered for incentive to prospective library faculty members when education, experience, and competence are deficient.
 3. Based on a quota system.
- iii. Appointment and promotion decisions will be based on the level of quality demonstrated by library faculty in the areas of (1) librarianship and (2) academic achievement, research accomplishments, professional activity, and service, as described below.

i. Assessment Criteria for Appointment and Promotion

a. Librarianship

Professional effectiveness is demonstrated by the performance of responsibilities in one or more areas based on specialized skills and methods. Professional effectiveness of library faculty is to be evaluated according to the librarian's primary area(s) of responsibility; e.g., acquisitions, cataloging, etc. The primary area(s) of responsibility is determined by the librarian's position description. Distinctive performance in the primary area of responsibility is the most important criterion in the evaluation of library faculty.

Aspects of the quality of professional performance or effectiveness may include but are not limited to, the following:

- a. Expertise, and demonstration of its effective use
- b. Productive and qualitative output in primary areas of responsibility
- c. Development and implementation of successful programs and activities
- d. Development and use of innovative successful techniques and procedures
- e. Ability to apply effective solutions to areas of responsibility
- f. Ability to set goals and objectives and plan for their completion
- g. Effective training and supervision of staff and/or student assistants
- h. Improvement in tools for access to library users
- i. Positive evaluations in instructional situations
- j. Active participation in library meetings related to job responsibilities

b. Related Activity

Academic Achievement: Academic achievement is demonstrated by formal education, intellectual engagement, and/or formal intellectual pursuits. To show distinction, evidence of an effective program of continuing education must be shown. Continuing education may include coursework, attendance at workshops, an independent study program, or advanced instruction beyond position requirements such as cross-training in areas outside the areas of primary responsibility, pursuing new areas of study and advanced degrees, learning new languages, or developing technology-related skills. Academic achievement may also be demonstrated by conducting seminars for faculty, staff, and students.

Research Accomplishments: Support for the research efforts of others is an integral part of librarianship and will be evaluated under the criterion for librarianship. To show distinction in the area of research, a librarian must demonstrate evidence of scholarly research or creative activities.

Examples are:

- a. Presentation of papers at workshops or meetings
- b. Contributions to refereed journals
- c. Funded grant proposals, awards, or honors received
- d. A leadership role in workshops or seminars
- e. Service as a referee or on editorial boards is evidence of scholarly research.

Creative activities should result in the development of or improvements in tools that assist library patrons. Examples of creative tools and innovations are:

- a. Library exhibits
- b. User guides and pathfinders
- c. Book and other media reviews
- d. Poster sessions at conferences
- e. Training materials, web pages
- f. Bibliographies, indexes
- g. Other reference resources/technical services that enhance access to information

Professional Participation: Professional participation shows a level of commitment to the advancement of librarianship other than by means of research. Membership in professional organizations and attendance at conferences is expected of library faculty. Participation in organizations may be at the local, state, regional, or national level. To show distinction in the area of professional participation, library faculty must be actively involved in the profession. Distinction requires evidence of leadership, innovation, and advancement of the organization in which membership is held. Examples are:

- a. Holding office in a professional organization
- b. Serving on committees
- c. Participating on panels
- d. Providing consultation services

Servant Leadership: Servant leadership refers to contributions to the library, the University, and the community which extends beyond the areas of primary responsibility. Distinction in this area requires meaningful and useful service to the community as well as to the University. Service to the University reflects a commitment to Pfeiffer and its mission. It includes but is not limited to, service on University boards and teams and participation in the co-curricular life of the University when reasonable in light of professional responsibilities. Servant leadership in the community may include activities involving the University and the community or community activities entered into as a result of one's own interest. These activities, to be of value to the University, must go beyond organizational membership only and include active and substantive involvement and service. Service to professional organizations will normally be considered under Professional Participation.

j. Criteria For Promotion To Specific Ranks

- a. Librarian I: A person appointed to this rank shall have earned the appropriate terminal degree appropriate to the discipline. Appointments at this rank shall require expectation of successful overall performance and the potential for a promising career in librarianship.
- b. Librarian II: Promotion to this rank shall require evidence of significant professional contributions to the library and/or to the institution. Library faculty at this rank are expected to be engaged in serious, disciplined, and continuing study which will permit them to increase their competence in their own and/or other fields. The candidate for promotion to the level of Librarian II shall, at the time of consideration, have not less than two years of experience in librarianship and should meet the criteria distinction in at least two areas under related activity in academic achievement, research, professional participation, and servant leadership.
- c. Librarian III: Promotion to this rank shall require evidence of substantial professional contributions to the library and the institution as well as attainment of a high level in bibliographical activities, in research, in service, or in other professional endeavors. The Librarian II should be capable of undertaking institution-wide responsibilities which demonstrate his/her understanding of and interest in, the attainment by the University of its overall mission and goals. Specifically, the candidate for promotion to the rank of Librarian III should have no less than five years of experience as a professional librarian, three years at the rank of Librarian II. He/she shall have demonstrated the ability to contribute to his/her field and to the university as evidenced by meeting the criteria in at least three areas under related activity in academic achievement, research, professional participation, and servant leadership.
- d. Librarian IV Promotion to this rank shall require outstanding achievements in bibliographical activities, in research, or other professional endeavors. Library faculty holding an appointment at the Librarian IV rank may hold a second master's degree or doctorate, but more important is a high level of professional competence which should serve as a model for the less experienced. Their service to the University should reflect the understanding of its purposes and leadership in fulfilling these purposes. Their service to the community should be of special value. The candidate must meet criteria with distinction in all areas under related activity in academic achievement, research, professional participation, and servant leadership. Neither possession of the relevant degree(s), seniority, nor a combination of both shall alone be sufficient cause for promotion to this rank. A librarian must have served a minimum of six years in the rank of Librarian III to be eligible for promotion.

k. Participants' Roles In The Evaluation Process

- a. The Role of the Library Faculty Member: Initiation of the Process of Assessment and Evaluation begins with the annual self-assessment submitted by the individual library faculty member. The self-assessment describes activities and accomplishments of the

- b. previous year and is presented in a clear and concise format. In years when a library faculty member is eligible for promotion, it is the responsibility of the library faculty member to initiate the promotion proceedings. From the time of their initial appointment, library faculty should collect any materials that may later be useful in evaluating their case. Those materials are submitted as a file or portfolio and are evidences of the candidate's record of achievement. Evidences of quality of librarianship may include examples of candidate's work such as bibliographies, finding aids, samples of original cataloging, development, and implementation of new policies, procedures, or programs, description of participation in library activities or projects, evaluations or letters received for work performed or any other evidence the candidate wants to use to support the case. The candidate should keep in mind the evaluation criteria when selecting materials for inclusion in the portfolio. It is the responsibility of the candidate to collect and prepare documentation for promotion. The candidate should provide a list of names from whom confidential letters of evaluation should be solicited by the Provost.

Unsolicited letters or comments regarding a candidate's performance may also be used as evidence when appropriate. Members of the teaching faculty or other members of the library faculty may also be consulted.

The Role of the Outside Assessor: Letters assessing the scholarly and professional contribution of librarians will be solicited from four members of the library profession who are employed in other institutions of higher education or in institutions, agencies, or corporations directly related to academic libraries. The list of four names shall be compiled as a joint effort of the candidate and the library faculty as a whole, each submitting as many names as deemed appropriate by each party, but no less than four. The Vice-President for Academic Affairs/Provost will select two names from each list. Once selected, the outside assessors will be contacted by the Vice-President for Academic Affairs/Provost who will request their letters of evaluation, describe the expectations for their letters, and instruct them on the deadline. Should an assessor be unable or unwilling to submit a letter, the Vice-President for Academic Affairs/Provost will select a replacement name from the appropriate part of the list. The Vice-President for Academic Affairs/Provost may opt to offer an honorarium for their services and if so the amount of the honorarium will be the same for assessors. Assessors will be instructed to review copies of publications and other appropriate documentation for the quality of scholarship and argument as well as the level of the candidate's contribution to the discipline and profession of librarianship. They will not be asked to comment on a candidate's acceptability for promotion. The candidate's resume will be enclosed for the evaluator's information. Letters contributed by the outside assessors will be added to the candidate's portfolio subsequent to its submission to the Vice-President for Academic Affairs/Provost. These letters will be made available for review to the Vice-President for Academic Affairs/Provost and the President. The letters will be made available to the candidate after completion of the assessment and evaluation process.

- c. The Role of the Vice-President for Academic Affairs/Provost: The Vice-President for Academic/Provost will review the candidate's portfolio and the assessments of the peer reviewers. The Vice-President for Academic Affairs/Provost will then make a recommendation to approve or deny an appointment or promotion. The Vice-President for Academic Affairs/ Provost will report the recommendation to the President.
- d. The Role of the University President: The President has ultimate authority over appointments and promotion.

l. Emeritus Faculty

Faculty who retire and who have seven or more years of service with the University are given this status. Faculty in this category generally do not teach. In the event that they do, they are given adjunct contracts (See [The Adjunct Faculty Contract](#) on page 33 for specifics.)

m. External Employment of Faculty

Please contact the Human Resources Office for questions concerning the External Employment of Faculty. (704) 463-3067

2.3.1 Compensation For Revenue-Generating Approved Research, Continuing Education, or Public Service Activities

A salary supplement or extra compensation is paid to faculty who participate in approved research, continuing education, or public service activities if all of the following conditions are met:

- The work carried on is in addition to a normal full load.
- The work produces sufficient income to be self-supporting.
- The additional duties do not interfere with the performance of regular duties.

2.3.2 Compensation For Teaching Overloads

Full-time faculty at the University are compensated at the same rate per course as Adjunct faculty for course loads that exceed the load specified in their full-time contracts.

2.3.3 Compensation For Travel To A Remote Campus

Faculty are compensated for traveling from their home campus to another campus. The mileage reimbursement rate is reviewed periodically. Please contact the Business Office for more information on Compensation for Travel to a Remote Campus.

2.3.4 Summer School Compensation

A. Regular Classroom Instruction

1. Salaries are paid at the current rates per credit hour for adjuncts for teaching undergraduate and graduate-level courses.
2. All summer courses are expected to generate revenues equal to at least 200% of the salary costs of the personnel who teach the course. If this is not met:
 - a. The University may cancel the course.
 - b. The University may elect to offer the course at its option and to pay the instructor the agreed-upon rate. The rate will be specified in the contract given to the instructor.

B. Directed Studies

1. Directed studies are discouraged in the summer (as they are at any time) unless they are required for the student to meet a sequence of courses prior to a reasonable date of graduation.
2. Students wishing to undertake a directed study in the summer must demonstrate to the Registrar that they will not be able to graduate in a timely manner without the directed study.

C. Internships/Practica/etc.

Faculty who supervise summer internships or practica are compensated at the rate of \$60 per credit hour.

D. Procedures

1. Regular Classroom Instruction

- a. The summer course schedule is developed as early in the spring as possible by the Dean of the Undergraduate College, Dean of the Graduate Programs, and Program Directors and submitted to the Vice-President for Academic Affairs/Provost.
- b. The Vice-President for Academic Affairs/Provost then works with the Deans/Program Directors to identify and develop contracts for regular and adjunct faculty as required to complete the Summer Schedule. The Directors, Deans, or their designees prepare draft contracts for all summer faculty and submit them to the Vice-President for Academic Affairs/Provost.
- c. The office of the Vice-President of Academic Affairs/Provost issues summer contracts to all persons teaching classroom work in the summer. All contracts are subject to the approval of the President.

2. Directed Studies

- a. Students who need a directed study in order to graduate, negotiate with the appropriate faculty member who is encouraged to assist where possible but is not required to undertake any summer directed study.
- b. If a faculty member is willing to undertake a directed study, to commit to a normal minimum of fifteen (15) contact hours for its completion, and to ensure that the content and quality of the learning will equal or exceed the normal classroom environment, the faculty member will, with the student, complete, sign and submit to the Office of the Registrar a request for Directed Study.

2. Internships/Practica/etc.

- a. Students wishing to complete an internship or practicum during the summer months must identify a faculty sponsor who is willing to undertake supervision of the internship.
- b. Students may then register for internships with the office of the Registrar.

3. Summer Payment

- a. Once the summer registrations are completed for each term, course enrollments are reviewed.
- b. The Vice-President for Academic Affairs/Provost then prepares a payroll memorandum for the payroll office, which is responsible for issuing payment to all summer faculty.

2.3.5 Sabbatical Leave Policies And Guidelines

(revised December 9, 2014, updated May 2, 2023)

I. Purpose:

Sabbatical Leave is designed to provide an opportunity for professional development for individual faculty members. Faculty may use this opportunity in the following fashion, including but not limited to:

1. To improve their teaching;
2. To grow in their discipline through such means as:
 - a. engaging in research,
 - b. publication,
 - c. artistic performance or productivity; or
3. To enhance their leadership potential.

II. Conditions:

1. While on Sabbatical Leave, unless otherwise indicated, the selected faculty member will receive full salary compensation, along with fringe benefits, which will continue throughout the leave period. During Sabbatical leave, such time will also count as time in rank and will be considered continuous service with no interruption of any benefits that accrue from such service.
2. The faculty member who accepts Sabbatical Leave will be under contractual obligation to return to the University for at least one academic year unless explicitly released by the President of the University, in which case the Sabbatical Leave remuneration will be considered a loan, which the faculty member will repay to Pfeiffer University.
3. Unless such administrative and/or teaching duties were a part of the original Sabbatical Leave Application, a faculty member on Sabbatical Leave cannot accept administrative and/or teaching duties at other institutions. If the faculty member plans to work to earn income during the sabbatical, that must be stated clearly on the application and cannot be more than 20% (20 percent) of the compensation that the faculty member earns while away from the University on sabbatical.
4. The faculty member receiving sabbatical shall explicitly be under no academic/teaching or deferred additional or accrued administrative commitments to the University during said sabbatical, nor shall they be required to “make up” routine obligations that would otherwise be incurred during said sabbatical.

III. Application Procedure:

1. Availability. Until such time as it is available online, the official application will be provided to interested candidates by request.
2. Deadline for Application. The deadline for submission, unless otherwise indicated, is at least one academic year calendar's notice, prior to the period in which the candidate seeks to have Sabbatical Leave.
3. Announcement and Reporting. The successful sabbatical candidate will be announced by the Faculty Committee on Sabbatical Leave, and the successful candidate will make a report to the Faculty Assembly prior to beginning Sabbatical Leave, and during the first semester upon their return from Sabbatical Leave.
4. Sample Sabbatical submissions and successful Sabbatical Leave applicants' reports shall be kept on file and made available for inspection by request.

IV. Eligibility

Any full-time faculty member who has completed five (5) continuous years of service to Pfeiffer University, is eligible to apply.

No member of the Faculty Committee on Sabbatical Leave may apply for Sabbatical Leave during the term in which he/she serves on the Faculty Committee for Sabbatical Leave.

2.4 Faculty Assessment and Evaluation as a Basis For Promotion, Multi-Year Contract, and Continuous Improvement of Performance (updated May 2, 2023)

I) Annual Evaluation of Faculty

Date of Submission – Submit to supervisor by May 15th. Faculty holding rank of Assistant Professor and/or have an annual appointment will submit a Faculty Development Plan and Goals form annually. Faculty members who hold the rank of associate or full professor and/or multiyear contract will complete the Faculty Development Plan and Goals form annually but will provide self-assessments to their supervisors on a biennial basis.

Items to Include

Faculty Development and Goals form

Current Curriculum Vitae (CV)

Narrative Portion:

Narrative on the progress of performance in teaching/advising, scholarly/creative activity, and service as linked to A) previous year's goal statements, B) the rubric, and C) the mission of the university. Each section must include a self-evaluative statement of performance expectations for their current rank and an estimation of their progress toward the next rank.

Teaching Effectiveness The narrative should demonstrate progress and improvement from one cycle of evaluation to the next and may include:

- Teaching philosophy
- Teaching responsibilities
- Curricular revisions (if any)
- Teaching innovations/efforts to improve teaching
- Evaluations
 - Summary of student evaluations- evaluation scores for each class taught in the evaluation period, selected comments from students (if any).
 - Faculty teaching observations -at least one teaching observation by a supervisor or a designated peer will be conducted during the evaluation period.
- Advising
 - Information related to advising should reflect the number of advisees; their major/minor programs of study; participation in advising training workshops (internal or external); and sub-percentage of workload time spent. Faculty should specifically address if they mentor students in research/scholarly activity and tie this statement directly to their research/scholarly activity narrative. Connection to Pfeiffer University's culture of a mentored approach to student learning is essential.

Research/Scholarly/Creative activity narrative may include:

- Research and scholarship including any citations of presentations, juried exhibitions, performances, publications, etc. (specify whether item is peer-reviewed.)
- Selected grants/proposals written, funded
- Professional memberships and offices held
- Conferences and seminars attended

- Awards/scholarships
- Selected sample of conference presentations, readings, performances, and exhibits.
- Supervision of students doing research (If Pfeiffer University students participated in any way, they must be named in this section as well, **and** linked to the “advising/mentoring” section of the teaching/advising narrative.)
- Paid consultative service in your area(s) of expertise (Clinical Faculty should be in consultation with your Program Director regarding paid/unpaid consultative service)

Faculty should explicitly link their research/scholarly activity to their classrooms as well, when applicable.

Service can be defined in several ways: service to the institution, service to the profession, and service to the community. Service to the institution is a requirement of service evaluation; service to the profession and community is not required but is viewed favorably. Faculty will directly tie their service to the mission of the university, their teaching, and their advising/mentoring.

The narrative may include:

- Department/college/university committees/task forces
- Selected grants/proposals funded and administered
- Mentoring of junior colleagues
- Workshops/talks to Pfeiffer faculty
- Clubs/organization involvement
- Community Service
- Unpaid consultative service in your area(s) of expertise (Clinical Faculty should be in consultation with your Program Director regarding paid/unpaid consultative service.

Once the annual evaluation is completed by the faculty member, it is submitted to the Department Chair/Program Director for her/his review.

Biennial Evaluations – if during the 2-year cycle, a supervisor has concerns about the faculty member’s performance, they may direct the faculty member to submit an annual self-assessment during the interim year (in between the biennial timeframe)

II) Supervisor Responsibilities:

For faculty holding the rank of Assistant Professor or who are annual faculty: Each academic department chair/program director will annually provide a written evaluation of the teaching, research/scholarly, work/creative work, and professional service of appropriate faculty prior to making recommendations to continue to move forward in rank change, or to terminate. The written evaluation will be transmitted concurrently to the appropriate dean and the faculty member and placed in the evaluation file together with any additional evidence used by the department head/unit director and not already in the file. The evidence used in this evaluation will include, but is not

not limited to, the results of student assessment, the self-evaluation provided by the faculty member, and all other materials in the evaluation file. In any case where the recommendation is to “continue appointment with recommendations,” the department chair/program director will provide written suggestions for improvement for the faculty member.

For faculty holding the rank of Associate/Full Professor and/or who are multi-year: Each department chair/program director will evaluate the teaching, research/ scholarly work/creative work, and professional service of each faculty member within their department. This review will occur biennially, with a rotation of faculty reviews. A written report of the results of the evaluation will be transmitted concurrently to the appropriate dean and the faculty member and be placed in the evaluation file. Biennial evaluation letters to each faculty member will include a summary of that faculty member’s self-assessment in the areas of teaching, research/scholarly work/creative work, and service.

For faculty seeking rank change: Faculty members who seek promotion will adhere to the promotion guidelines set forth by the University, including required documentation and the timeline of submission.

Submit the final evaluation to the Dean by August 31st.

Deans’ & VPAA’s Responsibilities:

Evaluations of the teaching, research/scholarly work/creative work, and professional service of faculty members will be conducted by the appropriate dean and/or by the provost.

The department chair/program director’s written evaluation of faculty members is transmitted to the appropriate dean. The dean will review the department chair/program director’s evaluation and the faculty member’s self-assessment, noting discrepancies or other such remarks as the dean deems necessary. The dean will then forward the documents to the VPAA/Provost for review.

Review of annual faculty evaluation by Dean. Submissions completed by Fall semester midterm.

Section 2.5 Evaluation of Faculty Serving in Administrative Roles

Added December 14, 2017

Department Chairperson; Graduate Program Directors; Curriculum Coordinators

In addition to the teaching contract, faculty members often serve in administrative roles and receive supplemental contracts aligned with these roles. The following descriptions provide *broad* definitions of academic administrative positions and serve as a general guideline for the roles and responsibilities of each. It is important to note that more detailed job descriptions for specific positions may be found in the Human Resources office.

Department Chairs provide academic leadership for the department and ensure effective administration in the affairs of the department. Major responsibilities include:

The Department Chair may emerge within the faculty, outside of the institution, or be appointed to assume a leadership role in the department. The Chair serves as mentor to faculty colleagues and as collaborator with other university administrative officers, interprets university policy, advocates for his or her department from a perspective of the best overall interests of Pfeiffer University, leads faculty in important processes that shape the curriculum, and have an impact on the learning of students and effectively articulates department and University missions to internal and external constituencies. All of this is accomplished through effective and transparent communication. The Dean and Provost provide support, mentoring, and where appropriate more formal professional development opportunities for Chairs/Directors in helping them fulfill these roles.

Development of Faculty

- Partners with Dean to assist in recruiting and retaining faculty
- Mentors faculty and Program Coordinators
- Fosters high-quality teaching and learning in the department
- Encourages and facilitates professional development; provides effective feedback following evaluations
- Creates an environment in which faculty members can express ideas freely, thus promoting healthy discussions among members within the department

Representation of the Department

- Provides transparency among faculty and other areas of the University and levels of administration
- Represents the department within University administrative and governance structures
- Maintaining personal, professional competence in order to set a good example in teaching and research and to maintain a position of visibility on and off-campus

- Demonstrates sound decision-making in the context of a changing organization. Realizes that a dynamic environment requires new approaches and solutions.

Curriculum and Instruction

- Develops course schedule, in consultation with the Dean and the faculty, ensuring that schedules reflect student demand and fosters student learning outcomes
- Encourages and supports efforts for improvements in instructional pedagogy
- Partners with faculty to create and manage curriculum, including changes and revisions
- Considers department retention and graduation rates, recommending adjustments that enhance student success

Development of Students

- Coordinates a program of effective academic mentoring/advising culture within the department
- Partners with registrar and faculty to ensure that students meet departmental and University graduation requirements

Administration of the Department

- Demonstrates support for the **mission** and **strategic goals of Pfeiffer University** in all department programming decisions.
- Coordinates departmental planning activities to include annual student learning outcomes, program reviews, and additional assessments, as appropriate
- Ensures that student learning outcomes are met
- Leads department and faculty in accreditation activities, as appropriate
- Coordinates activities of program coordinators
- Effectively manages program resources
- Ensures transparency in decisions by the Dean and larger University administration back to the department
- Responsible for assisting with the active recruitment of undergraduate students by establishing and maintaining a productive partnership with the enrollment team

Note: Department Chairs are mostly assigned at the Undergraduate level, except in cases where an academic program may have students in multiple locations and delivery systems.

(See [my.pfeiffer](#) under the Academics Tab, Current Forms for the Administrator Evaluation Form)

Graduate Program Directors

Graduate Program Directors (GPD) provide academic leadership for the graduate program. Major responsibilities include:

The Graduate Program Director (GPD) may emerge from within the faculty, outside of the institution, or be appointed to assume a program leadership role. The GPD serves as mentor to faculty colleagues and as collaborator with the Dean of Graduate Programs, leads graduate faculty in shaping curriculum and specific aspects of each graduate program.

Graduate Program Directors (GPD) are responsible for managing all aspects of their graduate programs and for advising students on academic matters. GPD's function as the primary contact for all academic matters concerning graduate-level programs and facilitates the conversation between graduate degree programs and academic departments.

The GPD functions as the primary point of contact for all academic matters concerning graduate students in the program and facilitates conversation between the graduate degree program and the academic department.

Development of Faculty

- Partners with Dean to assist in recruiting and retaining faculty
- Mentors Faculty and Graduate Assistants where appropriate
- Fosters high-quality teaching and learning in the program
- Encourages and facilitates professional development through such activities as urging attendance at professional meetings and workshops, and providing effective feedback following evaluations

Program Representation

- Transparency among faculty and other areas of the University and levels of administration
- Represents the program across the University along with external constituents; maintains personal and professional competence through teaching, research, and professional visibility
- Demonstrates sound decision-making in the context of a changing organization. Realizes that a dynamic environment requires new approaches and solutions.

Curriculum and Instruction

- Develops course schedule, in consultation with program faculty, ensuring that schedules reflect student demand and fosters student learning outcomes
- Encourages and supports efforts for improvements in instructional pedagogy
- Partners with faculty to create and manage curriculum, including changes and revisions
- Considers program retention and graduation rates, recommending adjustments that enhance student success

Development of Students

- Ensures a proactive and effective academic mentoring/advising culture within the program
- Responds to grievances, academic petitions, and special requests in a timely manner
- Ensures that program students meet departmental and University graduation requirements

Administration of the Department

- Demonstrates support of Pfeiffer University's **mission** and **strategic goals** in all program decisions.
- Coordinates program planning activities to include annual student learning outcomes, program reviews, and additional assessments, as appropriate
- Ensures that student learning outcomes are met
- Leads program faculty in accreditation activities, as appropriate
- Effectively manages program resources
- Ensures transparent communication in decisions by the Dean and University administration back to the program
- Responsible for assisting with the active recruitment of graduate students by creating and maintaining a productive partnership with the enrollment team

Curriculum/Program Coordinators –Optional (may be assigned by the Dean on a temporary basis)

- Supports the strategic mission and vision of the university
- Collaborates with the Dean and/or Department Chair in coordination of majors and course scheduling within academic programs
- Collaborates with the Department Chair to annually review, assess, and report student success in meeting student learning outcomes within academic programs
- Encourages and advocates for faculty efforts to improve instruction
- Ensures that students meet departmental graduation requirements
- Supports and participates in accreditation efforts of the program, department, and university

(See [my.pfeiffer](#) under the Academics Tab, Current Forms for the Administrator Evaluation Form)

2.6 Faculty Grievance Procedure

Purpose

The purpose of this procedure is to assure fairness and consistency in faculty-employee relations and to resolve misunderstandings as quickly as possible. Faculty members shall not be discriminated against because they employ this procedure.

Policy

A. The Pfeiffer University Faculty has the right to a process for the quick and equitable resolution of problems or conflicts should they arise. The faculty, by historical precedence, has the right to a system of peer review and counsel in resolving problems and conflicts of substance. To this end, these policies and procedures seek to provide:

1. Efficient and equitable resolution of grievances.
2. Clear procedures to be observed by all the parties involved.
3. Resolution of the grievance at the lowest possible level and with the involvement of a minimum of persons.
4. A non-threatening environment in which to raise grievance issues.

B. Coverage

1. This grievance procedure applies to all full-time and part-time teaching faculty.
2. Adjunct faculty and those faculty with one-year contracts are not covered by this grievance procedure except in the case of issues related to academic freedom and/or purported violations of Federal or State Law.

C. Grievance issues include but are not limited to the following:

1. Disciplinary actions, including written warnings placed in a faculty member's file, and terminations, when the faculty member questions the legality and appropriateness of the action;
2. Alleged violations, misinterpretations, or inequitable applications of a policy affecting a faculty member;
3. Discrimination against a faculty member because of race, color, religion, national origin, sex, age, or disability.

D. Grievance Advisor

A faculty member who initiates the grievance procedure may invite any faculty colleague to join the process for support and counsel.

Procedure

A. Should a grievance arise, the faculty member should make a reasonable effort to resolve the conflict with the party or parties involved. Informal discussion with the Department Chair, Program Director holding faculty rank, the Dean of the Undergraduate College or the Dean of Graduate Programs, and/or the Vice-President for Academic Affairs/Provost should always be employed prior to the initiation of the formal grievance procedure.

B. If the informal procedure proves to be unsuccessful, the faculty member should present the grievance to the respondent in writing, with a copy to the Chair of the Faculty Senate, the Dean of the Undergraduate College or the Dean of Graduate Programs, and the Vice-President for Academic Affairs/Provost. The Chair of the Faculty Senate may act as a mediator to resolve the conflict.

C. If the grievance is not resolved with the mediation of the Chair of the Faculty Senate, the Chair may, at the grievant's request, no later than ten days following the mediation to resolve the grievance, present the grievance to the full Faculty Senate for consideration and possible resolution. By a simple majority vote, the Faculty Senate may rule that the grievance:

1. Has no merit and should not be further pursued with the Senate's involvement;
2. Has merit, and the resolution proposed with the mediation of the Faculty Senate Chair should be accepted by all parties involved;
3. Has merit and should be pursued on a higher level.

D. If the Faculty Senate votes to pursue the grievance on a higher level, the Faculty Senate will make a recommendation, normally within thirty (30) days. The Chair shall present the grievance and a recommendation from the Senate in writing to the President of the University with copies to the Dean of the Undergraduate College or the Dean of Graduate Programs, the Vice-President for Academic Affairs/Provost, and the grievant within seven (7) days following the Senate's decision.

E. Upon receipt of the grievance and the recommendation from the Faculty Senate, the President of the University will normally respond to the grievance within thirty (30) days with written copies sent to the Chair of the Faculty Senate, the grievant, the Dean of the Undergraduate College or the Dean of Graduate Programs, and the Vice-President for Academic Affairs/Provost.

F. If the grievant is unable to satisfactorily resolve the conflict on the basis of the decision of the President, the grievant may, within thirty (30) days after the President's decision, appeal the grievance to the Executive Committee of the Board of Trustees.

2.7 Standing Boards, Councils, and Committees

A. Responsibility and Term of Service

1. All standing boards are responsible to the Faculty Assembly and report recommendations and results of deliberations to the appropriate member of the Executive Leadership Team when applicable.
2. Reports to the Faculty Assembly will be made as needed and will be submitted in writing and/or orally.
3. It is the responsibility of all faculty members to serve as elected by their respective college/program to the standing boards. The term of office is one academic year unless otherwise indicated in the description.
4. A request for the resignation of a faculty member from a board should be sent, in writing, to the chairperson of the board, with copies to the Vice-President for Academic Affairs/Provost, and the Dean of the Undergraduate College or the Dean of Graduate Programs. If the resignation is accepted, a replacement is elected by the Faculty Assembly.

A. Nomination and Election

(revised April 28, 2015, updated April 30, 2024)

The Faculty Senate has oversight of the faculty nomination and Election Process.

The Elections Process is composed of four distinct phases:

Phase I January---February: Faculty Senate members are elected, including the Chair and Vice-Chair.

Phase II March: Members are elected for committees/boards/councils that fall under the Faculty Senate.

Phase III March: Chair positions elected by the Faculty Assembly are filled.

Phase IV Summer: Members for committees/boards/councils that fall under the Office of Academic Affairs are appointed and the remaining chair positions are selected.

The election process for the following committees/boards/councils is managed by the Faculty Senate. Membership requirements for each are described in the Pfeiffer University Faculty Handbook sections [1.1](#), [1.2](#) and [2.7](#)

- 1) Faculty Senate
- 2) Curriculum Board
- 3) Promotions & Contracts
- 4) Faculty Handbook
- 5) Honor Board

- No faculty holding the rank of visiting assistant or assistant professor may serve on more than two boards, councils, or committees concurrently.
- Faculty holding the rank of associate or full professor may serve concurrently on a third board, council, or committee at their own discretion.

The following committees/boards/councils membership is determined as described in the Pfeiffer University Faculty Handbook section [2.7](#) Standing Boards and Committees and membership is coordinated by the Office of Academic Affairs:

- 1) Admissions Review Board (Undergraduate)
- 2) Athletics Policies Board
- 3) Internal Review Board (IRB)
- 4) Inclusiveness/Diversity
- 5) Ad Hoc (Unless otherwise specified)

For the following boards, membership is determined as described in the Pfeiffer University Faculty Handbook sections [1.2](#) and [2.7](#):

- 1) General Education Committee
- 2) Teacher Education Board
- 3) Graduate Curriculum Committee

Below are the recommended steps and timeline the Faculty Senate may take in fulfilling their duties (these are subject to the judgment of the Faculty Senate and may be revised as needed):

Elections Process Initiated (early January)

Descriptions of each committee/board/council are sent to all Faculty, including the purpose of each committee/board/council, eligibility requirements, and open positions for the next academic year. This document will also include a list of all those currently serving on each committee/board/council. The purpose of this step is to assist all faculty members in familiarizing themselves with each committee/board/council to determine which might be the best fit, given each person's interests and unique skills. An Elections timeline and description of the Elections Process will also be distributed.

Phase I: Faculty Senate members are elected. (January--February)

Step #1: Faculty are asked to submit nominations for open Faculty Senate positions via e-mail.

Step #2: Nominees are asked whether or not they accept or decline their nominations via email.

Step #3: Online voting takes place for Faculty Senate positions.

Step #4: Newly elected Faculty Senate members are announced via email.

Step #5: Faculty Assembly members submit nominations for the Faculty Senate Chair position.

Step #6: Faculty Senate Chair nominees submit a current photo and up to a 250-word platform describing their plans for the Faculty Senate, including their related experience.

Step #7: Faculty Senate Chair candidates present their platforms to the Faculty Assembly through a video conference meeting.

Step #8: Online voting takes place and Faculty Assembly members elect the Faculty Senate Chair for the next academic year.

Step #9: Faculty Senate members submit nominations for the Faculty Senate Vice-Chair position.

Step #10: Faculty Senate Vice-Chair nominees submit a current photo and up to a 250-word platform describing their plans for the Faculty Senate, including their related experience.

Step #11: Faculty Senate Vice-Chair candidate platforms are distributed to the Faculty Assembly.

Step #12: : Online voting takes place and Faculty Assembly members elect the Faculty Senate Vice-Chair for the next academic year.

Phase II: Members are elected for committees/boards/councils that fall under the Faculty Senate. (March)

Step #13: Nominees are accepted for the committees/boards/councils that fall under the Faculty Senate.

Step #14: Nominees are asked whether or not they accept or decline their nominations via email.

Step #15: Online voting takes place for these positions.

Step #16: The election outcome is announced via email.

Phase III: Chair positions are elected for committees/boards/councils. (March)

Step #17: Nominations are accepted for Chair positions that are elected by the Faculty Assembly, including the Curriculum Board, and Promotions & Contracts.

Step #18: Online voting takes place for these positions.

Step #19: The election outcome is announced via email.

Phase IV: Members for committees/boards/councils coordinated by the Office of Academic Affairs are appointed (summer).

Step #20: A representative from the Office of Academic Affairs coordinates the online selection of the remainder of the committees.

Step #21: An updated list of committee/board/council membership, including terms, is posted on Blackboard.

Additional Notes:

- 1) The President appoints administrative members of standing boards.
- 2) Student members are selected by the SGA (Student Government Association).
- 3) The Vice-President for Academic Affairs/Provost or a designated representative is an ex-officio member of all boards/committees/councils.

C. Organization and Records

1. After the first meeting of the Faculty Assembly, the convener (person whose last name is closest to the beginning of the alphabet) calls a meeting of the Board or contacts the appropriate staff director to initiate the meeting. At this organizational meeting, the board elects a chair and a secretary. Minutes of all meetings are submitted to the Secretary of the Faculty Senate, to each member of the board, to the President, and to the Office of Academic Affairs. Ex-officio members of the boards have full voting and membership rights.
2. All standing boards, councils, and committees shall convene an initial meeting by the end of September.
3. The secretary of each board sends two copies of the minutes of each board meeting to the secretary of the Faculty Senate, who distributes the copies to the Faculty Senate file and the University Archives. Board secretaries keep complete files of all minutes and other board records to be passed on to the new secretary of the board the following academic year. Boards distribute minutes to all faculty members only when matters of board business are of interest or concern for the entire faculty.

D. Admissions Board (Undergraduate College)

The Admissions Board makes recommendations to the Vice-President of Enrollment Management concerning applicants who are not automatically admissible to the University, recommends admissions policies, and examines issues dealing with admission and retention of students. The recommendations of the Admissions Board are reported to the Vice-President of Enrollment Management and the Faculty Assembly as needed. The board is initially convened by the Vice-President of Enrollment Management.

Membership for Domestic Admissions:

1. Three faculty members
2. Registrar
3. Director of the Student Success Center
4. Vice-President of Enrollment Management

Membership for International Admissions:

1. One faculty member
2. Registrar
3. Director of the Student Success Center
4. Vice-President of Enrollment Management

E. Athletics Policies Board

(updated October 20, 2023)

The Athletics Policies Board recommends policies governing intercollegiate athletic activities and serves as an advisory body to the Director of Athletics. Recommendations from this board are reported to the Vice-President for Academic Affairs/Provost, the Academic Leadership Team, and the Faculty Assembly as needed. The Athletics Policies Board will be initially convened by its chairperson.

Membership:

1. The Board Chairperson is to be appointed by the President to serve as University faculty representative to USA South and the NCAA.
2. Two faculty members who do not have any coaching or other intercollegiate athletics-related responsibilities.
3. Director of Athletics
4. Vice-President for Finance/Chief Financial Officer (CFO)
5. The Registrar
6. An Athletic Head Coach, appointed by the Athletic Director
7. The Director of Compliance.
8. One student

F. Teacher Education Board (TEB)

The Teacher Education Board provides leadership in administering the program of teacher education; develops regulations governing the admissions, selection, and retention of students in the program; evaluates the education curriculum and recommends changes as necessary to keep programs consistent with the latest guidelines governing teacher licensure, and serves as liaison between the Education Unit and the other departments involved in Teacher Education. This Board is convened by the Chair of the Department of Education and the position of chairperson is elected annually among the licensure areas represented. The Board reports to the Vice-President for Academic Affairs/Provost. The Teacher Education Board meets and reports recommendations to the Faculty Assembly as needed.

Membership:

1. All faculty in Elementary, Special, and, Secondary Education and one faculty member representing each area of teacher licensure. In addition, faculty who teach methods courses required for teacher education licensure will be members of the Board.
2. Chair of the Department of Education
3. Representative of a local school system

G. Institutional Review Board for the Protection of Human Subjects (IRB) (Revised December 9, 2014, updated April 30, 2024)

Pfeiffer University is committed to following high ethical standards in fulfilling its mission of teaching, research, and public service. This commitment is safeguarded by the Institutional Review Board (IRB). The IRB reviews the ethical suitability of all projects (research, simulation, or training) involving human subjects or participants.

Membership:

1. The Institutional Review Board (IRB) at Pfeiffer University shall consist of three (3) representatives from each of the academic divisions. The Provost shall appoint two additional members to the IRB as chairperson and vice-chairperson.
2. Each dean of an academic division shall recommend faculty members to the Provost to represent that division on the Institutional Review Board. Upon receipt of all of the division nominations, the Provost will review the committee composition and finalize the division appointments. The Provost will then appoint two additional committee members to serve as chairperson and vice-chairperson.
3. Members of the Institutional Review Board are appointed for two-year terms. A member may be appointed to multiple consecutive terms. The chairperson and vice-chairperson of the IRB are appointed for two-year terms. The chair and vice-chair may be re-appointed for additional two-year terms.

The President or his/her designee will review the composition of the IRB to ensure that it includes at least one member who has a background in science, one member who has a nonscientific background, and members who are familiar with the academic areas from which projects are likely to originate.

Please see the [Academics](#) section on my.pfeiffer for more information and the different applications.

H. General Education Committee

(Added February 28, 2011; revised May 10, 2018, revised May 2, 2023)

The General Education Committee is an undergraduate committee whose primary responsibility is to work in collaboration with the Office of Academic Affairs to provide oversight of the undergraduate General Education Program.

Membership: The committee will be comprised of six (6) members who represent undergraduate components of the following departments and positions: Humanities; Social & Behavioral Sciences; Education, and Math and Natural Sciences; the director of General Education and the General Education Data Manager. In addition to these six(6), the director of the QEP should also serve on this committee.

Committee members should serve the term of two (2) academic years, and up to three (3) consecutive terms. Administrative members (director, general education data manager & director of QEP) would serve as long as they fill these roles. Service on the committee should be staggered so there are always experienced members serving. Members representing the departments should be elected by the respective departments and approved by the faculty assembly in the late spring of each academic year.

Responsibilities:

- To review all proposals from departments and programs requesting that individual courses and/or course sequences be counted for General Education Program credit, and to forward these recommendations to the Curriculum Board
- To conduct a systematic review of the General Education Program by examining existing courses on a regular, rotating basis, and recommending curricular changes based on assessment of student learning outcomes.
- To review and approve proposals for curricular changes in general education, including changes resulting from revisions of existing courses and proposals for admitting additional courses into the program after these courses have been approved by the Curriculum Board.
- Monitoring the development and application of methods for assessing the proficiency of students' skills to ensure that waivers of required skills courses, with or without retroactive credit, are appropriately granted.
- Establishing, reviewing, and setting assessment goals for the General Education Student Learning Outcomes.
- Defining standards and policies for the Foundation Skills Requirements of the University General Education Program

I. Inclusiveness/Diversity Committee

(Added February 28, 2011)

The Inclusiveness/Diversity Committee is charged to ensure that the University is equitable in its practices to promote diversity/inclusiveness in all practices associated with students, faculty, staff, and community members.

Membership

1. Three faculty (one from each campus location).
2. A representative from the staff relations committee.
3. A Student elected by the Undergraduate Student Government Association (SGA).
4. Student representatives from both Graduate and Adult Professional Programs (Degree Completion).

Responsibilities

- Reviewing and reporting on the efforts of faculty to ensure and promote diversity.
- Reviewing and reporting on efforts of admissions and other administrative branches to recruit and retain a diverse student body.
- Promote efforts to build a campus culture that promotes equality, inclusiveness, and diversity by reviewing student life, student organizations, and student ministries and reporting findings.
- Recommending the establishment of policies and procedures addressing issues of equality and diversity among faculty, and assisting in developing these where appropriate

The Inclusiveness/Diversity Committee may address actions and statements within the University that disempower or disaffirm anyone based on that person's group membership by:

- Observing University communication and recommending language that may be more appropriate;
- Reviewing the intellectual, social, and spiritual events on campus and suggesting means of enhancing diversity where appropriate;
- Advocating against discrimination;
- Serving as a resource for information and moral support on issues related to group identity and diversity.

J. Honor Board (Undergraduate)

(Added April 28, 2011, updated April 30, 2024)

Purpose

The purpose of the Honor Board is to hear cases involving the violation of the University Honor Code. These violations often include, but are not limited to, cases of cheating, plagiarism, falsification of class attendance records, “giving or receiving of unauthorized help,” and lying to faculty and staff in issues related to academic responsibilities. Honor offenses often occur in the context of the classroom but may involve any aspect of a student’s academic life at the university.

Membership

The voting membership of the Honor Board shall consist of the Vice-President of Academic Affairs/Provost, two faculty members, and two students. The faculty members are elected by the full faculty assembly at the first meeting of the academic year, and the student representatives are selected by the Director of the Honors Program from current student members of the Honors Program. The Director of Academic Support Services serves as the coordinator and as an ex-officio member of the Honor Board.

Duties

1. To review and resolve issues related to the violation of the Pfeiffer University Honor Code filed by members of the faculty.
2. To review and resolve issues related to the violation of the Pfeiffer University Honor Code filed by students/staff.

Procedures

Any student/staff member wishing to report a violation of the Honor Code should contact the Director of Academic Support Services who will instruct the student/staff member to write a letter to the Honor Board outlining the nature of the complaint. If the complainant is a faculty member, the professor should also contact the Director of Academic Support Services. Upon receipt of a complaint, the Director will instruct the faculty member to contact the office of the

Provost to determine if the student in question has ever been previously convicted of a violation of the University Honor Code. If there has been a previous offense, the case must proceed to the Honor Board. However, if the incident is a first offense, Pfeiffer University allows the faculty member to offer to adjudicate the case if he/she so desires. If the faculty member chooses to adjudicate the case, there are several restrictions:

- (a) The faculty member and student charged must both agree to faculty adjudication.
- (b) The student and faculty must complete an Academic Dishonesty Form in which the student pleads “guilty” to the charge and accepts faculty adjudication.
- (c) The faculty member may only assign either a “zero” on the assignment in question or an “F” for the course in question. The choice of which of the two outcomes is most appropriate rests solely in the judgment of the professor. If neither of these punishments is appropriate for the violation in question, the case should be referred to the Honor Board. If the behavior represents a second or higher potential violation of the Honor Code, the case must be referred to the Honor Board.
- (d) All verdicts of the Honor Board are subject to review by the Honor Appeals Board and the Provost.

For the official Honor Board policy, see the [Student Handbook](#).

Confidentiality Policy

All materials, testimony, and outcomes discussed within the Honor Board sessions are to be held in strictest confidence by the members of the Board.

K. Policy and Faculty Handbook Committee (revised January 29, 2013, updated April 30, 2024)

Purpose:

The Policy and Faculty Handbook Committee is a standing committee of the Faculty. This committee is charged with carrying on continued study of the Faculty Handbook with a specific focus on policies and procedures found within the handbook. The Policy and Handbook Committee is the channel for the amendment or revision of the Handbook.

Responsibilities:

- Meet on a monthly basis to discuss Policy and Faculty Handbook changes. The Vice-Chair of the Faculty Senate is the coordinator and presiding member of the committee.
- The Vice-Chair of the Faculty Senate will appoint a secretary for the committee during the first called meeting of the academic year.
- Consult with faculty and groups of faculty in order to provide opportunities for faculty to comment on issues in the handbook that deserve attention. This includes but is not limited to the Chair of the Faculty Senate, the Provost, and the Deans and Directors. This is done throughout the academic year to ensure the

policies and procedures within the handbook align with the overall mission and vision of the University and the Faculty of Pfeiffer University.

- Receive and review proposed changes to the Handbook on matters of governance, faculty services, policies, and responsibilities. Proposed changes may come from five (5) or more faculty members, the Faculty Senate, or the Administration.
- Provide records of change in the Handbook (source, content, and approval).
- Maintain all changes to the Handbook throughout the semester.
- Minutes of the Faculty Handbook Committee are sent to the Chair of the Faculty and the Provost.
- The committee reviews all statements to ensure that the integrity and spirit of the Handbook language is maintained and will record such statements for incorporation in the new Handbook editions when so directed by the Faculty Senate.
- The committee is also responsible for codifying the records of changes in the Handbook, providing a record of the source, content, and approval authority of each revision, and monitoring and recommending policies and procedures for future Handbook revisions.
- Ensure all unfinished business is complete prior to the closing of the academic year and that the final handbook is approved for the following academic year.
- Ensure the final handbook is submitted to the Provost for approval by the Board of Trustees prior to the close of the academic year.

Membership:

Membership on this committee will consist of the following elected for a two (2) year term:

- Vice-Chair of the Faculty Senate (serves as the coordinator and presiding member of the committee.)
- 1 senator elected by the Faculty Senate (graduate if the Vice-Chair is undergraduate, undergraduate if the Vice-Chair is graduate)
- 2 elected faculty members from the Undergraduate College
- 1 elected faculty member from the Graduate School
- The Secretary of the Faculty Assembly is an ex-officio member of the committee
- Vice-President for Academic Affairs/Provost is an ex-officio member of the committee as well as the Faculty Chair.

L. Pfeiffer Journey Committee

(added May 2, 2023, updated April 30, 2024)

Purpose:

This committee is responsible for the oversight of the four-year developmental model that guides the undergraduate experience, both the academic and co-curricular program (Pfeiffer Life).

Membership:

Membership should include the following:

- a. The Director of the Pfeiffer Journey
- b. The Director of Career Services
- c. The Chaplain
- d. An individual from either Advancement or Student Development
(this could be alternating appointments for a one-year term)
- e. A faculty member who teaches in physical education or a Coach (this could be an alternating appointment for a one-year term)
- f. A faculty member from the Humanities (alternating for a two-year term)
- g. A faculty member with an interest in Global and Cultural Awareness (alternating for a two-year term)

This body would be formed by appointment and positions filled during the Spring of each academic year to prepare ahead for the following year.

M. Ad Hoc Committees

Other committees may be appointed, as necessary.

2.8 Instructional and Classroom Management

2.8.1 Advising

- A. Referrals - Faculty may refer students to the Office of Student Success for tutoring, assistance with communication skills, and preparation for the Praxis.
- B. Office Hours - During the first week of classes each semester, all faculty serving as academic advisors should be in their offices as much as possible in order that advisees can see them about any necessary schedule changes. Full-time faculty are expected to schedule a minimum of six (6) hours in the office each week, spread over at least four (4) days. During the first week of classes, faculty are expected to post their office hours and send copies of their schedule for the term, including office hours, to the Vice-President for Academic Affairs/Provost, the Department Chair, and the Dean of the Undergraduate College or the Dean of Graduate Programs.
- C. Interpretation of the Catalog - The Registrar is the official interpreter of the University catalog. Differences in interpretation may be referred to the Office of Academic Affairs.
- D. Guidelines for Faculty Advisors - There are several general guidelines that have been developed to give coordination to the advising system. These guidelines are given below as assistance to the advisor. Faculty will also receive a copy of the Advising Manual.
 - a. Know the contents of the catalog and the student handbook (at [my.pfeiffer](#)).
 - b. Know the contents of the university catalog and in particular, know which courses in the catalog fulfill which requirements.
 - c. Make certain that students fully understand the system for evaluating academic progress, including the numerical symbols that denote averages. For example, 2.0 signifies that the student has earned an average of 2.0 quality points per semester hour (SH), which is equivalent to the average (cumulative) that must be obtained in order to graduate.
 - d. Meet with each advisee **AT LEAST** two times each semester to:
 - i. Provide general academic counseling.
 - ii. Assist with pre-registration for the next semester. Students should be appropriately counseled concerning the courses and schedule before the advisor signs the registration card.

- iii. Discuss academic progress, including classwork and Pfeiffer Life. Advisors should plan ahead with the advisee and prepare class schedules at least two years in advance.
- iv. Point out “danger areas,” such as a low semester and/or cumulative average and a low rate of accumulation of Pfeiffer Life units.
- e. Maintain accurate records for each advisee. If advisors do not have adequate information, such as grade records and transcripts from other institutions, they should consult with the Registrar.
- f. Have course substitutions approved through the appropriate channels. Forms for substitutions can be secured from the Registrar and substitutions must be approved by the advisor, the Chair/ Director/Dean of the Undergraduate College or Dean of the Graduate Programs, and the Vice-President for Academic Affairs/Provost.
- g. Help advisees download a preliminary degree audit from [my.pfeiffer](#) to make sure that the student is on track for graduation. In addition, assists advisees with the Student Graduation Application (Degree Audit) which must be submitted to the Registrar’s Office one year prior to graduation.
- h. Assist students by counseling them on career opportunities, methods for job searching, and university resources. Faculty who serve as Freshmen Mentors teach a section of Freshmen Seminar. Mentors are expected to meet more often with students and to offer special social opportunities to Freshmen. They receive a Mentoring Manual which provides information about the mentoring process.

E. Academic Forms

Advisors must be knowledgeable about the following forms used by the Registrar’s Office. The academic unit to which the form applies is noted (UG for Undergraduate, GS for Graduate Studies).

- Registration Changes form – to be used to add or drop courses until the sixth (6th) day of the semester.
- Application for W Grade - Students in the first semester of their Freshmen year at Pfeiffer -will receive a W rather than WP or WF Withdrawals from courses start on the seventh (7th) day of the semester through the last day for withdraws (twenty eight (28) calendar days before last class). Must be preceded or accompanied by a Course Withdrawal Form. WF counts as an F on record; WP and W do not calculate in GPA. “W” grades may have a negative impact at the time the University calculates the student’s Satisfactory Academic Progress.
- Incomplete forms - to be filed at final grade report time if an “Incomplete” is requested by the student. Note that approval of the Vice-President for Academic Affairs/Provost is needed for an “I” to be issued. If an “incomplete” is not completed by the mid-point of the next semester, it becomes an “F.”
- Suspension form - students have thirty (30) days from the beginning of classes to provide proof of immunization. The Office of Student Affairs will notify the instructor via email, to bar the student from class until in compliance with this state law.
- Class rosters are available at [my.pfeiffer](#). Faculty must use the official online rosters to take

attendance every day. Rosters also show any students in “waitlisted” status. Instructors must contact the Registrar with a decision to allow waitlisted students in the course or to drop them. If the student’s enrollment status on the roster is Current, the student is fully enrolled in the class.

- On the 10th day of the semester, instructors are required to print their class rosters from [my.pfeiffer](#) and identify students who have never attended the course. The Registrar sends instructions at the beginning of each semester explaining how to complete this Roster Verification Process.
- Application for Degree - Student Graduation Application(Degree Audit) form must be submitted to the Registrar’s Office one year prior to graduation.
- Course Substitution - Lists substitutions for a required course in major/minor. This step must be done as soon as it is determined that a course substitution will be necessary and before the student registers for the intended substitute. All Course Substitutions must be approved by the VP of Academic Affairs/Provost or designee. A limit of 2 courses (6sh-8sh) may be substituted.
- Directed Study/Independent Study - Two (2) parts – a form and regular-sized piece of paper listing requirements and signatures needed for approval.
- Official Withdrawal – The Registrar’s Office will notify the appropriate faculty and advisor that a student has officially withdrawn from school. Instructors will be required to answer with a last date of the student’s attendance.
- Transcript Request form - Students make an online request (required by The Privacy Act) to send their academic record elsewhere, at [www.getmytranscript.com](#).
- Transcript - The academic record for students. There are two (2) versions: the official and the unofficial. Unofficial transcripts are available only to students currently enrolled and only at [my.pfeiffer](#).

2.8.2 Attendance Policy

Undergraduate Attendance Policy (Updated May 10, 2018)

To ensure academic success students are expected to attend and participate in all class sessions. Attendance policies are set for each course by faculty members and should be printed in the syllabus and announced at the beginning of each term. It is the student's responsibility to know the attendance policy in a particular course.

Addendum (added May 2, 2023, updated April 30, 2024)

- *Document attendance in Blackboard for every class meeting
- *Document the last date of attendance when a student earns a grade of F.
- *Faculty must keep attendance records for all courses until the grade dispute window has closed.
- *Program coordinators and chairs must ensure that attendance policies are consistent across all sections of the same course.
- *Students who miss class due to an official university-sanctioned event must be afforded a means of making up lost course content and requirements, except as designated by the Education and Nursing departments and as part of music ensembles. Students are responsible for contacting their instructors to determine the means of making up course content and requirements.
- *Official university-sanctioned events are those academic events designated so by the Provost in collaboration with Athletics and the Athletics Policies Board.

Graduate Attendance Policy (Updated May 10, 2018)

To ensure academic success students are expected to attend and participate in all class sessions. Attendance policies are set for each course by faculty members and should be printed in the syllabus and announced at the beginning of each term. It is the student's responsibility to know the attendance policy in a particular course.

Addendum (added May 2, 2023)

- *Faculty must keep attendance records for all courses until the grade dispute window has closed.
- *Program coordinators and chairs must ensure that attendance policies are consistent across all sections of the same course.
- *Students who miss class due to an official university-sanctioned event must be afforded a means of making up lost course content and requirements, except as designated by the Education and Nursing departments and as part of music ensembles. Students are responsible for contacting their instructors to determine the means of making up course content and requirements.
- *Official university-sanctioned events are those academic events designated so by the Provost in collaboration with Athletics and the Athletics Policies Board.

For more information, please see [The Office of Teaching, Learning, and Innovation \(oTLI\)](#).

2.8.2 Class Scheduling and Academic Credit

Federal Credit Hour Definition:
(Added April 30, 2012)

As of July 1, 2011, Federal Law (600.2 and 600.4) requires all accredited institutions to comply with the Federal definition of the credit hour. For all Pfeiffer University degree programs and courses bearing academic credit, the “credit hour” is defined as “the amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than: One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one-quarter hour (1/4) of credit, or the equivalent amount of work over a different amount of time; or At least an equivalent amount of work as required in paragraph one (1) of this definition for other academic activities as established by the institution, including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.”

A. Class Schedules

- The planned course offerings and anticipated faculty teaching assignments are developed each Fall and Spring for Albemarle, On-Line, and Misenheimer Campuses, and recommendations are made to the Vice-President for Academic Affairs/Provost. Deans/Directors consult with Department Chairs and other faculty members in their Departments or Programs to review the projected course offerings and make any needed adjustments. These are submitted to the Registrar Eight (8) weeks prior to the end of each semester. The Registrar’s Office establishes the overall schedule to meet the needs of the University as a whole.
- Classroom assignments are made by the Registrar and requests for specific classrooms should be included along with the proposed class schedules each term.
- Classroom assignments are made to meet the enrollment needs and scope of each class. In ALL cases, the Registrar should be consulted for classroom assignments.

B. Classroom and Time Changes

- Once the master schedule has been established, changes in meeting times and places, including additions and deletions and correction of errors, may be made only by the Registrar. This does not include occasional variations to accommodate special pedagogic needs.

C. Class Size

- The maximum enrollment for classes is established by the Registrar in consultation with the instructor, the appropriate Director/Dean, and the Vice-President for Academic Affairs/Provost. When the maximum enrollment has been reached, students are waitlisted for the class and are enrolled in the class only with the approval of the instructor and Director/Dean or the Vice- President of Academic Affairs/Provost. All such approvals to enter waitlisted students into a class must be completed within the first six (6) days of class (not to exceed the drop/add period). It is critical that All Faculty check each class roster and make the necessary adjustments for students. In instances where adjunct faculty are teaching in waitlisted classes, it is the responsibility of the Director/Dean to ensure that this policy is enforced.

D. Length of Class Period

- For classes scheduled between 8:00 a.m. and 3:30 p.m., the normal class period on Monday through Thursday is 75 minutes.
- Evening classes for Undergraduate courses and Graduate courses are normally three (3) hours in duration or 45 contact hours.
- Evening classes for the Degree Completion Program are normally four (4) hours in length.

Specialized Programs of Study

E. Directed Study

- Directed studies may be used to enroll in a course regularly listed in the University catalog, but not currently being offered. Directed studies are not normally approved because of an absolute conflict. Appropriate forms for directed studies may be secured from the Registrar. Students enrolled must participate in a panel review at the end of each directed study course. All Directed Studies are subject to approval.

F. Independent Study

- Independent study projects are limited in scope and involve considerable depth of study. Courses listed in the University catalog cannot be taken by independent study. An independent study can be substituted for a required course only with the approval of the Dean and the Vice-President for Academic Affairs/Provost. Forms for independent study are available in the Office of the Registrar. Students enrolled must participate in a panel review at the end of the course.

2.8.3 Faculty Policies And Other Responsibilities

A. Office Assignments (updated October 20, 2023)

Teaching faculty at Pfeiffer University are assigned an office when they are hired. It is the goal of Pfeiffer University to provide private offices that are convenient and comfortable for all full-time teaching faculty.

All office requests (either for yourself or a Department Chair for an adjunct faculty member) should be made to the Provost's Office in writing no later than the 2nd Monday of August.

- An office must be vacant before it can be requested.
- Adjunct faculty must teach at least three courses in order to qualify for a private office.
- If faculty who teach at one campus would like to request an office on another campus, that request should first be discussed and approved by both the Graduate and Undergraduate Dean.
- If more than one request is made for the same office, priority will be determined by full-time (vs part-time) status and seniority (years of full-time service).

Common workspaces are available for adjunct faculty who teach less than three courses. Adjunct faculty are welcome to use and share these spaces, but they are unsecured and should not be used to store valuables. Adjunct faculty should be courteous and share the spaces equitably. Any issues with these shared spaces should be brought to the attention of the appropriate dean.

B. Faculty Identification

Badges

The purpose of the Identification Badge Policy is:

- To provide standards and requirements for the display of identification
- To provide a consistent method of identification
- To provide additional means of establishing a safe community for staff, faculty, and students.
- All staff and faculty will be issued a picture identification badge upon being hired.
- All staff and faculty must wear their badges on the provided lanyard or clip while in University buildings, Cohort Site Locations, or on any campus property.
- The badge must be fully visible and not obstructed by clothing.

C. Accidents

On-the-job accidents resulting in injury must be reported to the Health Services Department within twenty-four (24) hours. This is a requirement of our insurance. Please call extension 3067.

D. Faculty Absences

It is expected that ALL faculty will attend each class during the contracted time.

Emergency:

- Occasionally, a medical or personal emergency arises that necessitates your canceling a class at the last minute. It is critical that the faculty member notify their Dean/Director immediately. If the Dean/Director cannot be reached, then the faculty member should notify the Office of Academic Affairs (Undergraduate and Graduate).

Notifying Students:

- Proactive plans should be made at the beginning of each term to ensure that students will be properly notified of unplanned/planned faculty absences. Examples of immediate cancellation notification for students to be used include: email, text, or phone calls. At all times, a cancellation notice should be placed on the classroom door. In every case, the Dean/Director must be notified immediately. If faculty are teaching at a cohort location, arrangements should be made to notify the Cohort Site Contact regarding the absence, in addition to notifying the Dean/Director.

Medical or Family-Related Absences:

- When faculty are absent from the University due to health or other personal concerns for at least three (3) days, both the Office of Academic Affairs and Human Resources should be notified immediately. Please refer to [my.pfeiffer](#), the All Employees Section, under Forms Forms Forms for the policy/procedures for the Family Medical Leave Act.

E. Faculty with Secondary Employment

Full-time faculty who are serving as consultants or who are employed by someone other than Pfeiffer University must file a form on Secondary Employment with the Vice-President for Academic Affairs/Provost in addition to the Dean/Director. ALL secondary employment applications MUST be approved prior to beginning secondary employment. The University reserves the right to limit participation in secondary employment if it is perceived that such activities will affect primary employment. The form for Secondary Employment can be located on [my.pfeiffer](#), All Employees, Forms Forms Forms, under the Human Resources section, External Employment.

F. Faculty Development

Goals and Objectives Faculty Development funds are provided to enhance the scholarship, service, and teaching of full-time faculty. The goals and objectives of funding are to:

- Allow faculty members to enhance their contributions to the University as teachers, scholars, and advisers;
- Allow faculty to acquire and develop skills for instruction and pedagogy;
- Allow faculty to stay current or to advance their proficiency in areas of competency or related disciplines;
- Support faculty in professional programs to provide professional services that will enhance teaching and learning in the classroom;

- Encourage and support faculty creativity in professional activities;
- Provide retraining for faculty to address new areas of instruction.

Note: Funds are not currently available to cover the costs of tuition/fees associated with advancing the degree status of faculty.

Guidelines:

1. Complete the Faculty Development Form and forward it to the Department Chair who will forward it to the Dean/Director and finally to the Provost for approval.
 - For Cash Advance: Turn in the Cash Advance Form to the Provost in the Office of Academic Affairs at least two (2) weeks before the cash advance is needed.
 - For Reimbursement: Turn in original receipts attached to the check request form to the Department Chair who will forward it to the Dean/Director and finally to the Provost.
1. No more than ten (10) days after the completion of the faculty development experience, a brief summary (see description on form) of professional experiences MUST be completed and submitted to the Provost in the Office of Academic Affairs.

Instructions for Applying for Faculty Development Funds from Pfeiffer University

(updated Spring 2017, updated April 30, 2024)

As a member of the Pfeiffer University faculty, you are entitled to apply for Faculty Development Funds to support continued improvement in your field. Funds are available within the following limits until they are exhausted each year: \$750 for attending a conference, and \$1000 for presenting at a conference. Of these totals, up to \$100 can be used for professional dues. In order to be considered for these funds, complete the Faculty Development Funds Request form (available through my.pfeiffer under “For All Employees, “Forms”) in its entirety including the signatures of the Chair, the Dean, and the Provost. Clearly indicate what funds are requested and for what purpose by following these steps:

1. Faculty Development Funds (FDF) Request Form: Check whether the funds are for travel (e.g., to a conference), professional dues (limited to \$100), or “other”(specify).
 - a. If the funds are for travel, use the next section to denote specific amounts for each category (e.g., transportation, registration fee).
 - i. For *each* section identified, provide accompanying documentation. For example, if you enter an amount on the transportation line (e.g., the cost of an airline ticket), include documentation showing how much the airline ticket costs. If you are using your personal vehicle, include the Google Maps (or other program) directions showing the distance traveled in miles.
 1. Information about what will be reimbursed, and limits can be found on the Instructions page of the Travel Reimbursement Form (available on my.pfeiffer under “For All Employees,” “Forms”).
 - ii. If you are going to a professional conference, attach a copy of a brochure/flyer and/or screenshot of the website showing information on your event.
 - iii. Include *all* costs for the Total Cost Estimate (even if it is more than the allowed limits).
 - b. If the funds are for professional dues, include a dues statement or other documentation showing the cost of the dues.
 - c. If the funds are for “other,” provide a brief description and include supporting documentation.

*******Total Amount of Request (cannot exceed \$750 if attending, \$1000 if presenting)*******

- d. Write a detailed explanation summarizing the nature of the professional program or organization and your participation, including your level of involvement in this activity (e.g., member, officer, attendee, presenter, session leader, etc.). State how participation in this faculty development experience will enhance your professional, departmental, and University goals.
2. Check Request Form (available on [my.pfeiffer](#) under “For All Employees,” “Forms”): The Check Request Form informs the Business Office that a check should be cut for a

particular person/entity, why, and for how much. At the top of the page, indicate the dates the funds are needed (ASAP if reimbursement, specific date if cash advance). Therefore, the Check Request should indicate (1) who is to be paid, (2) for what, and (3) cost. Each Faculty Development Funds (FDF) Request should be accompanied by only one Check Request Form, but you may submit more than one FDF Request at a time.

- a. If you want a payment sent directly to an organization (e.g., professional dues paid directly to the professional organization or registration fee paid directly to conference organizers), clearly indicate this on the Check Request Form and note clearly when the funds are needed.
 - b. If you are requesting reimbursement, you should write in your own name and address.
 - c. For example, if you paid conference registration fees out-of-pocket and want to have your professional dues paid directly, you will submit two FDF Request pdf documents: one FDF Request and Check Request made out to yourself for the conference, and one FDF Request and Check Request made out to the professional organization.
3. Travel:
 - a. If you plan to travel (e.g., attend a conference) at least 1 month beyond the date that your request is considered by the Provost, complete a Travel Advance Request Form (available on [my.pfeiffer](#) under “For All Employees,” “Forms”). Include all documentation showing known or estimated costs (e.g., registration fee may be known, but airline costs are estimated).
 - i. After your travel, you will need to submit a Travel Reimbursement Form (available on [my.pfeiffer](#) under “For All Employees,” “Forms”) to the Business Office, along with copies of all itemized receipts. See further instructions in #7 below.
 - ii. If you plan to travel within the next 30 days, you will need to wait until after your travel to submit your FDF Request.
 - b. If your travel is complete, fill out a Travel Reimbursement Form (available on [my.pfeiffer](#) under “For All Employees,” “Forms”) and include copies of all itemized receipts.
4. After getting needed signatures on all forms (e.g., Program/Department Chair/Dean signs FDF), the faculty member making the funds request is responsible for making sure that the entire packet in one PDF is submitted to the Provost by the 19th day of the month. The Provost will consider the request on the 20th (or the closest business day).

5. You will receive an email indicating whether your request has been approved by the Provost and whether any information is missing. Any missing information should be emailed to the Provost to be included with the rest of your application.
6. If you received professional development funds in advance for travel, once your travel is complete you do NOT need to send anything to the Provost. Instead, you will need to submit a Travel Reimbursement Form (available on my.pfeiffer under “For All Employees,” “Forms”), copies of all itemized receipts, and a summary of the event and your participation (can be the same as the description given to the Chair, Dean/Director or the Provost). Once signed by the appropriate personnel, the entire packet should be submitted to the Business Office within 10 business days of completing the event.
7. Faculty Development fund disputes will go to the Provost for arbitration/ resolution.

G. Overload Teaching Policy

Pfeiffer University holds as its highest priority excellence in teaching. In order to assure high standards of academic excellence, the university does not require its faculty to teach overloads during the regular academic year. However, in cases of program and student needs, faculty may be asked to teach an overload. In all cases, overloads should not be used to supplement faculty pay or serve as a reward, nor should overloads be considered an entitlement. Overloads are only allowable if they are essential to deliver quality education to our students. The process for overloads is as follows:

1. The Dean/Director presents a request for overload to the Vice President for Academic Affairs/Provost for approval.
2. Faculty requested to teach overload classes must be in good standing with the university (i.e., positive teaching evaluations and annual departmental evaluations).
3. Faculty overloads may not exceed one overload course during a semester.
4. Faculty may be asked to teach an overload and either bank the credit hours to be used during another semester or receive additional pay. Specifically, once hours are banked, faculty will be given a course reduction in future teaching assignments.

H. Teaching Load

The University expects a faculty member to fulfill the teaching assignments made by the Provost through their dean, program director, or department chair. In a standard contract, faculty members are expected to teach a minimum of 24 instructional units (IU) and a maximum of 26 IU each academic year. Faculty in certain clinical programs may have different expectations due to accreditation standards or program requirements. Faculty serving in administrative roles may also have reduced teaching loads. Those cases will be outlined in Contracts. If an individual should, as exceptional cases arise, be required to teach additional hours, additional compensation will be rendered. Each semester, program directors and department chairs will submit an IU calculation for each faculty member to the Dean's office. This report will be reviewed and submitted to the Office of Academic Affairs. Faculty who are found to be in overload status will be duly compensated during the May pay period. Faculty who are unable to reach the minimum IU may be asked to teach during the summer session to fulfill their full-time contract or to take on administrative tasks assigned by the Provost or Dean.

Information on teaching load calculations will be housed in the Office of Academic Affairs and can be found via the following link: [Teaching Load Calculation Guide](#) for Faculty at Pfeiffer University.

Changes to IU equivalents will be made only in consultation with the Deans, Program Directors, Department Chairs, and Faculty Senate Chair.

I. Required Faculty Events

In an effort to effectively advance academics at Pfeiffer University, faculty are required and expected to attend the following events, Commencement, Convocations, discipline-specific department meetings, school-specific department meetings, Faculty Assembly, Faculty Conferences (Fall, Winter, and Spring), and any such meetings that enhance the overall academic operations. Attendance will be taken at all meetings and reported accordingly.

- Commencement:

Pfeiffer University holds two commencements each academic year (May and December). Pfeiffer faculty are encouraged and expected to be in attendance at each event.

- Convocation:

Pfeiffer University holds convocation exercises during early fall each academic year. All faculty are required to attend these events and dress in appropriate academic regalia.

Note: Graduate faculty may be excused during undergraduate-focused events. However, the President and Provost reserve the right to request attendance.

Guidelines for Academic Dress and Procession during Commencement and Convocation

- The following guidelines concerning the wearing of academic costumes for academic ceremonies are based on the Academic Ceremony Guide prepared by the American Council on Education.

Caps

- Caps are worn in academic processions and during the ceremony of conferring degrees. Men may remove their caps during prayer, the playing of the National Anthem and Alma Mater, and at other specified times (e.g., during the baccalaureate sermon or the commencement address). It is traditional that all such actions be done in unison.
- The presiding officer gives the cues for removing and replacing the caps.
- Women wear caps at all times.
- Caps are worn straight and on top of the head (not at an angle or on the back of the head) with the tassel on the left side of the cap.

Gowns

- Gowns should be in keeping with the degree held or the degree to be conferred.

Hoods

- Hoods are worn with the color-edging showing in the proper manner.

Processional Line-up

The faculty is divided into groups, according to rank. Within the ranks, the order follows the length of service at Pfeiffer University. Those who entered in rank in the same year are arranged alphabetically.

1. The chief marshal leads the procession.
2. The color guard follows the chief marshal.

3. The divisions of the procession following the color guard are in the order as designated below:

- a. The candidates for the degrees
- b. The faculty
- c. The faculty emeriti
- d. The trustees
- e. The platform participants

3. Student marshals will precede each division.

Seating Arrangements

- 1. The faculty, faculty emeriti and the trustees are on the right side of the aisle, facing the platform.
- 2. The candidates for the degree are seated on the left side of the aisle, facing the platform.

Recessional Line-up

- 1. The chief marshal leads the recession.
- 2. The color guard follows the chief marshal.
- 3. The divisions of the procession following the color guard are in the order as designated below:
 - a. The platform participants
 - b. The trustees
 - c. The faculty emeriti
 - d. The faculty
 - e. The graduates

Processional and Recessional

All persons (platform group, faculty, degree candidates, color guard, and student marshals) remain in place until the appropriate signal to move is given by the chief marshal.

J. The Chief Marshal shall be appointed for a renewable term of three (3) years by the Vice-President for Academic Affairs/Provost to work in cooperation with the President and the Vice-President for Academic Affairs/Provost to coordinate all academic convocations at Pfeiffer University. The Chief Marshal shall hold the rank of Professor or Associate Professor or the status of Faculty Emeriti and, during the term of the appointment, shall receive either appropriate compensation or a reduction in student load.

K. The Faculty Marshal shall be appointed by the Vice-President for Academic Affairs/Provost for a renewable term of three (3) years to arrange the proper faculty line of march for all academic processions. The position shall normally be held by the faculty member with the longest full-time service at Pfeiffer University.

L. Financial Services Information

A budget is developed for each defined academic cost center. Budget requests are developed through consultation with the Department Chair/Program Director and approved by the Vice-President for

Academic Affairs/Provost before submission to the Vice-President for Financial Affairs/Chief Financial Officer (CFO) by the Vice-President for Academic Affairs/Provost for inclusion in the University budget. For all updated policies/procedures relating to travel or reimbursement, please go log into [my.pfeiffer](http://my.pfeiffer.edu) and look under the “Forms Forms Forms” section.

M. Student Assistant Programs

- To the extent that funds are available, the University provides part-time student assistants who may be used for routine clerical duties or laboratory work. Student assistants are grouped into two categories: Work-Study and Pfeiffer Assistants. Applications for such assistance should be made to the appropriate Dean, who presents the Undergraduate College or Graduate Program request to the Director of Financial Aid. Applications should be made by May 1 prior to the next academic year.
- Federal Work-Study Program In order to request a Work-Study student please submit a job description including the following information to the Financial Aid Office – Work-Study Coordinator:
 - Name of the Department
 - Name of the Direct Supervisor and any additional staff that can approve timecards
 - Job Title, Job description, and qualifications (a minimum of five (5) key responsibilities)
 - Number of positions available and approximate number of hours to be worked
 - Work-study students are limited to seven (7) hours a week and cannot work during breaks and other times when the University is closed.
 - Requests for work-study positions can be made prior to the start of each semester and for further information please contact the Office of Financial Aid, at 704-463-3045 or financialaid@pfeiffer.edu
- Pfeiffer Graduate Assistants

The Pfeiffer University Assistantship Program is available to qualified full-time degree-seeking students enrolled in graduate programs at the university. As graduate assistants, students work a number of designated hours within a particular department or program in exchange for tuition credit toward the cost of attendance. Graduate assistantships are assigned individual duties consistent with the needs of a department and the quality and experience of the student. Graduate students have a role as a professional in the university, and the duties of a graduate assistant are consistent with the mission and vision of Pfeiffer University. All graduate assistants should become familiar with the Pfeiffer University Staff Handbook and participate in mandated university-wide training and development.

Most assistantships at Pfeiffer University are part-time, with a limited amount of full-time assistantships. Assistantships are considered to be tuition scholarships and are subject to evaluation by the Office of Financial Affairs. Therefore, it is important that all students understand that the tuition scholarship (assistantship) may affect other forms of financial assistance. Please contact the Office of Academic Affairs for more information.

2.8.4 Incomplete Policy

I = Incomplete - This grade is assigned where satisfactory progress is being made, but due to reasons beyond the student's control, final course requirements cannot be completed in time. Such records must be cleared before the midpoint of the semester following the semester in which the "I" was awarded or the "I" will automatically become an "F". See the academic calendar for the official date of the midpoint.

A "D" may not be used to satisfy requirements of a major. However, a "D" may be used to satisfy General Education requirements and all other requirements for graduation. An "I" (incomplete) may be given under unusual circumstances with valid reason. When the "I" grade is submitted to the Registrar, the instructor must also submit a written reason for the "I," the assignments to be completed, and an estimate of the time required for completing the unfinished course work. If an "I" is not removed by the midpoint of the next semester, it will automatically become an "F." An "I" is calculated as an "F" until it is removed. See the academic calendar for the official date of the midpoint.

(Added January 12, 2012)

For the official Incomplete Grade Policy, see the current [Academic Catalog](#).

(See the Academics section on [my.pfeiffer](#) for the Incomplete Grade Agreement Form)

2.8.5 The Instructional Program: Policies and Procedures

A. Use of Classrooms

Classrooms are shared by all faculty members and should be treated with respect. Faculty should ensure classrooms return to their original set-up as well as turn off any lights or electronic equipment prior to the last student leaving class. All classes that have university-issued electronics should be locked after each use. Faculty should report maintenance needs of classrooms and offices by emailing fixit@pfeiffer.edu

B. Classroom Environment

In order to foster a campus culture that promotes respect and civility, it is important that faculty recognize their responsibility for the management of the classroom environment. Faculty members encounter fewer problems with student behavior when they clearly state their expectations about the importance of demonstrating respect in the academic setting. Such expectations must also be communicated in online class formats.

C. Distance Learning (added May 9, 2019)

Faculty teaching online courses should strive to have regular and substantive interaction with students in their online classes in order to ensure student comprehension of course material and access to course tools. Given the mediated nature of online classes, it is important for instructors to cultivate a sense of presence through effective and regular communication. For more information please contact the [Office of Teaching, Learning, and Innovation](#)

D. Verification Process

All faculty must adhere to the verification process during each academic term. Under NO circumstances should students be allowed to be seated in a classroom unless they are on the course roster. Students must be referred to the Registrar's office if their name is not found. The process is emailed to all faculty by the registrar at the beginning of the Fall and Spring semesters.

E. Attendance

a. Faculty Attendance

- ALL Faculty are expected to attend all classes during the contracted academic period.
- Notification of Class Cancellation: All faculty must notify the appropriate Dean/Director or Cohort Site Contact prior to cancellation of any class. The class cancellation notification process should be determined by each faculty member at the beginning of the term.

b. Student Attendance (updated April 30, 2024)

- Student Class Attendance (Adult Professional/Graduate/Residential)

Within this framework, a school or college may establish additional attendance policies which may be school-or-college-wide or at the discretion of each faculty member.

These policies must meet the minimum, be reasonable, be applied fairly and uniformly in all situations, and be specified in detail in all course syllabi.

F. Syllabi

All programs must follow the proposed guidelines for syllabi construction and each program may add additional guidelines as deemed by the Dean/Director. An electronic copy of the syllabi should be submitted to the Office of Academic Affairs at the beginning of each semester.

Course Syllabi Guidelines

Course Name, Number, Location

Semester/Academic year

Instructor's Name/Campus and/or Office Location

Phone/Email/Web address (if available)

Course Description Goals, Mission, Student Learning Objectives, and Outcomes

Timetable (weekly schedule, assignments, exam dates (to include final exam), key Registrar dates (drop/add, withdrawal, etc.) grading scale

Well-defined attendance policies, honor code statement, classroom expectations (e.g., cellphone, tardiness, late work, etc.), missed exams, class cancellation notification, etc.)

Textbooks, and other materials necessary for class (Must be listed on the syllabi)

Faculty Office Hours/Availability Note: All faculty teaching in all formats (seated, online, cohort, etc.) **MUST** state hours of availability on the syllabus. **NO EXCEPTIONS**

Student Assistance: Disability Services and Learning Assistance

Additional Reading/Research: Include relevant scholarly literature for reference

G. Academic Integrity

Faculty members are responsible for instructing students about the meaning and importance of academic integrity and for maintaining this concept throughout the educational process. Students should be informed at the outset of the course which forms of collaboration are encouraged and permitted in the course and which forms are not permitted. Rules regarding the acknowledgment of sources should be explained. Instances of dishonesty should immediately be given serious attention, not ignored, or humorously tolerated.

Plagiarism and Cheating

- Faculty members who have reason to believe that a student is guilty of plagiarism or cheating must charge the student according to the Student Honor Code. The statement on plagiarism and cheating that follows is contained in the Pfeiffer University Student Handbook (at my.pfeiffer):

“Cheating is willful participation in the unauthorized exchange and/or use of information while working on an examination, test, or project designed to evaluate individual performance. Buying a paper to present as one’s own or selling a paper to be used as such is a deception and is obviously cheating. Cheating and plagiarism are violations of the Honor Code and are subject to the jurisdiction of the Honor Board. The following is a definition of plagiarism: Plagiarism is the attempt of a writer to steal credit for the work of someone else.”

To avoid plagiarism, give credit to all sources used in preparing any paper, whether the paper is assigned as a “documented” paper or not. In addition to giving the source of any factual information or any opinions of authorities in footnotes, enclose in quotation marks any phrases, clauses, or larger units, that are quoted, and document the source of these quotations. Changing the tense of a verb, dropping a subordinate element, or changing a pronoun to a noun does not constitute rewriting of the portion to be paraphrased in the author’s own words. The responsibility rests with the author to compare what is offered with the sources used to make sure that in no instance the organization or phrasing of any source has been followed closely without giving proper credit.

Reporting Violation for the University Honor Code:

- Undergraduate: Office of Academic Affairs
- Graduate: Office of Academic Affairs
- Adult Professional: Office of Academic Affairs

H. Final Exams

1. Schedule of Examinations

- A two-hour time period is established by the Registrar for seated, online, and cohort courses each semester for final examinations. Faculty should ensure that ALL students are aware of the scheduled exam time. Therefore, it is expected that the final exam date be communicated on each syllabus and posted in Blackboard.
- Instructors are required to meet their classes for the assigned periods during examination week to administer an examination. No exam times should be canceled! In the case of online courses, an exam time/period should also be designated for students.
- Each semester a study day is scheduled between the last day of classes and the beginning of the final examination period. No examination or other class meeting may be scheduled or held on the study day or at any time during the examination week other than the scheduled

period for the examination.

Make-up Examinations

No make-up examinations are given under any circumstances.

2. Records of Examinations

- All final examination materials should be kept by instructors for one year. Deans/ Directors must collect final exam materials from part-time and adjunct faculty.
- A copy of each final examination should be submitted to the Vice-President for Academic Affairs/Provost after the examination has been given. If an examination is not given, a written statement should be submitted to the Vice-President for Academic Affairs/Provost indicating how the examination period was used. The examination copies are confidential information and should be handled accordingly.

3. Student Grade Appeal Policy

Please see the [Current Course Catalog](#) for the complete Grade Appeal process.

I. Grade Reports

1. Requirements for Submission

- Mid-semester grade (undergraduate) and attendance reports are due in the Office of the Registrar on the date specified in the official University Calendar.
- Final grades are due in the Office of the Registrar within 72 hours after the completion of the final examination and no later than 24 hours after the last scheduled final exam. Final grades for candidates for graduation are due 48 hours before commencement.

J. Posting Grades

- FERPA protects the privacy of each student's educational records and is not tied to Social Security Numbers (SSN) but rather to any identifier that might provide third-party access to an educational record, thus the same recommendations apply to the use of any common identifier such as a Student ID, etc. There are other violations, however, that faculty must be aware of and seek to avoid. For example, often graded material is left in an office or at the front of a classroom for students. If the grades are visible on the top sheet of an exam, quiz, or assignment, then it is a violation of the student's privacy.
- Blackboard is an excellent method to post student grades.

K. Technology

- The University is committed to providing the appropriate technology resources to enhance student learning.

Misenheimer Campus: Please contact the [Office of Information Technology](#).

Albemarle Campus: Please contact the [Office of Information Technology](#)

L. Textbooks

Students purchase their textbooks from the University Bookstore solely online through <https://www.bkstr.com/pfeifferstore/home>.

Faculty are sent a Blank Course Adoption Form (including adjuncts in the system) for adding texts. Completed forms are emailed to Bookstore@pfeiffer.edu. Where the adjunct has not been identified (Staff listing) Deans and Department Chairs add the texts. Adjunct texts are subject to department review and approval.

Due Dates for adoptions are:

- Spring Term due date is October 15
- Fall Term due date is April 15
- Summer Term due date is March 15

All adoptions should be submitted to 2264mgr@follett.com, or Bookstore@pfeiffer.edu or by contacting Mark McCallum (mark.mccallum@pfeiffer.edu) directly.

M. Emergency Policy

- In the event of weather-related (i.e., snow, hurricane) or other types of emergencies, the Director of Communications will maintain contact with the Vice-President for Academic Affairs/Provost who will determine with the Safety Officer of the University whether classes are to be held. The Inclement Weather Policy can be found on [my.pfeiffer](#) under For All Employees, Policies and Guidelines.

In the event of bad weather, the university may elect to cancel classes, or more likely, may allow off-campus faculty to decide if they will hold classes. Normally, classes are held even in the event of snow.

- When classes are held during bad weather, off-campus students may be asked to use their best judgment on whether they should attempt to attend classes. In such cases, absences by off-campus students will be allowed and work assignments will be rescheduled.

Procedures

1. The University will notify TV stations WSOC-TV (Channel 9) and WBT-TV (Channel 3) and radio stations WBT (AM 1110), WZKY (AM 1580), and WSOC (FM 103.7) only if it plans to close. A decision to close will be made as early as possible.
2. Faculty who find that it is not safe to travel to campus will call the Office of Academic Affairs as soon as possible to cancel their classes.
3. For day students, absences during bad weather will be allowed and work reassigned. Residential students are expected to be in attendance if the class meets.
4. If a faculty member cancels class, he/she should try to find someone to put a note on the office door. If he/she cannot find someone to do this, notify the Office of Academic Affairs. Staff will post a notice.
5. All class cancellation notices will be posted on the faculty member's office door and at the Office of Academic Affairs in Misenheimer.

6. Classes will be made up in the event that individual faculty members cancel classes when the University does not close. The Deans and the Vice-President for Academic Affairs/Provost should be notified of the time scheduled for the make-up session.

7. Other Emergency Situations

In cases of emergency/other situations which could generate news coverage or for which the news media are already contacting the University, the Director of Communications should be called immediately. The Director is the official spokesperson for the University, and as such is the only person authorized to speak for the University. All statements to the press will be made after consultation with the President and, at the President's discretion, members of the Executive Leadership Team. All press seeking interviews with persons on campus are required to seek access through the permission of the Office of Communications.

N. Pfeiffer University Sponsored International Travel

- All international travel must be approved by the Chief Financial Officer (CFO) and the Vice-President for Academic Affairs/Provost regardless of if the travel is Undergraduate or Graduate.
- The University offers a number of international trips for its students. These trips provide firsthand experience within a foreign setting and include on-site lectures and discussions. It also involves the history and culture of the country visited for a better understanding of the social, business, and governmental interactions. Students completing the course (international trip) receive credit hours as stated in the catalog.

Approvals

- Proposed trips for international study must be approved by the Vice-President for Academic Affairs/Provost and the Chief Financial Officer (CFO) and included in the annual budget prior to the year in which the trip is taken. When trips are proposed, the following must be prepared and provided in writing to the Vice-President for Academic Affairs/Provost and the Chief Financial Officer (CFO):

Estimated number of students who will participate

Estimated cost of the trip

Trip itinerary

Trip dates

Faculty/Staff who will attend

The semester in which the student registers for the course receives course credit

- Timing of Trips

Trips must be taken during the semester in which the course credit is received.

- Budgeting

Approved trips must be included in the annual budgeting process prior to the year in which the trip is taken. The following will apply for trips:

The Trip leader needs to provide the estimated number of students participating to be included in the annual budget. Budgets will be adjusted if the expected number of students varies greatly. Total trip expense is determined by the trip leader. Trip expenses should include any and all expenses related to the facilitation of the trip, including but not limited to the below:

- Travel and accommodation expenses (hotel, transportation, etc.)
- Faculty/staff accommodations
- Any Faculty/Staff additional compensation to accompany the students
- Meals and tips
- Cost of event planner (if used)
- Speakers and honorariums
- Any other necessary trip expenses

- GPS (Global Pfeiffer Studies) Policy

Pfeiffer University encourages students to expand their education through international travel. All full-time undergraduate students who meet the below criteria are eligible. Emphasis is placed on academic studies, cultural immersion, language study, and developing exchanges with educational institutions around the world. Students should gain a sense of being immersed into the local culture and “living” in that country. Global Pfeiffer Studies (GPS) may begin with a 2 SH seminar (GPS 200) in the semester prior to the international trip. Trips are typically taken after the conclusion of the spring semester but may also occur in December/January between the fall and spring semesters. Typical destinations are England, Spain, Mexico, China, and the Dominican Republic.

1. All regularly enrolled full-time students who have earned at least 26 semester hours at Pfeiffer are eligible to participate in the GPS Program but students traveling after graduation are not eligible for Pfeiffer funds. Students can use financial aid and student loans to help pay for the program. Students will be responsible for the cost of their passport, insurance, and non-essential spending money.
2. Each year the destinations and surcharges for trips are identified at the course registration period.
3. Students who have traveled under the GPS Program are not eligible for funding toward additional trips
4. To participate in GPS, students must be in good academic and disciplinary standing with a minimum 2.7 GPA.

5. The GPS program is open to any student regardless of seniority. Space is limited in the program. Interested students should fill out an application, which includes an essay on why they are interested in the program. The application, essay, and GPA will be reviewed to determine acceptance to the program.
6. International insurance is required.
7. The GPS course (GPS 200) may be taken 4 (four) times for credit.
8. There will be regular class sessions during the program in the host country and the classes will meet the required contact hours to earn credit. Classes offered may include the history, culture, art, and language of the host country.

- Graduate Trip Policy

Study Abroad Programs

Pfeiffer University supports and encourages students to participate in a study abroad experience. A variety of programs are available from one-week community service projects to semester and yearlong academic opportunities. These programs may carry academic, or Pfeiffer Life credit based on prior approval. Study Abroad programs are available during the regular academic year, during semester breaks, and during the summer.

Details on costs, application procedures, and credit may be obtained through The Study Abroad Office in the Office of Student Success.

A highlight of the Master of Health Administration Program is a seven (7) to ten (10) day international study where students travel to either Austria, Canada, Germany, England, or other destinations under the supervision of Pfeiffer professors.

2.9 Intellectual Property Rights Policy

Introduction

Pfeiffer University is committed to providing an environment that supports the learning, teaching, scholarship, and creative activity of its faculty, students, and staff. Within this context, the Intellectual Property Rights Policy is intended to:

- Encourage excellence and innovation in teaching, scholarship, and creative activities by identifying and protecting the intellectual property rights of faculty, staff, students, and the university;
- Encourage the notion that creative and scholarly works produced at Pfeiffer University should advance the state of knowledge and contribute to the public good;
- Acknowledge and preserve the traditional property rights of scholars with respect to products of their intellectual endeavors (e.g., books, articles, manuscripts, plays, writings, musical scores, and works of art); and;
- Guide policy and process for commercial uses of intellectual property other than the traditional products of scholarly work.

The following Policy covers all types of intellectual property, including, in particular, works protected by copyright, patent, and trade-secret laws. Although the following list is not exhaustive, it provides examples of the kinds of work the Policy addresses: inventions, discoveries, trade secrets, trade and service marks, writings, artworks, musical compositions and performances, software, literary works, and architecture.

Policy

The university owns the rights to all works, inventions, developments, and discoveries (herein referred to as “work” or “works”) created by employees within the scope of their employment (including work-study, graduate assistantships, or part-time student workers) whose creation involves the substantial use of university equipment, services, or resources. This includes any patentable invention, computer-related software, databases, Web-based learning, and related materials, but will not be applied to such traditional scholarly works as books, articles, manuscripts, plays, writings, musical scores, and works of art (from here on, “scholarly works”). The “work-for-hire” rule in the Copyright Act gives the university ownership of the copyright to copyrightable works produced by any employee within the scope of his/her employment. (See “I.” below for “ownership of intellectual property” and “II.” for “scope of employment.”) However, in the case of scholarly works, the University cedes copyright ownership to the author/creator(s). It is not the intent of this Policy to change the relationship between author/ creator and the university that has existed through the years in relation to copyright ownership of scholarly works.

The use of university equipment, services, or resources is “substantial” when it entails a kind or level of use not ordinarily available to all, or virtually all, faculty, staff, and/or students. (See “III.” below for “substantial use.”) Where a question arises as to whether a particular work involves “substantial use” or falls within the “scope of employment,” the matter shall be referred to an ad-hoc committee comprised of two members of the faculty or staff selected by the author/creator, the Vice-President for Academic Affairs/Provost or designee, and a representative of the Faculty Senate or designee.

When employee-created intellectual property results from third-party grants, contracts, or awards made to the university, the intellectual property is owned by Pfeiffer University unless a written agreement involving the university, the employee, and the sponsor establishes an alternative ownership arrangement. No such agreement shall be entered into without the review and approval of the Vice-President for Academic Affairs/Provost.

A compilation is a work formed by the collection and assembly of university-owned and individual-owned intellectual property in such a way that the resulting works as a whole constitutes an original work. If work is a compilation, each contributor shall retain all ownership interests in his/her intellectual property; but by allowing the work to become part of the compilation, he/she thereby grants a non-exclusive, royalty-free license to the university for use of his/her contribution. While the university shall own rights to the compilation, it shall own no rights to the underlying work beyond said license and will share any net proceeds from the compilation as described below.

If an employee creates intellectual property, other than a scholarly work, which may lead to commercial development, then he/she is expected to notify immediately his/her Department Chair or Program Director and the Dean of his/her Undergraduate college or Graduate Programs in order to provide them with sufficient information to permit the university to evaluate the work, both its ownership and its commercial potential, and, if appropriate, to take steps to protect the university's intellectual property rights. If ownership rests with the university, but the university elects not to exercise its ownership rights, then ownership rights and responsibilities related to patenting, copyrighting, and licensing shall revert to the author(s). In such a case, the university retains an nonexclusive, royalty-free right to use the work for non-commercial purposes.

In the case of employee-owned intellectual property, the author/creator may petition the university to accept the assignment of ownership rights and the attendant control of and responsibility for development. The university, however, is under no obligation to accept this assignment and would do so only when independent evaluation indicates that accepting the assignment would further the mission and work of the University.

Revenue Sharing

The university wishes to encourage excellence and innovation in teaching, scholarship, and creative activities and to support the notion that works produced at Pfeiffer University should be used for the greatest possible public benefit. In the context of these aims, the university endorses the legitimate expectation of employee authors/creators to share in any net revenues produced by licensing or other development of intellectual property. Accordingly, for any work in which the university asserts ownership interest under this Policy, the university and the author/creator(s) will share any annual net revenue (revenues less recovery of all legal and other costs involved in protecting the intellectual property rights of the work, licensing costs, and other directly related administrative costs) with 50% of such revenue going to the author/creator and 50% going to the university, unless different contractual agreements have been reached in relation to particular works.

If a work involves more than one employee as author/creator, the author/creators will divide their share equally unless they provide the university with an alternative revenue distribution agreed upon by them. Use of net revenues received by the university under this Policy shall be restricted to the support of scholarly, research, or creative activity on the part of faculty, staff, and/or students.

Recognizing that this area is complex and rapidly evolving, Pfeiffer University remains open to the possibility of arriving at special agreements as the need may arise in relation to particular projects. This policy shall be reviewed within three years by the Faculty Senate and revised, as necessary.

I. Who owns intellectual property?

When does the university own employee- or student-created intellectual property?

Any one of these circumstances will result in university ownership:

- If intellectual property is created on university time with substantial use of university equipment, services, or resources; or
- If intellectual property is commissioned by the university pursuant to a signed contract; or
- If it fits within one of the specific categories of works considered works for hire under copyright law.
- If intellectual property results from research supported by Federal funds or third-party sponsorship and no written agreement involving the university, the researcher, and the sponsor have established an alternative ownership arrangement.

When does an individual own intellectual property?

- If it is unrelated to the employee's or student's job responsibilities and has not made substantial use of university equipment, services, or resources; or
- If it is a work that has been released to the author/creator in accordance with this Policy; or
- If the intellectual property is embodied in such traditional scholarly works as books, articles, manuscripts, plays, writings, musical scores, and works of art even though such a work may be within the scope of employment and even if significant University resources were used UNLESS the works were:
 - Created by someone who was specifically hired or required to create it or;
 - Commissioned by the university

In either of these cases, the university, not the creator, will own the intellectual property.

II. What is meant by “within the scope of employment”?

Works related to an individual's job responsibilities, even if he/she is not specifically requested to create them, will belong to the university as works-for-hire. A copyrighted work is related to his/her job responsibilities if it is the kind of work he/she is employed to do and he/she does it, at least in part, for his/her use at work, or for use by fellow employees, his/her employer, or his/her employer's clients. The work should be performed substantially at work using work facilities, but the employee's use of personal time or other facilities to create the work will not change its basic nature if it is related to the person's job as described above. An example of the above would be a brochure about the university created by an employee hired to do public relations and promote the university. Works that have nothing to do with job duties will remain the property of the employee so long as he/she makes no more than incidental use of university facilities.

III. What is meant by “substantial use”?

The Intellectual Property Rights Policy uses the phrase “substantial use of university equipment, services, or resources” in determining when the university claims ownership of intellectual property, not including work

identified in the Policy as traditional “scholarly works.” The purpose of this appendix is to amplify the intended meaning of “substantial use.”

For the purpose of this Policy, “substantial use” is the use of resources other than those “ordinarily available” to most or all faculty, staff, and/or students. At this date, such ordinarily available resources include office space and personal office equipment, office computers, library, and other general use information resources, means of network access to such resources, and support provided through Graduate Assistantships or special research scholarships. By contrast, use of university laboratories or special instrumentation, dedicated assistance by University employees, special financial assistance, or extensive use of shared facilities would constitute substantial use.

The understanding of “substantial use” may be revised from time to time by the Vice-President for Academic Affairs/ Provost to reflect changes in technological paradigms.

2.10 Curriculum Policies

For Undergraduate Curriculum Board information see pages 9-10 and pages 17-18.

For Graduate Curriculum Board information see pages 18-19.

See [my.pfeiffer](#) under the Academics Tab, Current Forms for the Curriculum Templates

See [my.pfeiffer](#) under the Academics Tab, Current Forms for the Course Approval Form Template

See [my.pfeiffer](#) under the Academics Tab, Current Forms for the Academic Program Approval Form

2.10.1 Fast-Track Curricular Items

(added May 1, 2014)

Goal: To provide alternative approaches to approving curriculum changes.

Fast Track Items that do not require faculty assembly approval and can be completed at either the divisional or curriculum board levels

Curricula Items Eligible for the Fast-Track:

1. Changes to minors, certificates, and concentrations that do not change the intent of the original curriculum.
2. Course name changes as long as no content changes are being made to the course.
3. Course number changes at the same academic level.
4. Course subject (prefix) for intra-disciplinary changes.
5. Cross-listing of existing courses if within policy guidelines. (policy for cross-listing courses forthcoming)
6. Co-convening of existing courses if within policy guidelines.
7. Course description changes that are editorial in nature.
8. Course prerequisite and co-requisite changes if all impacted units are notified and support the change.
9. Course grading basis changes.
10. Course configuration changes (e.g., four unit embedded lecture and lab becomes a separate three unit lecture and one unit lab), if all impacted units are notified and support the change.
11. Changes in the sequencing of coursework and course scheduling.
12. Course repeatability for credit changes (as long as faculty load is not affected).
13. Deletion of a course that is not required or listed as an elective, if all impacted units are notified and support the change.
14. Credit hour changes as long as there is a commensurate change in work expectations and contact hours consistent with DOE guidelines.
15. Any structural reorganization of a program that does not change degree requirements.

Changes at the Department Level Only

For those proposals that involve minimal changes and are reviewed and approved within the appropriate academic discipline:

- Course Name Changes
- Course Renumbering
- Course Credit Changes
- Title/Name Change of Existing Program

All changes must adhere to the following process:

1. Department initiates change and approves
2. Undergraduate College or Graduate Program approves change and the appropriate Dean forwards changes to the appropriate parties
3. Changes are recorded and forwarded to the Chair of Undergraduate/Graduate Curriculum Boards, Office of Registrar and Academic Affairs where they are reviewed to ensure that the above criteria are met for the departmental, Undergraduate College, or Graduate Program process. All submission proposed changes must include appropriate forms and signatures.

Actions in the Approval Process

Approve: Your proposal is approved as is and will be forwarded to the Curriculum Board for their next meeting.

Approve Pending: Your proposal requires minor changes/clarifications before it can be approved. You will be notified of the needed changes/clarifications by the Dean of the Undergraduate College or the Dean of the Graduate Programs. Upon receipt of those changes/clarifications (assuming they are appropriate), the proposal will be approved and forwarded to the Curriculum Board for their next meeting.

Tabled: The proposal will be returned because major changes/clarifications are required. These changes/clarifications will be provided to you by the Dean of the Undergraduate College or the Dean of the Graduate School. Upon submission of the changes/clarifications, the sub-committee will review the proposal again and if sufficient changes/modifications are made, the sub-committee will approve and move the proposal forward to the Curriculum Board for its next meeting.

Changes Requiring Curriculum Board Approval

(Administrative approval for funding)

Proposals that require the addition of courses must follow the following process:

- Approval by department
- Approval by the Undergraduate College or Graduate Curriculum Board

- Review by the Office of Academic Affairs for budgetary consideration
- Approval by curriculum boards

*Final approval for all funding for new courses is at the administrative level.

Changes Requiring Curriculum Board and Full Faculty Assembly Approval (Final approval comes from the Board of Trustees)

For those proposals that involve substantial changes, such as, a new degree program, concentrations or minors, a new certificate program, or significant curriculum revision, or a request to move the program online or to a satellite location, these items will go to the Undergraduate or Graduate Curriculum Boards for review and the board may take any of the following actions before being forwarded to the faculty assembly for review:

Approve: Your proposal is approved and will be forwarded to the Full Faculty Assembly for the next meeting.

Approve Pending: Your proposal requires minor changes/clarifications before it can be forwarded to the faculty assembly. You will be notified of the needed changes/clarifications that must be completed prior to final approval. Upon receipt of those changes/clarifications (assuming they are appropriate), the proposal will be approved and forwarded to the faculty assembly.

Tabled: The proposal will be returned because major changes/clarifications are required. These changes/clarifications will be provided and forwarded back to the Undergraduate/Graduate Curriculum Board for final review.

Cross Listing Courses

(Refers to the same course, taught with different departmental prefixes.)

The following procedures apply for cross-listed courses:

1. The cross-listing must be approved by the Curriculum Boards (Undergraduate/Graduate) and be noted in the catalog.
2. The cross-listed courses must be at the same level, i.e., 300/300, 400/400, etc.
3. Where possible, the cross-listed courses should have the same number and have similar student learning outcomes.
4. In any particular semester, one of the academic areas that cross-lists a course must assume administrative responsibility for the course.

Process

1. Both departments and divisions must approve the course
2. Course approval form is presented to the Curriculum Board for approval
3. After course approval, information forwarded to the Registrar and Office of Academic Affairs

Fast Track New Program Development Approval Process

The fast-track process shortens the time to implementation by allowing proposals to be submitted simultaneously to the faculty assembly and the Board of Trustees

To be proposed via fast-track, a degree program must meet all the following five criteria:

1. Program can be offered at a high level of quality by the Undergraduate College or Graduate Programs within the Undergraduate College's or Graduate Program's existing resource base, or there is a demonstrated capacity to fund the program on a self-support basis.
2. Program is not subject to specialized accreditation by an agency that is a member of the Association of Specialized and Professional Accreditors or is currently offered as an option or sub-option that is already recognized and accredited by an appropriate specialized accrediting agency.
3. Program can be adequately housed without any major capital outlay costs.
4. Program is either a bachelor's or master's degree program
5. Program has been subject to a thorough campus review and approval process.

If the new program request meets all of the fast-track process criteria, then a statement detailing why the proposal merits fast-track consideration should be prepared.

Process

- Approval by Department and Undergraduate College or Graduate School
- Approval by Undergraduate or Graduate Curriculum Board
- Faculty Assembly Approval by electronic vote
- Board of Trustee Approval

Note: All changes must be noted in the addendum of the General Assembly minutes.

2.11 Institutional Program Pause Policy

(added May 2, 2023)

An academic program (e.g., major, concentration, minor, certificate) may be paused for a specific period of time (not to exceed five years). During a program's pause, students cannot be admitted to that program (major, concentration, minor, certificate). The program will not appear in the University Catalog until such time that it is voted to be brought back (reactivated).

Faculty may pause a program for several reasons. Those reasons include, but are not limited to:

1. Total enrollment in the program needs to be capped due to limited resources
2. Significant revisions are planned for the program, and faculty do not want in-progress students under the previous curriculum
3. Faculty need time to deliberate and decide whether to revise a program or inactivate

A program pause is not the same as program inactivation.

Faculty need to develop a teach-out plan for in-progress students before a request can be submitted for a pause.

A proposal for the temporary pause of an academic program must be submitted through the standard curriculum review and approval process with a proposed effective term. A program cannot be paused for a term in which students have been admitted already.

During the pause, no new or returning students will be able to declare the program. The college administering the program will ensure that active students declared in the program before the pause will have the resources to complete their requirements within a timely manner.

At any time within five years of the initial pause, the college may reopen admission or activate the program by submitting a proposal through the college's standard curriculum review and approval process.

If admission into the program is not reopened within five years of the pause, the program will be declared inactive by the Office of the Provost (or Registrar), which will notify all appropriate bodies including the Board of Trustees.

2.12 Posthumous Degree Policy

(Added March 26, 2012)

Undergraduate

A deceased student who did not complete all requirements for his/her degree at the time of death may be awarded a degree posthumously provided the following conditions are met:

1. The student was in good standing at the time of death.
2. The student was within 30 semester hours of completing all requirements for his/her degree.
3. The faculty of the department associated with the deceased student's primary major approves the awarding of the degree upon recommendation of the Dean of the Undergraduate College and after ascertaining that conditions one (1) and two (2) have been met.
4. The student's death occurred within the boundaries of acceptable student behavior (See the Student Handbook located at [my.pfeiffer](#)).

The graduation program will note the degree was awarded posthumously. The certificate will be presented to the immediate family of the deceased student by an appropriate academic officer of the University.

Graduate

The policy is unchanged except that condition two (2) would require a student to be within nine (9) semester hours of completing his/her degree.

Chapter 3

Additional Faculty Information

3.1. Audio-Visual Policy

Audio-Visual Facilities and Equipment

For all your AV needs contact the IT Help Desk at (704) 463-3002

3.2 Library Policies And Procedures

(revised June 20, 2024)

Policies for student use of the library are in the [Student Handbook](#). Faculty are accorded certain privileges and are expected to carry certain responsibilities for helping to make the library a more adequate academic resource.

A. Loan Policy

1. Circulating books may be borrowed by faculty as needed without the limitation of number and have a four (4) month due date from the time of checkout. Faculty are expected to return all books at the end of the spring semester and may renew any books for which there is a continuing need. Student departmental assistants may only check out library materials in a faculty member's name with prior approval.
2. Reference books and periodicals may be borrowed by a faculty member with the permission of the librarian on duty. These materials should be returned the next day or as soon as possible. The most current issue of a periodical cannot be borrowed.
3. Audio-Visual materials may be borrowed by faculty as needed without the limitation of number and have a four (4) month due date from the time of checkout.
4. Faculty spouses and dependents are subject to the same borrowing policies as students. Spouses and children may not borrow library materials in the faculty member's name.

B. Interlibrary Loans

Books and other materials may be borrowed from other libraries through interlibrary loan. Each lending library establishes the rules governing its borrowed materials. Should a lending library charge for a loan or photocopy the cost may be charged to the faculty member's program if the materials are for courses taught, otherwise payment is required when the material is picked up. Interlibrary Loan request forms are available from the Circulation Desk and the Library [website](#).

C. Reserves

Faculty may place on reserve in the library, for classes taught, personal materials such as books, photocopies, videos, audiotapes, music CDs, etc., and materials from the library's circulating collection. "Strict" reserve materials are to be used in the library only. However, they may be borrowed overnight 30 minutes before closing and are due in the library 2 hours after it next opens, unless the faculty member stipulates that the materials cannot be borrowed overnight. At the end of the semester, reserved library books will be returned to the circulating collection unless requested to remain for the following semester. All personal materials placed on reserve should be picked up at the end of each semester.

D. New Book Recommendations

1. Faculty Responsibility in Selection

Faculty are expected to be continually involved in the selection of new materials to be acquired by the library. The library will solicit book requests from departments in mid-October, although requests are welcome at any time. Requests will be purchased as soon as possible depending on the available budget money.

2. Guidelines for submitting requests

The Pfeiffer [online catalog](#) should be checked to make sure the library does not already have the desired book. One copy of a single title may be ordered from the library budget allotment in print or e-book format. The Library does not purchase a copy of the current textbooks used in courses offered. The selection of vendors for library materials is the responsibility of the Collection Development Librarian. Requests are submitted to the Collection Development Librarian.

3. Scheduling requests

Orders should be placed early in the academic year when possible so that back-orders and invoices may be cleared by the end of the fiscal year. Library materials are ordered through vendors who can give the most efficient service and best discounts.

E. Faculty are encouraged to notify the Reference staff before a class assignment is made involving the extensive use of specific library materials. This allows the staff to survey assigned resources and to control their fair distribution among the students.

F. All Faculty may obtain off-campus access to library research databases. Details for access are on the library's [website](#).

G. Library instruction is available for all courses regardless of location or format. Please contact the library at least one week in advance of your preferred date to schedule instruction.

H. Pfeiffer University is a member of a local consortium that allows faculty borrowing privileges at member schools. A borrowing card for this purpose can be obtained from the library. In addition, Pfeiffer has reciprocal agreements with libraries near distant learning sites allowing faculty and students access to these libraries. A current list of such libraries is on the library's website.

3.3 International Trip Policy

(updated 7/25/2016)

The University offers a number of international trips for its students. These trips provide firsthand experience within a foreign setting and include on-site lectures and discussions. It also involves the history and culture of the country visited for a better understanding of the social, business, and governmental interactions.

Students completing the course international trip receive credit hours as stated in the catalog.

Approvals

Proposed trips for international study must be approved by the Provost and the Chief Financial Officer (CFO) and included in the annual budget prior to the year in which the trip is taken. When trips are proposed, the following must be prepared and provided in writing to the Provost and the Chief Financial Officer (CFO):

- Estimated number of students who will participate
- Estimated cost of the trip
- Trip itinerary
- Trip dates
- Faculty/Staff who will attend
- Semester in which student registers for the course/receives course credit

Timing of Trips

Trips must be taken during the semester in which the course credit is received.

Budgeting

Approved trips must be included in the annual budgeting process prior to the year in which the trip is taken. The following will apply for trips:

Trips will be funded by student surcharges. The surcharge is due in accordance with tuition payment prior to the beginning of the semester. Failure to meet this payment deadline will result in loss of registration.

Total trip expense is determined by the trip leader.

Trip expenses should include any and all expenses related to the facilitation of the trip, including but not limited to the below:

- Travel and accommodation expenses (hotel, transportation, etc.)
- Faculty/staff accommodations
- Any Faculty/Staff additional compensation to accompany students

- Meals and tips
- Cost of event planner (if used)
- Speakers and honorariums
- Any other necessary trip expenses

Travel Arrangements

Travel arrangements for international trips are coordinated by the trip leader. It is the trip leader's responsibility to obtain the most economical arrangements including transportation and accommodations by providing at least two RFPs for each expense.

Insurance

A trip itinerary must be provided to the Property and Casualty Insurance administrator during the planning process for the international trip. The administrator will confirm with our insurance provider that the trip is properly covered.

Upon return, the insurance administrator will need a list of attendees to comply with the required year-end reporting requirements.

Refunds

Tuition and surcharge refunds are handled in accordance with the refund policy stated in the catalog.

3.4 Meal Reimbursement Policy

This policy provides guidance on meal expense reimbursement. Since every scenario and situation cannot be anticipated in advance, it is expected that this policy will be interpreted on a conservative basis and that each employee will exercise the same prudence as would be exercised if the employee were bearing the expense personally. All expenditures are subject to budget constraints.

Allowance for Travel

For domestic travel, the meal expense allowance is not to exceed \$25.00 per day for three meals, including tips. For International travel, the meal expense allowance is not to exceed \$50.00 per day. Prescribed maximums are not to be treated collectively as per diem allowances nor are they to be used individually without regard to the actual and necessary expenses. If actual expenses are less than the prescribed maximum, reimbursement is allowed only for actual expenses. In the event of team or group travel, include the names of the travelers on appropriate receipts.

Certain cities and travel areas will be allowed reimbursements up to \$50.00 per day provided proper documentation and receipts are provided. These areas include:

- Atlanta
- Baltimore/DC Area
- New Orleans
- New York City
- Orlando

Alcoholic beverages and tobacco products will not be reimbursed.

Meals included in conference registrations, covered by other University payments, or paid by others, are not eligible for reimbursement to the traveler.

Tipping for Meals

Tips included on meal receipts will be reimbursed as part of the meal expense allowance. Excessive tips (greater than 15%) will not be reimbursed.

Allowance for Day Trips

Meals eaten during day trips (travel away from the employee's home city without an overnight stay) ONLY qualify for reimbursement if the employee is in continuous travel status for 12 hours or more (working for 12 hours does not constitute traveling for 12 hours continuously.) You MUST indicate on the expense report the 12-hour status for reimbursement if no overnight lodging is listed. The only exception is for athletic team travel. Meal reimbursement will not be made for travel to teach or travel for training when an overnight stay is not involved. All receipts etc. should be in English. If not in English, a translation must be provided for each item, line by line. The Business Office reserves the right to edit reports accordingly.

Settlement/Reimbursement

Reimbursements are to be submitted on an Expense Voucher. Expenses must be accurately reconciled within 60 days after being paid or incurred (30 days at year-end). Original itemized receipts are required for all meals. Reimbursement forms must list the names of the attendees; including students. Undocumented or unexplained expenses will be not paid.

The requestor must obtain the Budget Officer's approval for all reimbursement requests and requests for vendor payments. Budget Officer approvals require the Budget Officer's signature on properly prepared expense vouchers with clear signatures to comply with the necessary requirements. Improperly prepared or incomplete forms will be returned to the requestor. Budget Officer approving expense reimbursement requests are responsible for assuring compliance with the Meals Policy as well as determining what is appropriate and reasonable.

All reimbursement requests will also be reviewed by the Business Office for compliance with the policy regardless of signatures. Requests which are not clearly within the policy or that are illegible will be returned to the requestor for discussion

and follow-up. It is the burden of the employee submitting the request to ensure that the request can be read, and its business purpose and attendees are clear.

Travelers must ensure that all reimbursement requests submitted for payment are approved and authorized. Approval of reimbursements submitted for payment requires that the approver:

- Be actively involved in the business purpose of the trip
- Have reviewed the reimbursement voucher and is satisfied that obligations were met
- Verifies that prices and terms are correct
- Accepts responsibility for the charge and any variances to the budget

Special Circumstances

There are certain circumstances where additional guidance applies. For these unusual items, seek prior approval.

3.5 Other Policies and Procedures

3.5.1 Facilities Available for Campus Use

The places that are most often used for meetings and other campus events are the following:

Misenheimer

- The Chapel is used for choral and organ practice as well as concerts and lectures. Other facilities should be used whenever possible. Wednesdays and Fridays at 10:00 A.M. are reserved for Pfeiffer Life programs. (Seating 500)
- Classrooms are often available in several buildings for small groups in the afternoons or evenings. (Seating: up to 40)
- Conference Rooms on the 1st and 2nd floors of the Stokes Student Center are available for meetings involving no more than twelve. These are used by off-campus groups and admissions staff and should not be “block” scheduled.
- The Trustee/Faculty Room on the second floor of the Stokes Student Center is used for small group meetings (25-30) and social events. Faculty, staff, and trustee meetings take priority over other groups.
- The Community Room located in the Stokes Student Center has occupancy limits of 210 (theatre seating). For a round table seated meeting/meal – you can comfortably seat about 85 and with 6’ tables you could do 110-125. Faculty, staff, and other campus group meetings take priority over other groups.
- Jane Freeman 200 is usually free for use in the late afternoons and the evenings. (Seating: 100)
- The Merner Gym is used for special events when not in use for sports events and dances. (Seating: 1500 in bleachers; 2200 with chairs)
- Mitchell Gym has poor acoustics and should not be used for large events unless a sound system is provided.
- The Pavilion is suitable for informal gatherings and cookouts. A special request form can be obtained from the Student Development Office.
- The Science Lecture Hall is usually free for use in the late afternoons and in the evenings. (Seating: 150)
- The Theatre has a permanent movie screen and two permanent projectors, but it is not suitable for certain types of events since food and drink may not be brought in.
- University-Owned Housing. Faculty who live in University-owned housing must sign a rental agreement available in the Resident Life Office.

Contact persons for Room Reservations on the Misenheimer Campus

- Registrar's Office – All classroom space
- President's Office – Trustee Room, Community Room, Chapel
- Student Development – Stokes Lounge and Courtyard
- Business Office – Business Office Conference Room
- Library Director– All library space

The University makes periodic reviews of maintenance needs, such as painting, roofing, heating, plumbing, screening, and insect control. Repair needs should be reported to the University Physical Plant Office.

The University Physical Plant Office has someone on duty from 8:00 A.M. until 4:30 P.M. five days a week and can be reached by email: fixit@pfeiffer.edu

For emergency problems between 4:30 P.M. and 8:00 A.M. and on weekends, call the Campus Police at ext. 3000.

University-owned housing must be vacated within thirty (30) days following the termination of employment.

All residents in faculty homes and apartments are responsible for damages over and above normal wear and tear and such damage is charged to the lessee.

3.5.2 Miscellaneous

Selling and Solicitation on Campus

Selling and solicitation are allowed on the campus or College property only with the approval in advance by the Executive Vice-President for School of Graduate Studies and School of Adult Studies or the Vice President for Financial Affairs.

Lost and Found

A Lost and Found service is operated by the Student Development Office. (704) 463-3400

Smoking

Pfeiffer University is a Smoke-Free institution as of *January 1, 2012*

Housing for Guests

Housing for University guests is normally available, and reservations are made in advance with the University Physical Plant Office.

3.5.3 Scheduling of Activities

The Official University Calendar is maintained by the Student Development Office. All events on the Pfeiffer University campus must be cleared through this master calendar before being scheduled. Dates and times are reserved on a first-come-first-served basis, and forms for scheduling events are available in the Student Development Office. Conflicts are resolved by the Vice President of Student Affairs/Dean of Students.

Pfeiffer Life events are scheduled by contacting Pfeiffer.Life@pfeiffer.edu

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