

Converse College Faculty Handbook 2019-2021

Converse College is an Equal Opportunity Employer and provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, genetic information, sex, sexual orientation, gender identity or expression, pregnancy, national origin, citizenship, disability, veteran status, age, creed, or any other characteristic protected by law. To this end, the College policy is to recruit, employ, and promote the best possible talent in all positions without regard to any of the protected categories listed above. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Converse College expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of Converse College's employees to perform their job duties may result in disciplinary action up to and including discharge.

The Mission of the College

The primary mission of Converse College, founded in 1889, is the liberal education of undergraduate women in a residential setting. Converse reaffirms the founders' original conviction that a small undergraduate residential college of the liberal arts is a uniquely powerful environment for developing the talents of women. As a community of scholars, where students and faculty pursue excellence and collaborate in the search for truth, Converse develops in students scholarly excellence, personal honor, confidence, and skills to be life-long learners. The college draws much of its character from its Christian heritage and welcomes students of all faiths. Converse expands its mission by offering graduate degrees and other programs for women and men. Ultimately, graduates embody the qualities of a Converse education as they assume roles of leadership, service, and citizenship.

THE FOUNDER'S IDEAL

“It is my conviction that the well-being of any country depends much upon the culture of her women, and I have done what I could to found a college that would provide for women a thorough and liberal education, so that for them, the highest motives may become clear purposes and fixed habits of life; and I desire that the instruction and influence of Converse College be always such that the students may be enabled to see clearly, to decide wisely, to act justly; and that they may learn to love God and humanity, and be faithful to truth and duty, so that their influence may be characterized by purity and power.

“It is also my desire and hope that Converse College be always truly religious but never denominational. I believe that religion is essential to all that is purest and best in life here and hereafter. I wish the College to be really, but liberally and tolerantly, Christian; for I believe that the revelation of God in Christ is for salvation; and I commend and commit the College to the love and guidance of God, and to the care, sympathy, and fidelity of my fellowmen.”

-Attributed to Dexter Edgar Converse

Section I. THE ACADEMIC ADMINISTRATION

ADMINISTRATIVE OFFICERS

For the purposes of personnel procedure, employees with Administrative and Faculty duties are considered Administrators when at least 50 percent of the work load is Administrative. The *Administrative and Staff Handbook* outlines policies and is a guideline of employment for Administrators. A faculty member with tenure may return to teaching should the Administrative position cease.

PRESIDENT OF THE COLLEGE

The administrative and chief executive officer of the College is the President, who exercises complete executive authority, subject to the direction of the Board of Trustees, and is responsible for carrying out the policies of the Board of Trustees.

The President is the leader and official spokesperson for the College; promotes the educational excellence, general development and welfare of the College. The President defines the authority of faculties, councils, committees, and officers of the institution. All projects, programs, and institutional reports undertaken on behalf of the institution are subject to the President's authorization and approval.

PROVOST

The Provost is the chief academic and student life officer of the College and oversees the entire educational and student life programs. The Provost focuses on academic and student life strategic planning and implementation, especially for curricular development, faculty resource planning, student development and success, and enrollment and resource growth. In addition, the Provost oversees compliance with federal and state regulations for the academic and student life programs and with general and specialized accreditations, working with the Director of Institutional Research and the Director of Institutional Assessment and Effectiveness. The Provost recommends to the President the appointment of the associate provosts and the academic and student development and success deans and supervises the work of the associate provosts and the academic deans, especially in hiring, annual review, and promotion of staff; and in hiring, annual review, and tenure and promotion review of faculty.

This officer works closely with other administrators to provide a broad and challenging curriculum, extensive student support, and an enriching campus life experience that is consistent with the Mission of the College and all policies that have been developed and approved to guide the development of the educational and student life programs. This officer reports to the President, performing the duties which he/she delegates. Duties shall include the following responsibilities:

- To oversee all academic policy and practice at the College;
- To oversee accreditation under SACSCOC;
- To oversee the operations of the Division of Student Development and Success;

- To encourage collaboration between the administration and the faculty in the fulfillment of the Mission of the College;
- To develop strategies, structures and staff that ensure cooperation and collaboration between curricular and co-curricular divisions of the College, with the goal of providing a comprehensive, collaborative and integrated educational experience for students;
- To coordinate curriculum development, evaluation, and revision;
- To review and develop budget recommendations from the academic and student development and success areas and advise the President appropriately. In doing so, this officer will receive recommendations from the Dean of the School of Humanities, Sciences, and Business, the Dean of the School of Education and Graduate Studies, the Dean of the School of the Arts, the Director of Distance Education, and the Associate Provosts, with regard to budgetary matters in each administrator's respective area;
- To direct the proper performance of Dean of the School of Humanities, Sciences, and Business, the Dean of Education and Graduate Studies, the Director of Distance Education, the Associate Provosts, the Director of International Studies, and the Director of the Mickel Library. The Provost directs the proper performance of the Registrar, who also serves as the Associate Provost for Institutional Research..
- To serve as chair of the Converse College Curricular Programs Committee;
- To receive recommendations from the associate provosts, deans, and directors, evaluate, and then recommend to the President all appointments, promotions, salaries, and changes or terminations among the faculty of all academic Schools, the staff within the Schools and related academic programs, and the staff of the Division of Student Development and Success;
- Working with the Director of Institutional Assessment, and Effectiveness, to review and ensure completion of the assessment activities in the College; and
- Other duties as assigned by the President.

ASSOCIATE PROVOST FOR STUDENT SUCCESS

The Associate Provost for Student Success reports to the Provost, performing the duties which he/she delegates. Duties shall include the following responsibilities:

- To serve as Director of Student Success;
- To assist in the development and administration of the First Year Experience at Converse;
- To administer and develop the advising program;
- To coordinate the administrative role in retention;
- To oversee and administer decisions for student petitions for exceptions to curricular requirements;
- To advise transfer students; and
- Other duties as assigned by the Provost.

DEAN OF THE SCHOOL OF THE ARTS

The Dean of the School of the Arts is appointed by the President upon the recommendation of the Provost who provides leadership to the School of the Arts and its component units: the Petrie

School of Music, the Department of Theatre and Dance, and the Department of Art and Design. The Dean of the School of the Arts focuses on supervision of department chairs, the professional development of the faculty within the School and, working with the Provost, on hiring, annual review, and tenure and promotion review of faculty. In addition, the Dean will focus on support of students in the academic program, including supervising resolution of student complaints beyond the department chair level. The Dean of the School of the Arts reports to the Provost, performing the duties which he/she delegates and, in general, is responsible for all academic affairs within the School of the Arts. The Dean of the School of the Arts represents the School on the President's Cabinet. Duties shall include:

- To provide administrative oversight of and responsibility for each unit within the School of the Arts;
- To enforce the policies of the faculty, including determining the disqualification or placement on probation of students majoring in programs of the School of the Arts and appointing students within the School to the Dean's List or conferring other honors in recognition of academic excellence;
- To recommend to the Provost all appointments, promotions, salaries, and changes or terminations of employment among the faculty and staff of the School of the Arts;
- To exercise oversight of and responsibility for all budgets within the School of the Arts;
- To assist the Provost in providing vision and leadership in promoting curriculum development in and between the units of the institution;
- To encourage and promote faculty development in every unit of the School of the Arts;
- To assist with all School of the Arts assessment and accreditation activities;
- To assist the Provost in working with the Office of Enrollment Management to promote the recruitment of students;
- To assist in retention efforts in all units of the School; and
- Other duties as assigned by the Provost.

DEAN OF THE SCHOOL OF HUMANITIES, SCIENCES, AND BUSINESS

The Dean of the School of Humanities, Sciences, and Business is appointed by the President upon the recommendation of the Provost who provides leadership to the School of Humanities, Sciences, and Business and its component departments. The Dean of the School of Humanities, Sciences, and Business focuses on supervision of department chairs, the professional development of the faculty within the School of Humanities, Sciences, and Business and, working with the Provost, on hiring, annual review, and tenure and promotion review of faculty. In addition, the Dean will focus on support of students in the academic program, including supervising resolution of student complaints beyond the department chair level. The Dean of the School of Humanities, Sciences, and Business reports to the Provost, performing the duties which he/she delegates and, in general, is responsible for all academic affairs within the School of Humanities, Sciences, and Business. The Dean of the School of Humanities, Sciences, and Business represents the School on the President's Cabinet. Duties shall include:

- To provide administrative oversight of and responsibility for each unit within the School of Humanities, Sciences, and Business;
- To enforce the policies of the faculty, including determining the disqualification or placement on probation of students majoring in programs of the School of Humanities, Sciences, and Business and appointing students within the School to the Dean's List or conferring other honors in recognition of academic excellence;
- To recommend to the Provost all appointments, promotions, salaries, and changes or terminations of employment among the faculty and staff of the School of Humanities, Sciences, and Business;
- To exercise oversight of and responsibility for all budgets within the School;
- To assist the Provost and Provost in providing vision and leadership in promoting curriculum development in and between the units of the School and other areas of the College;
- To encourage and promote faculty development in every unit of the School;
- To assist with all School of Humanities, Sciences, and Business assessment and accreditation activities;
- To assist the Provost in working with the Office of Enrollment Management to promote the recruitment of students;
- To assist in retention efforts in all units of the School; and
- Other duties as assigned by the Provost.

DEAN OF THE SCHOOL OF EDUCATION AND GRADUATE STUDIES

The Dean of Education and Graduate Studies reports to the Provost and has responsibility for:

- Serving as Chair of the Graduate Admissions Committee, Graduate Faculty, and Graduate Council;
- Developing and approving all off-campus Graduate work, including contract courses;
- Working with the Department of Education at Converse to process certificate renewals with the State Department of Education;
- Working directly with the Provost and the Director of Institutional Assessment and Effectiveness to ensure program quality and compliance with all accreditation and other regulatory requirements;
- Maintaining familiarity with the standards of SACSCOC and all teacher education and Graduate program specialized accreditors, including the South Carolina State Department of Education and CAEP for teacher education;
- Recruiting appropriate and qualified adjunct faculty members for Graduate courses.
- Reviewing the annual evaluations of all Graduate faculty, including adjunct faculty, and ensuring that written reviews of adjunct faculty are completed and sent to the Director of Institutional Assessment and Effectiveness;
- Assist the Office of Enrollment Management in the recruitment of new students;
- Assist the Offices of Enrollment Management and Communications in developing and implementing marketing and advertising for teacher education and Graduate programs.
- Assist Graduate program faculty in advising students and prospective students;
- Teach courses as needed and appropriate;
- Write and submit reports as needed;

- Write, submit, and monitor all grant proposals and reports for teacher education and Graduate programs;
- Attend professional meetings as needed and appropriate; and
- Complete other duties as assigned by the Provost.

DIRECTOR OF THE CARROLL MCDANIEL PETRIE SCHOOL OF MUSIC

The Director of the Petrie School of Music assists the Dean of the School of the Arts in the administration of the School of Music. The Director of the Petrie School of Music reports to the Dean of the School of the Arts, performing the duties that he/she delegates. Duties shall include the following responsibilities:

- Oversee the operation of the Petrie School of Music's academic and music performance programs, including operational responsibility for education and performance standards (including academic standards, examinations and student juries, advisory review of transfer transcripts, and class attendance);
- Oversee the performance of the faculty and staff within the Petrie School of Music, including recommending to the Dean appointments, promotions, and salary levels among the faculty and staff of the Petrie School of Music;
- Assist the Dean, the Provost, and the Petrie School of Music faculty in curriculum development and implementation, including the implementation of new curricular frameworks;
- Chair all music faculty meetings;
- Consult with the Petrie School of Music faculty in developing annual budget recommendations for the School and deliver the recommendations to the Dean;
- Oversee the implementation of approved budgets, except those of the Lawson Academy and the Carlos Moseley Series;
- Be actively involved in the recruitment of students, including (in cooperation with the Dean and Enrollment Management) in the development and implementation of recruiting plans for the Petrie School of Music;
- Develop and implement the Petrie School of Music course schedule;
- Oversee the functioning of the academic advisory system within the Petrie School of Music;
- Assist the Dean and the Vice President of Institutional Advancement in planning communications and fostering alumni relations
- Under the direction of the Dean, foster the relationship between the Petrie School of Music and all applicable accrediting agencies; ensure compliance with accreditation requirements;
- Oversee the assignment of faculty offices, studios, and classrooms and the maintenance of all instructional equipment within the Petrie School of Music; and
- Other duties as assigned by the Dean of the School of the Arts.

ASSOCIATE PROVOST FOR INSTITUTIONAL RESEARCH AND REGISTRAR

The Associate Provost for Institutional Research and Registrar (APIRR) is responsible for overseeing the Office of Institutional Research and the Office of the Registrar. The APIRR leads strategic and operational institutional research at Converse, including academic and other institutional research, institutional data gathering, analysis, and reporting, and other research assignments and duties as directed by the Provost. The APIRR also supervises all operations of the Office of the Registrar. The APIRR reports to the Provost. Duties and responsibilities include:

- Oversee and manage the operation of the Registrar's Office, including the direction of office staff, the development and implementation of the office budget, and the completion of all office tasks and functions;
- Oversee the efficient and effective management of academic records; registration procedures, policies, and practices; enrollment information; academic transcripts; instructional space; and academic calendars;
- Coordinate undergraduate and graduate course information for the creation and management of course schedules;
- Oversee all course registration;
- Oversee the maintenance and updating all College Catalogs and Handbooks;
- Coordinate with the Communications Office to prepare the publication of all College Catalogs and Handbooks;
- Serve as Homeland Security Primary Designated Student Officer for international students;
- Oversee Commencement;
- Serve as Director of Summer School;
- Serve on appropriate College committees;
- Oversee and manage the operation of the Office of Institutional Research, including the direction of office staff, the development and implementation of the office budget, and the completion of all office tasks and functions;
- Oversee all institutional research, data gathering, and data compilation and interpretation, and provide appropriate reports;
- Ensure Registrar and Institutional Research adherence to Converse College policies, regulatory requirements, and legal requirements, including athletic conference and NCAA policies and procedures;
- Participate as a member of the President's Cabinet; and
- Other duties as assigned by the Provost.

DIRECTOR OF MICKEL LIBRARY

The Director of the Mickel Library reports to the Provost, performing the duties which he/she delegates. Duties shall include the following responsibilities:

- Administrative oversight of and responsibility for all areas of the Mickel Library;

- To recommend to the Provost all appointments, promotions, salaries, and changes or terminations of employment among the personnel of the Mickel Library;
- To supervise all library personnel, including the establishment of work schedules, job descriptions, and performance evaluations;
- Oversight of and responsibility for all budgets within the Mickel Library;
- To encourage and support opportunities for the development of professional librarians and support staff;
- To coordinate planning, development, and maintenance of an appropriate environment for the utilization of library resources and services;
- To oversee development of library collections (including gifts to the library) and new information technologies;
- To lead major projects;
- To maintain an institutional awareness of the resources and services provided by the library;
- To make recommendations to the Provost for new or revised library policies and to establish appropriate procedures for the efficient and effective operation of the library;
- To establish and maintain regular channels of communication and participation in library decision-making with members of the library faculty and staff, as well as with the constituencies on campus that the library serves;
- To schedule and chair regular library departmental meetings;
- To participate in appropriate faculty, administrative, network, professional, and community activities; and
- Other duties as assigned by the Provost.

DIRECTOR OF CONVERSE II AND SPECIAL PROGRAMS

The Director of Converse II and Special Programs reports to the Provost. The director is responsible for the development of existing programs and for the development of new entrepreneurial academic programs. The director coordinates the work of support staff and faculty teaching courses in Converse II and special academic programs. Duties shall include the following responsibilities:

- To promote Converse II, programs in Lifelong Learning, and special academic programs throughout the Converse, Spartanburg, and larger communities;
- To review and recommend revisions to the Converse II program;
- To review and recommend revisions to the programs in Lifelong Learning;
- To serve as liaison between his/her office and faculty, department chairs, and deans;
- To present to the Provost all budgets under his/her jurisdiction;
- To direct and evaluate the performance of the staff working under his/her supervision and to recommend compensation and compensation adjustments for those personnel;
- To present regular reports on the progress of his/her programs;
- To work with the Provost to assure that all programs under his/her direction meet all applicable standards of external accreditation and are compatible with strategic planning standards at Converse; and

- To assume direct responsibility for maintaining relationships between Converse programs under his/her direction and any external partners, including public school constituencies.

DEPARTMENT CHAIRS

Academic deans appoint department chairs; department chairs report to the appropriate academic dean. Chairs are normally chosen from the associate professors and professors of the various departments, although seniority is not compelling. Wishes of the department are considered in appointments of chairs, but these preferences are not determinative. The position of chair is not tenured; changes may be made without prejudice. The position of department chair requires professional leadership and substantial responsibility. Although salary and academic rank are not directly related to this position, performance in the position is taken into account in faculty evaluation. Department chairs lead departmental faculty in academic planning and in curriculum development. Chairs are expected to assume full responsibility for the results of their leadership insofar as these results affect the efficiency and the morale of their departments. Chairs are responsible for the effective teaching and faithful performance of other duties of the faculty in the department, including the teaching performance of part-time and adjunct faculty. Their duties include the following responsibilities:

- To attend to department curriculum, course quality, and academic standards;
- To advise and to supervise the programs of departmental majors;
- To manage the departmental budget and the preparation of annual budget requests;
- To evaluate faculty performance and to recommend tenure and changes in salary and rank;
- To recruit departmental faculty in cooperation with the appropriate dean;
- To prepare and submit to the Registrar course schedule requests for each academic term, appropriately distributed over the available schedule periods (note that the appropriate dean and the Registrar set the final course schedule and that classes may not be canceled by faculty without the permission of the dean);
- To prepare announcements, such as bulletin materials;
- To ensure departmental representation in Admissions recruiting activities;
- To represent the department in meeting needs related to the academic program; and
- To attend meetings necessary to fulfill the obligations of department chair.

DIRECTOR OF INSTITUTIONAL ASSESSMENT AND EFFECTIVENESS

The Director of Institutional Research, Assessment, and Effectiveness leads and supports all institutional research and assessment activities at Converse, including academic and institutional research and assessment, together with institutional effectiveness analyses and initiatives. The Director coordinates and is responsible for institutional data gathering and analysis as well as departmental and unit (including program) assessment plans and activities. The Director reports to the Associate Provost for Institutional Research and Registrar and to the Provost and plans and completes other research and assessment assignments as directed by the Associate Provost for Institutional Research and Registrar and the Provost and the President.

DIRECTOR OF INTERNATIONAL STUDIES

The Director of International Studies reports to the Provost and is responsible for:

- Coordinating all international study programs, including Study Abroad and Study Travel programs;
- Administering budgets for all programs supported by all international study endowments and other sources of funds;
- Writing and delivering reports each academic year to the Provost, Vice President for Institutional Advancement, to the contacts for all international study endowments, including the Chapman heirs and other scholarship donors;
- Chairing the Anne Morrison Chapman Study Abroad Experience Committee and administering the student Chapman Scholarships for international study and all other scholarships for international study and study travel programs;
- Encouraging student scholarship recipients to write letters of thanks to the contacts for appropriate international study endowments or other funders; and
- Other duties as assigned by the Provost.

Section II. THE FACULTY OF THE COLLEGE

For the purposes of personnel procedures, employees with Administrative and Faculty duties are considered Faculty when at least 50 percent of the work load is Faculty related. This *Faculty Handbook* outlines policies and is a guideline of employment for the Faculty.

MEMBERSHIP

The faculty shall consist of, and the full-time employment provisions of this *Faculty Handbook* shall apply only to, those persons named as members of the faculty in the following provision of the Bylaws of the College: Art. III, Sect. 1.

Provisions of this *Faculty Handbook* other than full-time employment provisions apply to all instructional faculty of the College. In addition, non-full-time faculty members (part-time and adjunct faculty) are governed by the provisions of the *Converse College Part-Time and Adjunct Handbook*. Part-time faculty members may attend faculty meetings and participate in the discussions but are not empowered to vote.

At the discretion of the President, members of the Board of Trustees or other members of the college community may be invited as visitors to attend meetings of the faculty. The President of the Faculty Senate is an Advisor to the Converse College Board of Trustees, with a “seat and voice in plenary sessions but no vote therein.” (Article V, Section 1, *By-Laws of Converse College*)

RESPONSIBILITIES OF THE COLLEGE FACULTY

Subject to the general control of the Academic Affairs Committee of the Board of Trustees and in cooperation with the administrative officers, the faculty should be particularly concerned with the following matters:

- The establishment and maintenance of academic standards;
- The requirements for degrees;
- The curriculum; and
- Advising in matters affecting the general welfare of the College.

Note: As an expression of college policy, the curriculum is the principal means for the realization of the College’s purpose. Since it determines to a large extent the size of the annual budget, it is therefore the joint responsibility of the Board of Trustees, the administration, and the faculty. Control over the undergraduate curriculum is vested in the Curricular Programs Committee. Control over the Curriculum for Graduate Programs is within the Graduate Council. Approval by the Board of Trustees is necessary for any curricular change that involves an alteration of college policy or an important financial consideration.

METHOD OF APPOINTMENT

Appointments of all teaching faculty and professional librarians are made on the nomination of the Provost and with approval by the President.

EMPLOYMENT

Candidates for employment must meet with Human Resources prior to the first day of classes. In order for the employment process to be completed, faculty must have an official transcript of all graduate work sent to the Provost. They must submit their curriculum vitae to the Administrative Assistant for the Provost. In addition, all new faculty must complete an Employment Eligibility Verification Form (I-9) and a W-4 Form via HRIS (iSolved).

New faculty must complete electronic onboarding and schedule an appointment with the administrative assistant in the Department of Human Resources to complete new hire orientation.

Converse establishes the qualifications of faculty members to teach specific courses by means of the Faculty Roster form and its supplemental documentation. Updates should be made annually and submitted to the Director of Institutional Research, Assessment and Effectiveness. The form is available online under faculty forms and resources.

Criminal Background Checks Policy

Converse College is committed to hiring qualified employees and to providing a safe and secure environment for our students and employees. To that end, criminal background checks will be conducted for all faculty, staff, and student employees to whom job offers are made, and new and current volunteers providing services on behalf of the college who meet the criteria outlined below.

During the background check process, Converse will also verify a candidate's educational qualifications and maintain these verifications as part of the employee record. Additionally, a motor vehicle report may be required for any employee who will operate a Converse College vehicle or who will operate a vehicle regularly in the course and scope of his/her employment with Converse.

All employees may be subject to background checks at least every five years as a condition of continued employment in accordance with the procedure listed below for candidates. The failure to consent to the background check, including execution of all documents necessary to allow the check, is grounds for termination of employment.

A criminal background investigation will be performed for any individual who meets any one of the following descriptions:

- Candidates selected to fill a position.
- Individuals who are being considered for reemployment.
- Individuals who have a lapse of employment for one year (rolling calendar year) or greater from the last day worked.

- Student employees working with, or having access to, minors or children who are less than 16 years of age.
- Employees working with or having access to minors who are not enrolled as students of the College must have a criminal background check at least once every two years.
- Internal employees changing positions at the College due to a promotion, lateral transfer, demotion, or who have been assigned Sensitive Duties.
- New or Current individuals who volunteer as part of a college-sponsored summer camp or program offered to minors. At a minimum, college-sponsored summer camp or programs must comply with criminal background checks two years for returning volunteers. The Coordinator of such camps or programs will work with the Payroll Administrator and Director of Human Resources to ensure proper communication of new/returning personnel.
- For any employee or volunteer who has been convicted of a misdemeanor, felony or other offense of moral turpitude or for any crime as listed below.
- Any current employee who reports a criminal charge or conviction as listed below.
- In addition, the College may perform background checks every three years or less as circumstances dictate for employees assigned Sensitive Duties.

Exception:

- Faculty members under consideration for reappointment, promotion to a new professional rank, departmental chair position, or the conferral of permanent tenure.

In accordance with the procedure listed below and EEOC Enforcement guidance, any employee (including faculty, staff, and student-employees) charged or convicted of an unlawful offense (excluding minor traffic violations) must report such charge or conviction to Human Resources within three days of such charge or conviction, regardless of when or where such a conviction occurs. The charges or convictions which must be reported include, but are not limited to:

- DUI/DWI,
- Any drug or alcohol related offenses,
- Offenses related to child molestation, child pornography, indecency with a minor, or other sexual offenses,
- Crimes of violence as defined in the United States Code, Title 18, Part 1, Chapter 1, Section 16, including domestic abuse, or any crime of violence as defined by the South Carolina Statutes,
- Fraud, theft, burglary, robbery, or any misuse of money, funds, credit, or government property and/or,
- Invasion of privacy, identity theft, or stalking, or
- Contempt of court that results in incarceration.

Failure to report any charges or convictions could lead to a disciplinary consequence up to and including termination. If a charge or conviction is properly reported, a review of the occurrence will determine if further actions are necessary.

Confidentiality and Retention of Background Check Records

Employment-related background checks are considered part of the personnel file and are not subject to public release except as required or allowed under applicable provisions of state law. Background check records generated under this policy will be maintained in accordance with the Retention of Documents Policy- Administrative and Staff Handbook.

Definitions

For the purpose of this Policy, the following definitions apply:

1. **“Charge”** means an accusation of a crime by a formal complaint, information, or indictment.
2. **“Conviction”** means guilty verdict, guilty plea, and Alford or Kennedy plea, a pleas of ‘no contest’, or any other resolution that is the functional equivalent of a judgment, including probation before judgment and deferred prosecution.
3. **“Employee”** means any individual regardless of whether they are employed by the College in a permanent, temporary, contract, or consulting position.
4. **“Sensitive Duties”** are identified by Risk Management, Safety and Security, VP for Finance & Administration/CFO/Controller, Facilities Management, VP Institutional Advancement, CIO, and Human Resources. Sensitive Duties include:
 - a. Direct responsibility for the care, safety, and security of non-student minors.
 - b. Direct access to or responsibility for cash, cash equivalents, or credit card information. College property disbursements or receipts, or extensive authority for committing the financial resources of the College.
 - c. Direct access to or responsibility for the safety, security, intellectual property, and information technology or areas designed by the College as safety or security sensitive.
 - d. Master key access to building, residence halls, or other secure facilities. Electronic access and areas requiring a high level of security, such as those that store money, research facilities, etc.

Procedure for Background Checks

The State Law Enforcement Division (SLED) and/or an outside vendor with whom the College has contracted, hereafter referred to as the Background Investigator, working with a Human Resources staff member will conduct the criminal background checks. The College will ensure that all background checks are conducted in compliance with applicable federal and state statutes including but not limited to the Fair Credit Reporting Act (FCRA), Title VII of the Civil Rights Act, and Converse College’s Equal Employment Selection Procedures –Section I-A of Employee Handbook.

Prior to conducting a criminal background check, a consent form to conduct the check must be obtained from the candidate. Additionally, candidates will be asked to disclose any convictions other than minor traffic violations. The form will be kept in strict confidence in the Human Resources Office. The Background Investigator will conduct an investigation in the state(s) in which the applicant has lived and/or worked for at least seven (7) years to determine whether there is any criminal conviction that could affect the hiring decision, as well as other key criminal background checks and will perform a national sex offender list background check.

An offer letter may be extended with a conditional offer “contingent on favorable results from the criminal background check.” If a candidate did not disclose a criminal record, finding, or judgment on the application or during the search process and the candidate is later found to have such a record, finding, or judgment, then an offer of employment may be rescinded or the employment may be terminated without any additional due process or hearing considerations,

regardless of tenure status. Additionally, the employee may be disqualified from future employment by Converse.

If a conviction is detected during the background check process, the hiring official and the hiring official's supervisor in consultation with the Human Resources Director or designee will make the determination of fitness for employment. A conviction itself does not constitute an automatic bar to employment. Factors to be considered in determining fitness for employment include, but are not limited to, the relevance of the conviction to the position sought, the time that has elapsed since the problem occurred, and evidence of rehabilitation.

If an adverse hiring decision is made based in whole or part due to the information contained in the criminal background report, a notification letter and a summary of the applicant's rights under the Fair Credit Reporting Act will be mailed to the applicant.

An applicant's criminal conviction report is confidential personnel information and all parties having knowledge of any of the content therein will maintain it as confidential.

RECRUITING FACULTY AND STAFF: GUIDELINES FOR PROCEDURE

Converse College is an Equal Opportunity Employer. The College adheres to a policy of making all employment decisions without regard to race, color, religion, genetic information, sex, sexual orientation, pregnancy, national origin, citizenship, disability, veteran status, age, or any other characteristic protected by law. To this end, the College policy is to recruit, employ, and promote the best possible talent in all positions without regard to any of the protected categories listed above.

1. Positions will be advertised in appropriate print or online publications and on the Converse website. Applicants will be given a reasonable time in which to submit letters, resumes and letters of recommendation. In most cases, the advertisement will request that all credentials, including letters of recommendation, be sent by the application deadline to the Director of Human Resources. The advertisement must include the following: "Converse College's mission commits us to seeking academic excellence in all that we do. We believe that a diverse faculty (staff) is essential to achieving excellence; thus, we strongly encourage applications from candidates from all racial, ethnic, and cultural backgrounds. Converse College is an equal opportunity employer."
2. Human Resources in coordination with the Chair of the Search Committee must acknowledge, by letter, receipt of application letters. The Search Committee advises the applicants of the next step in the process.
3. Applicants invited for interviews will be told that the College pays their travel expenses, will be given some choice as to the date of the interview, and will receive prior to the interview as much information as possible concerning the process and the people whom they will meet.
4. In addition to appointments with all members of the department and with the President, Provost, and the Dean, each candidate for a faculty position will meet with some of the

department's majors and with at least a few faculty from other departments. The chair of the Search Committee will solicit evaluations of each candidate from these students and faculty.

5. When considering candidates for appointment to the faculty at one of the senior ranks (associate professor or professor), the administration will submit their qualifications to the Senate Committee on Tenure and Promotions, or, if the full Committee cannot be convened, to such members as are available and seek the Committee's recommendation before making the appointment.
6. When the candidates visit the College, the chair of the Search Committee will remind them to submit their travel expenses as soon as possible.
7. The chair of the Committee will tell the candidates who are interviewed approximately when the decision will be made concerning an appointment.
8. As soon as a person has accepted a position, the Chair of the Search Committee must notify all applicants. Candidates who are interviewed will receive a notification different from other applicants.
9. The Committee will notify applicants immediately should the decision be made not to fill the position after it has been advertised, and the candidates should be notified of any unexpected delay in the final decision.
10. Reasonable expenses incurred by the Search Committee in the search for faculty and academic staff may be charged to the Provost's budget for faculty recruitment.

Conducting a search is a very important process which must include certain things. The information below outlines the procedures that should be followed:

- The Search Committee should be interdisciplinary with at least one person from outside the department.
- The Search Committee must meet with the Director of Human Resources before they convene their first meeting. It is absolutely necessary that a search be conducted in the legally appropriate manner.
- All applications, letters of reference, and official correspondence from the candidates should be directed to Human Resources. Human Resources will keep a record of applications. The Chair of the Search Committee will also be responsible for keeping a record of any application materials that are sent to him or her from Human Resources. Files that are developed for each applicant should be kept in a secure location that can be made accessible to all members of the Search Committee.
- Minutes of Search Committee meetings should be recorded.
- The Search Committee should recommend to the appropriate Dean up to three applicants they wish to interview. After consultation with the Dean, the Chair of the Search Committee will arrange for each candidate's video conference interview and/or visit to campus.
-

- Candidates should be brought to campus in a timely manner with limited time between interviews.
- The candidates' itinerary should be arranged to allow interviews with the following: Search Committee, the Provost, the respective academic dean, and when possible, the President.
- The Chair of the Search Committee is responsible for providing the Dean, the Provost and the President a copy of the candidates' application materials.
- Candidates should prepare to teach a class as part of their interview process.
- Students majoring in the respective discipline should be invited to eat lunch with the candidate in the dining hall.
- Dinner with the candidate should involve a sharply limited selection of members of the Search Committee.
- Expenses involved in the search process should be minimized and approved by the Provost. Reimbursements will require receipts.
- Once the search process is complete, all materials relating to the search process should be sent to Human Resources.

OUTSIDE EMPLOYMENT OF MEMBERS OF THE FACULTY

Full-time members of the faculty must not engage in outside employment which interferes with their college duties or which could in any way reflect discredit on the College. Furthermore, they are not ordinarily permitted to teach at another college or university during the academic year, except by special arrangement between Converse and another institution. Before accepting any outside position or ongoing work such as professional consulting, artistic performance or projects, or counseling, an individual must obtain the permission of the appropriate dean. The request should be in writing, should explain the nature of the work and hours involved, and should be approved by the department chair. Requests must be renewed at the beginning of each academic year.

INTELLECTUAL PROPERTY AND COPYRIGHT POLICIES

College policies with regard to intellectual property rights are described in the *Converse College Copyright and Intellectual Property Handbook: A Guide for Faculty, Staff, and Students*, which is available online at https://www.converse.edu/wp-content/uploads/2015/12/Copyright-IP_Handbook.pdf.

ACADEMIC FREEDOM

- Faculty members are entitled to full freedom in research and in the publication of results, subject to the adequate performance of other academic duties. Faculty are entitled to complete academic freedom in the classroom, but they are encouraged to remember to teach their subject matter rather than deal unduly with matters which have little or no relationship to their subject.
- The college or university instructor is a citizen, a member of a learned profession, and a member of an educational institution. When speaking or writing as a citizen, the instructor

should be free from institutional censorship or discipline, but the special position that a faculty member holds in the community imposes special obligations. As learned persons, faculty members should remember that the public may judge the profession and the institution by their utterances and by their actions. When speaking, writing, or acting as citizens, faculty should at all times be accurate, exercise appropriate restraint, show respect for the opinion of others, and make every effort to indicate that they are not speaking for the institution.

- Mickel Library's display cases exist to exhibit academic materials and published works relevant to the curriculum of the College or forms of recognition of the United States. Student organizations that are officially recognized by the College are permitted to put up informational displays as openings on the schedule become available provided they meet the criteria outlined above. However, displays by Converse librarians and faculty take precedence because the display cases exist to promote the academic mission of the College. No display may contain materials that violate either the law or the rules of the College. Since the library's display cases are in a prominent location not reasonably avoidable by students completing required academic work, no display likely to cause serious and widespread offense in the Converse community will be permitted. Moreover, unlike the editorial page of a newspaper, the library's display cases are not a forum for advocacy.

RESPONSIBILITIES OF THE FACULTY MEMBER

Faculty Absences

Faculty are expected to meet all assigned classes and laboratories on a regular basis for the required time. Faculty who miss classes must arrange for a colleague or other professional to fulfill the assignment and should report the absence from class to the department chair. In some cases, students may be given out-of-class assignments during the absence of the professor. In no cases, should students be left unsupervised in studios or laboratories. Sickness that may result in absence beyond two class meetings requires notification of the appropriate dean.

Teaching Loads

A full-time teaching load for faculty is 24 semester teaching load hours per year. Teaching load hours are equivalent to credit hours except in cases of laboratory, studio, or special format instruction. The credit for laboratory or studio instruction is calculated at the rate of 2/3 teaching load hour for each clock hour of laboratory or studio instruction.

Under normal circumstances, no faculty member should teach more than ten regular classes or 32 semester hours per year. Course overloads must be approved by the appropriate dean and must be made at the time the department submits its recommended schedule for the next term, unless there is a genuine emergency in added enrollment. No overloads will be funded unless and until the faculty member in question has met the required, regular faculty load for the year with courses enrolling at least seven students each, or as specified by the appropriate academic Dean. Courses taught with enrollment below seven are at the discretion of the Dean.

Faculty or administration may initiate discussions of this matter at any time. Course releases for special faculty assignments or service positions are determined by the appropriate dean and may be suspended by the administration at any time.

A faculty member should limit Directed Independent Study courses to two per regular semester and to one during the January term or summer terms, in addition to the regular teaching load. A faculty member should not carry more than a total of four DIS students in any term. Exceptions to this load must be approved by the appropriate dean.

The Dean of the School of the Arts determines overall workloads in the Petrie School of Music, in consultation with the Director of the Petrie School of Music.

In addition to teaching and advising responsibilities, each faculty member is expected to be active in professional activities appropriate to his or her discipline or interdisciplinary areas and service each year, as specified in the Comprehensive Faculty Evaluation System contained in this Handbook.

Online courses

The teaching of a course, either partially (hybrid) or fully online, carries the same consideration for faculty teaching load purposes as a traditional face-to-face course in accordance with the credit hours assigned to the specific course as per the Credit Hour Policy (approved by faculty). Faculty are expected to apply the same high academic rigor to teaching online as they do for traditional course delivery.

Online course development compensation

Faculty who undertake the writing and developing of a course intended for online delivery will be compensated according to the policies of the College at the time the course is developed. Compensation for developing online courses may vary by program.

Grades

All deadlines for the submission of grades must be met. Faculty should deliver grades online (not by mail or email) to the Office of the Registrar.

All faculty-initiated changes of final course grades except for recommendations of the Honor Board must be approved by the academic dean of the school in which the course was taken. Final course grades entered online by the instructor of record in each course or accepted by the Registrar's Office may be changed only when 1) the professor demonstrates that an error has been made in reporting the grade or in determining the basis of the grade assigned, or 2) the Honor Board (in the case of currently enrolled students) or the dean (in the case of formerly enrolled students) determines that there is clear evidence that the grade was assigned on the basis of fraud or deception on the part of the student.

Class Attendance and Absence Policy

- Course attendance requirements are set by each professor, within the limits of this policy and applicable laws, regulations, and accreditor requirements. Faculty requirements, chiefly with regard to the effect (if any) of unexcused absences on assignment or course grades will be included on the syllabus for each course.
- Students cannot be withdrawn from courses by faculty because of absences.
- Faculty may require students to make up work missed during or due to excused absences but may not impose any grade penalty in any form for work missed during or due to excused absences.
- In the event of documented medical conditions, including but not limited to those established by academic accommodations plans, absences will be considered to be excused.
- Absences due to participation in intercollegiate athletic competition (but not practices) will be considered to be excused.
- Absences due to participation in official College functions will be considered to be excused. Approval of absences due to official College functions and thus excused will be made by and communicated through the offices of the academic deans.
- If for any student in a course the total number of absences due to medical conditions, participation in intercollegiate athletic competition, official College functions, or other excused absences reaches a point that compromises the integrity or essential learning outcomes of the course, the professor will consult with the Director of Student Success to develop a plan of action for that student. In determining course policies regarding when student absences would compromise the integrity or essential learning outcomes of a course, faculty should consider the following (adapted from the findings of an Office of Civil Rights letter in a case involving the question of when attendance is an essential part of a class and thus not open to accommodation):
 1. What attendance policies are included in the course syllabus?
 2. Is attendance used to calculate any part of the final course grade and so specified in the syllabus?
 3. Does the fundamental nature of the course rely on student participation as an essential method for learning?
 4. Does the course design include significant classroom interaction between the instructor and students and among students?
 5. Do in-class student contributions constitute a significant component of the learning process in the course?
 6. To what degree does a student's failure to attend constitute a significant loss to the educational experience of other students in the class?

- For absences due to participation in intercollegiate athletics and curricular or co-curricular events:
 1. Student athletes are responsible for notifying faculty of individual competition schedules in advance of any absence. Competition rosters and schedules will be provided by the Director of Athletics to the Director of Student Success, in advance of advising periods. The Director of Student Success will provide these schedules and rosters to all faculty advisors prior to each advising period. Faculty advisors are encouraged to help student athletes avoid course/competition conflicts wherever possible when creating future course schedules.
 2. Faculty should accommodate to the extent possible the competition schedules of their students. Such accommodation can include arranging for make-up work, creating substitute experiences for students, and virtual participation in classroom activities through electronic means (when possible).
 3. Faculty are strongly encouraged to communicate with the student, the Associate Vice President for Academic Affairs, and the Director of Athletics in any case where the competition schedule appears to create a pattern of absences that will compromise the integrity or essential learning outcomes of the course. In those cases, both coaches and faculty are encouraged to seek specific compromises and solutions. In any case where compromise has not been able to be reached, the Provost will determine the course of action.

Course Syllabi

Instructors are required to prepare syllabi for all courses including Directed Independent Studies and Internships for both undergraduate and graduate. Syllabi should be made available to students electronically via Moodle or email. All courses have “shell” information for Moodle delivery. Syllabi should not be distributed in hard-copy. Questions regarding Moodle set-up should be addressed to the Director or Assistant Director of Distance Education.

Faculty are encouraged to post their syllabi in advance of the first day of class. Faculty must submit their syllabi electronically to the Course Management page found on the Faculty section of my.converse.edu. The appropriate naming structure is acronym, course number and section with term and year. An example THR120.01-FA12. Abbreviations for the terms are FA=Fall, JA=Jan Term, SP=Spring, S1=Summer 1, S2=Summer 2, S3=Summer 3.

While instructors have some flexibility in how they set up the syllabus, the following information must be included:

- Course number and name of course;
- Semester course is taught;
- Professor’s name, office location, telephone number, e-mail address, and office hours;
- A statement about the importance of the Honor Code and any specific directions regarding the Honor Code that you wish to call to the attention of the students;

- The following statement: “Students with documented disabilities who would like to request academic accommodations should complete a request for accommodations in my.converse. Questions can be directed to the Assistant Dean of Academic Support and Accommodations, at disability.services@converse.edu.
- Course description;
- Course objectives;
- Required books and other instructional materials;
- The course grading policy, to include a scale describing the criteria for a method of calculating the mid-term grade and final course grade. Faculty should clearly identify the quantitative or qualitative scale for determining each letter grade, including the weights (if any) given to assignment grades and any weight given to attendance;
- The course attendance policy, which must be in compliance with the College’s attendance policy;
- Information regarding course assignments and, where appropriate, due dates for assignments;
- Required means of submitting course work (hard copy, on-line) and policy regarding late work;
- The College’s Title IX statement (or the substitute statement created by the Faculty Senate):

Converse College is committed to offering a safe campus for all community members to learn and work in a welcoming and inclusive environment. This includes upholding a zero tolerance policy for discrimination, harassment and sexual misconduct.

Please be aware that there are some reporting requirements that are part of my job at Converse. If you inform me or write about having survived sexual assault or sexual misconduct while a student at Converse College by a member of the Converse community, or if I witness sexual misconduct at Converse College, I will keep the information as private as I can. I am required to bring it to the attention of the Title IX Coordinator.

If you would prefer to speak to a Confidential Resource who will keep your information confidential, please contact a counselor in the Wellness Center (864-596-9258). They will not disclose any information you share. Converse is legally obligated to respond to reports of sexual misconduct and therefore we cannot guarantee the confidentiality of a report, unless made to a Confidential Resource.

As always, you may find the Converse College Title IX policy, related information, and contact resources

https://my.converse.edu/ICS/Employees/Human_Resources/Title_IX.jnz

- Special directions that are relevant for a particular course; and
- Graduate requirements for dual listed courses.

Any revisions or changes in assignments or requirements from the original syllabus (submitted to students at the beginning of the term) which affect the last three days of fall or spring term or the last day of January term must be announced at least two weeks prior to the last day of class in fall and spring terms and one week prior to the last day of class in January term.

Student Complaints against Faculty Members

Note: This policy does not include student complaints against faculty members regarding claims of discrimination on the basis of

- **race, color, and national origin;**
- **sex (including pregnancy, parental status, or sex stereotypes);**
- **disability; or**
- **age.**

Students who believe they have been discriminated against on the basis of any of these four conditions should use the grievance policy as stated above.

1. Students are encouraged to contact professors to discuss any concerns students have about grades, faculty performance in the classroom, or faculty behavior toward students not included in the four categories (race, etc.) immediately above. Professors have office hours that are published on the door to their office and are on the syllabus for the class. Students wanting to talk with professors should speak with the professor before or after class, call the professor on the phone, or communicate via e-mail to set up an appointment. Students who are not comfortable raising an issue or complaint with the faculty member should communicate with the department chair.
2. If the student and the professor cannot resolve the issue, the student should make an appointment to talk with the department chair. The department chair will work with the student and the faculty member to attempt to resolve the issue.
3. If the student and the department chair cannot resolve the issue, or if the student's professor is the department chair, the student should go to the appropriate academic dean. The dean will attempt to resolve the issue and may consult with the provost in doing so. The decision of the dean is final.

Office Hours

Faculty must provide time each week during terms in which they are teaching for appointments with students. Office hours must be posted on the faculty member's door and listed on all syllabi. Faculty member office hours must be emailed by each faculty member to the appropriate academic dean within one week of the start of each academic term.

Honor System

Each student of Converse, by virtue of enrolling, is bound by, commits to abide by and strives to actively support the Honor Tradition.

Reporting a Violation of the Honor Tradition

In order to preserve the effectiveness of the Honor Tradition, reporting a violation of the system is of utmost importance. Faculty, instructors, staff and students must report probable violations, within a reasonable timeframe, to the appropriate individual(s). If an instructor, suspects an honor violation, he/she should document the concerns and confront the student as soon as possible. The accusing person should request a private meeting with the accused student where the specific charge should be discussed. The accusing person will note the charge and ask the accused student to make contact with the Honor Board Chair. The accusing person will then notify the Honor Board Chair of the meeting and the charge. Documentation of the incident in question should be made by all parties on the Honor Violation Incident Report form available on the Student Life/Student Government web page or through email to honorboard@converse.edu. Additional documents or evidence should be given directly to the Chair of the Honor Board. The Honor Board Chair and/or Vice Chair, in collaboration with the Honor Board Advisor, will review submitted documents and conduct an initial investigation to determine if there is sufficient evidence to move forward with a case. For details concerning the hearing process, sanctions, appeals, rights of the accused and responsibilities of the accused, please reference the *Student Handbook* available online.

Exams

A final examination period concludes the work of each term. All final examinations must be given during the examination period and within the hours designated. Examinations may not be given before the regular examination period. In some cases, an early examination may be approved by the instructor and the appropriate dean for exceptional reasons, such as for an academically-oriented activity clearly related to the student's curriculum. For students enrolled in late afternoon or evening classes who cannot attend one of the scheduled examination sessions, instructors may schedule a specific examination session during the examination period. Faculty may elect to schedule final exams or to allow students to self-schedule their exams. All syllabi must state which of the two exam formats will be used in the course.

If for legitimate reasons a student must miss an examination during the examination period, she may, with permission of the instructor, be allowed to take it at a later date. If the instructor does not agree to a special examination, the student may appeal to the appropriate dean. Special examination times are set by the examiner concerned.

Examination Procedures for Self-Scheduled Exams

During the last week of the term, the instructor distributes examination envelopes to the students. On this occasion, each student indicates in the space provided on the envelope her name, the desired day and period for the examination and returns the envelope to the instructor. Any instructions necessary for the taking of the examination should be supplied in writing.

The time limit for the final examination is three hours. A student may take a maximum of one examination per session. All students are advised to spread their examinations over the entire examination period. Freshmen should spread their examinations over at least three days at the end of the fall and spring terms if they are taking the normal load of four regular courses. If they are taking more than four regular courses, they should use all four examination days.

The self-scheduled examination questions are to be distributed from the instructor's office, or from any other designated place, between 8:45 am and 9:15 am for the morning examination and between 1:45 pm and 2:15 pm for the afternoon examination. If a student does not pick up her examination during the scheduled time, she will need to reschedule it for another examination session. All students shall be entitled to the entire examination session for the completion of their examinations.

Examinations may only be taken in a classroom within the building in which the examination is being administered or in another place designated by the instructor. Students may not take an examination in a lobby, hall, or restroom. Adequate classroom space is reserved in each building for test takers. All students must have free access to the classrooms: "occupied" signs or locked doors are not permitted. They should take seats in such a way as to secure maximum privacy. Students must take nothing with them into the examination room except the implements of examination. In those cases where the instructors allow the use of additional materials, those materials must be specified on the examination.

The examination materials, questions, answers, and all scratch paper should be returned in the envelope to the instructor no later than 12:15 p.m. for morning examinations and 5:15 p.m. for afternoon examinations. This deadline must be observed.

It violates the honor system for students to discuss examinations which they have seen with other students during the examination period.

Faculty should be available to the students during the examination period.

A schedule change can be made only with the permission of the instructor.

Examinations in certain courses employing audiovisual aids are specially scheduled. The student must take any of these at the time and place specified. A list of these courses is supplied by the Registrar. No manila envelope is supplied for these exams.

The Faculty Senate has requested (4/22/76) that no committee meeting (except on the most urgent business) be scheduled during final examination periods.

Examination Procedures for Scheduled Exams

Faculty who are using scheduled exams must use the exam times allocated by the Registrar.

Students who have three or more scheduled exams during one day may petition the Associate Vice President for Academic Affairs to self-schedule any of the exams.

Any instructions necessary for the taking of the examination should be supplied in writing.

Closed Study Period

Closed Study Period will begin the day following the last class day of each term and continue through the end of the final examination period. During Closed Study Period, no campus events

may be scheduled, and no course work—that is, papers, tests, projects—may be required. Study or help sessions may be held during this time as long as they are completely optional and tutorial (with no new information presented).

Exemption of Seniors from Final Examinations

With the instructor's permission Seniors in the last term of residence may be exempted from final examinations under the following conditions:

- The course must have adequate instruments, in the judgment of the instructor, for evaluation of the student's performance without a final examination.
- The student must have:
 - a cumulative grade average of at least 3.25; and
 - an accrued evaluation of B or better in the course.

Such exemption does not relieve the student of any of the other academic or attendance requirements of the course.

Disposition of Examination Papers and Term Papers

Instructors must retain in their campus offices the final examinations and term papers not returned to the students through one full term succeeding the term in which these materials were submitted. If the instructor's employment is terminated, or if the instructor is absent or on leave, these papers should be turned over to the department chair prior to departure.

Faculty Meetings

Regular meetings of the general faculty are held once a month during the academic session. Attendance is a responsibility of each faculty member. A quorum of eligible voting faculty members must be present in order for a Faculty Meeting to commence. Once the quorum is lost, the meeting must adjourn. A quorum will consist of one half plus one of the eligible voting faculty members of the general faculty as defined in the By-Laws of the College: Article III, Section I. At the beginning of the academic year, the President of the Faculty Senate in consultation with the appropriate deans will determine the number of faculty members eligible to vote.

Military Duty Leave

Employees who are members of the military are eligible for unpaid leaves of absence on those days when they are required to be away from any regularly assigned duty at the College in order to fulfill required military service. An individual who expects to be absent for military service is to submit to his/her immediate supervisor a copy of his/her orders as soon as possible before the scheduled absence.

The College complies with all applicable state and federal laws with respect to military leaves of absence and employment rights of re-hire upon conclusion of military service.

Weather Related Attendance

Closure due to Inclement Weather

Media outlets in the area will broadcast closings and delays information. Television stations WSPA-TV (7), WYFF-TV (4) and FOX Carolina (21) broadcast a scrolling closings/delays info bar on television and include information on their websites (look for Weather Closings/Delays links). In the event of closings or delays, our Omniaalert system will be used to send emails and text messages to all subscribers. Registration for this system is required. Faculty can sign up and manage their alerts preferences at <http://www.converse.edu/alerts>.

Converse has an emergency weather alert telephone line that provides a recorded message of any closings or delays. Call 583-4448 to listen to the recording.

FREEDOM OF EXPRESSION POLICY

Converse College employees, students, and student organizations are free to examine and debate all questions or issues of importance to them and to express opinions publicly and privately. At all times Converse College students and employees are expected to speak and act responsibly. Students and employees are also obligated to make it clear that when they speak, they do so for themselves and not for the College.

Converse College recognizes the right of any employee or student to demonstrate peacefully. However, any group that wishes to assemble for such purposes must first register and review all activities with the Office of the Dean of Students in order to ensure that the College can provide adequate security and safety measures.

The right to assemble peacefully for the purpose of public expression or opinion is restricted to those students or employees who are currently enrolled or employed at Converse College. Converse is a private institution and will not allow outside individuals or groups to demonstrate on the Converse campus for any reason. Trespassers are subject to prosecution by the law.

Although Converse students enjoy freedom of speech and assembly, no one shall obstruct the free movement of other individuals on campus, interfere with academic instruction, or interfere with the use of college facilities, including by use of amplified sound.

CONTROL OF INSTITUTIONAL REVIEW BOARD FOR RESEARCH

All faculty and staff members are required to present to the Institutional Review Board for Research an appropriately detailed description of proposed investigations involving human subjects, including clinical research. Either the entire committee or, in cases of expedited review, those members with competence related to the specific proposal, review each proposal, and (1) approve, (2) require changes if necessary, or (3) disapprove the proposed investigation. The decisions of the committee give special attention to the “adequacy of provisions for protecting the rights and welfare of the subjects, the appropriateness of the methods used to secure the informed consent of the subjects, and the risks and potential ... benefits of the investigation.”

All proposed changes in investigative protocol must be brought to the attention of the committee prior to making the changes effective. Proposed changes referred to the committee are evaluated on the same basis as for initial review.

The advice of the committee is conveyed to the principal investigator in writing over the signatures of those members involved in the specific review. When modifications in protocol are required, effort is made to reach an agreement between the committee and the investigator prior to the formal notification of the investigator. Each investigator, with the advice of the committee, reports to the committee concerning appropriate procedures; these reports become part of the committee's permanent file.

CONVERSE COLLEGE RESEARCH MISCONDUCT POLICY¹

March 2019

I. Introduction

Converse College ("Converse") holds to the highest standards of research integrity and expects all of its faculty, staff, students, and persons affiliated with Converse in the proposal or conduct of research to conduct research according to these standards.

Through the Office of the Provost and through the academic deans, Converse supports a community of ethical conduct and research integrity. Every researcher is personally responsible for his or her conduct when performing research and will be held to the highest ethical standards.

II. Scope

This policy applies to any person who is employed by, is an agent of, is under the control of, or is affiliated by contract or agreement with Converse, and to any student of Converse who is engaged in or applying for engagement in research, as defined in Section III of this policy. This policy applies to any principal investigators, co-principal investigators, technicians, and other staff members, as well as to students engaged in independent or faculty-mentored research, including those working as laboratory or research assistants.

III. Definitions²

- A. The *Deciding Official* means the Provost of Converse College. The Provost will make determinations on allegations of research misconduct and determine any institutional responses. At Converse, the Provost (or his/her designee) also serves as the *Research Integrity Officer*, who assesses allegations of research misconduct and determines when such allegations warrant inquiries and who oversees inquiries and investigations.

¹ Sections of this policy have been taken from or modeled on the SAMPLE POLICY AND PROCEDURES FOR RESPONDING TO ALLEGATIONS OF RESEARCH MISCONDUCT published by the Office of Research Integrity, U.S Department of Health and Human Services, accessed on March 18, 2019, at <https://ori.hhs.gov/sites/default/files/SamplePolicyandProcedures-5-07.pdf>

² Section III of this policy has been adapted in part from Clemson University's *Policy for Responding to Allegations of Research Misconduct*, accessed on March 18, 2019, at <http://media.clemson.edu/research/sponsored-programs/policies/research-misconduct.pdf>

- B. *Inquiry* means gathering information and initial fact-finding to determine whether an allegation or apparent instance of research misconduct warrants an investigation.
- C. *Investigation* means the examination and evaluation of all relevant facts to determine if research misconduct has occurred, and, if so, to determine the responsible person, the seriousness of the research misconduct and to evaluate appropriate action.
- D. *OIG* means the Office of the Inspector General, the office within the National Science Foundation (NSF) that is responsible for the research misconduct and research integrity activities.
- E. *ORI* means the Office of Research Integrity, the office within the U.S. Department of Health and Human Services (DHHS) that is responsible for the research misconduct and research integrity activities of the U.S. Public Health Service.
- F. *PHS* means the U.S. Public Health Service, an operating component of the DHHS.
- G. *PHS regulation* means the Public Health Service regulation establishing standards for institutional inquiries and investigations into allegations of research misconduct, which is set forth at 42 C.F.R. Part 93.
- H. *Research* for the purposes of this policy is defined as any systematic investigation, including research proposal development or pilot testing, designed to develop or contribute to generalizable knowledge. Generalizable knowledge includes any systematically generated products of research intended for dissemination within or beyond the institutional setting.
- I. *Research misconduct* is defined as fabrication, falsification, or plagiarism in proposing, performing, or reviewing research, or in reporting research results.
- Fabrication is making up data or results and recording or reporting them.
 - Falsification is manipulating research materials, equipment, or processes, or changing or omitting data or results such that the research is not accurately represented in the research record.
 - Plagiarism is the appropriation of another person's ideas, processes, results, or words without giving appropriate credit.
 - Research misconduct does not include honest error or differences of opinion.

(Source: 65 FR 76260-76264; 70 FR 37010-37016; 2 CFR § 910.132; 10 CFR § 733.3)³

J. A *finding of research misconduct* requires that:

- There be a significant departure from accepted practices of the relevant research community;
- The misconduct be committed intentionally, or knowingly, or recklessly; and
- The allegation be proven by a preponderance of evidence.

(Source: 65 FR 76260-76264; 70 FR 37010-37016; 2 CFR § 910.132; 10 CFR § 733.3)⁴

K. *Respondent* means the person against whom an allegation of research misconduct is directed or the person whose actions are the subject of the inquiry or investigation. There can be more than one respondent in any inquiry or investigation.

L. *Complainant* means a person who makes an allegation of research misconduct.

IV. Rights and Responsibilities

A. *Deciding Official and Research Integrity Officer (DO-RIO)*

The Provost will serve as the DO-RIO, who will have primary responsibility for implementation of the institution's policies and procedures on research misconduct. The DO-RIO will:

- Receive allegations of research misconduct;
- Assess each allegation of research misconduct to determine whether it falls within the definition of research misconduct and warrants an inquiry;
- As necessary, take interim action and notify any appropriate agency (OIG, ORI, PHS, or any other) of the circumstances of the allegation;
- Sequester research data and evidence pertinent to the allegation of research misconduct and maintain it securely;
- Provide confidentiality to those involved in the research misconduct proceeding as required by 42 C.F.R. § 93.108, other applicable law, and institutional policy;
- Notify the respondent (whenever possible) and provide opportunities for him/her to review/comment/respond to allegations, evidence, and other relevant information;

³ From <https://science.energy.gov/grants/policy-and-guidance/research-misconduct/> , accessed on March 18, 2019.

⁴ From <https://science.energy.gov/grants/policy-and-guidance/research-misconduct/> , accessed on March 18, 2019.

- Inform respondents, complainants, and witnesses of progress in the investigation of any allegation of research misconduct;
- Adjudicate any allegations of research misconduct;
- Ensure that administrative actions taken by the institution and any granting agency are enforced and take appropriate action to notify other involved parties, such as sponsors, law enforcement agencies, professional societies, and licensing boards of those actions as the DO-RIO determines is applicable; and
- Maintain records of the research misconduct proceeding and make them available to granting or sponsoring agencies as required by terms of grant or sponsorship.

B. Complainant

The Complainant is responsible for making allegations in good faith, maintaining confidentiality, and cooperating with the inquiry and investigation. As a matter of good practice, the Complainant must be interviewed during an investigation.

C. Respondent

The Respondent is responsible for maintaining confidentiality and cooperating with the conduct of an inquiry and investigation. Whenever practicable, the Respondent is entitled to:

- A good faith effort from the DO-RIO to notify the Respondent in writing at the time of or before beginning an inquiry;
- An opportunity to comment on the inquiry report and have his/her comments attached to the report;
- Notification of the outcome of the inquiry and a copy of the inquiry report;
- Notification in writing of the allegations to be investigated within a reasonable time after the determination that an investigation is warranted; and
- The opportunity to be interviewed during the investigation.

The Respondent should be given the opportunity to admit that research misconduct occurred and that he/she committed the research misconduct. The DO-RIO or the President of Converse may terminate the institution's review of an allegation that has been admitted, if the admission and any proposed settlement and any action by any relevant agency is acceptable to the President of Converse.

V. Completion of Cases and Administrative Action

A. All inquiries and investigations will be carried through to completion.

- B. A case may be closed at the inquiry stage on the basis of a finding by the DO-RIO that an investigation is not warranted.
- C. A case may be closed by the DO-RIO at the investigation stage on the basis of a finding of no misconduct.
- D. If the DO-RIO determines that research misconduct is substantiated by the findings, he/she will decide on the appropriate actions to be taken.

The administrative actions in the case of faculty, staff members or other non-student researchers affiliated with or under the control of Converse may include:

- Withdrawal or correction of all pending or published abstracts and papers emanating from the research where research misconduct was found;
- Removal of the responsible person from the particular project;
- Letter of reprimand;
- Special monitoring of future work;
- Suspension from future Converse research, either for a limited time or permanently;
- Restitution of funds to the grantor agency as appropriate;
- In egregious cases as determined by the DO-RIO, the initiation of steps leading to termination of employment as specified in Section VII.2 of the *Converse College Faculty Handbook* (for faculty) or Section V-Q of the *Staff and Administrative Handbook* (for staff); and
- Other action appropriate to the research misconduct.

The administrative actions in the case of student researchers may include:

- Withdrawal or correction of all pending or published abstracts and papers emanating from the research where research misconduct was found;
- Removal of the responsible person from the particular project;
- Letter of reprimand;
- Special monitoring of future work;
- Suspension from future Converse research, either for a limited time or permanently;
- Restitution of funds to the grantor agency as appropriate;

- In egregious cases as determined by the DO-RIO, referral of the student to the Converse College Honor Board, as specified in the *Converse College Student Handbook* in the Section, “Honor System”; and
- Other action appropriate to the research misconduct.

Section III. CONDUCT

Converse College Sexual and Gender-Based Misconduct Policy

Note: The full policy can be found on My.Converse (https://my.converse.edu/ICS/Offices/Human_Resources/Title_IX.jnz). This excerpt serves to provide basic information to Students, Faculty, and Staff. The full policy should be referenced for further information.

Important information for individuals who may be victims of sexual assault: If you or someone you know may have been a victim of sexual assault or any other type of sexual misconduct, you are encouraged to seek immediate assistance. Assistance can be obtained 24 hours a day, seven days a week from the Residence Director on call at 864.621.7114 or call Campus Safety at 864.596.9026.

For additional information about seeking medical assistance and emotional support, as well as important resource information, contact a member of the Wellness Center staff at 864.596.9258 or wellnesscenter@converse.edu.

During business hours, you also are encouraged to contact one of the following individuals:

Title IX Coordinator: Tori McLean Good, MEd
 Title IX Coordinator
 Director of Leadership Development and Orientation
 864.596.9640
tori.mclean@converse.edu
 Location: Montgomery 202D
Campus Representative

Title IX Deputy Coordinators: Keshia Jackson Gilliam, EdD
 Director of Human Resources
 864.596.9029
nikeshiajackson.gilliam@converse.edu
 Location: Carnegie 204
Faculty, Staff, Adjunct, Subsidiary Representative

Jodi Strehl, MSW
 Assistant Athletic Director
 864.596.9671
jodi.strehl@converse.edu
 Location: Marsha H Gibbs 216
Athletics Representative

Duties and responsibilities of the Coordinators are to monitor and oversee implementation of Title IX compliance at the College, including coordination of training, education, communication, and administration of procedures for faculty, staff, students and other members of the College community, such as contract employees, Board members, and auxiliary staff. Complaints regarding sexual harassment, sex discrimination, or sexual assault, against Converse Faculty,

Staff, Adjunct, Students, or Subsidiaries should be directed to the Title IX Coordinator or Deputy Coordinators listed above.

Statement of Purpose and Values

Converse College is dedicated to providing a learning, living, and working environment that is free from sexual harassment and sex discrimination. We are committed to ensuring a safe campus climate for our entire College community. We promote fundamental rights, advance individual and institutional integrity, and uphold the vital aims of Title IX. Converse College prohibits sexual and gender-based misconduct (hereafter “prohibited conduct”) in any form, including sexual assault, sexual harassment, gender-based harassment, sexual exploitation, stalking, domestic violence, dating violence, and retaliation, all as defined in Appendix A of the full Policy. The College will respond to reports of prohibited conduct in accordance with this Policy.

Title IX

Title IX of the Education Amendments of 1972 is a federal law that states “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance.”

Subsequent guidance from the Office for Civil Rights clarified that educational institutions should regard sexual harassment, including all forms of sexual violence, as a form of sex discrimination prohibited by Title IX. Educational institutions, including Converse College, have trained Title IX Coordinators, adopted a Sexual and Gender-Based Misconduct Policy, and expanded prevention and education efforts on campus.

Policy Scope

Who This Policy Covers. This Policy applies to all Converse College students, all individuals employed by Converse College, individuals contracted with the College to provide service to students, and all third-party vendors related to Converse College. In particular, this Policy protects students and employees who fit either of the following descriptions:

1. Are victims of any form of prohibited conduct, by any other person (student, employee, or others outside the College community)
2. Are accused of engaging in behavior prohibited by this Policy.

Any person may file a complaint alleging prohibited conduct (see Appendix A of the full policy) against a Converse College student or employee. However, with respect to any complaint that is 1) by a person who is not a member of the College community, or 2) relating to non-College conduct, the College reserves the right to determine, in its sole discretion, whether the conduct described in the complaint bears a sufficient nexus to the educational program or employment relationship of a Converse College student/employee or constitutes a sufficient risk to the College community to proceed under this Policy.

Geographic Location. This Policy is applicable to College community members (students, employees, contracted services, and third party vendors) regardless of the geographic location or virtual location of the incident.

Conduct This Policy Covers. This Policy encompasses all conduct prohibited under Appendix A of the full Policy. Prohibited conduct can be committed by a person of any gender, and it can occur between people of the same or different gender.

GRIEVANCE PROCEDURE

The following procedures provide equitable and prompt response to employee grievances respecting such matters as salary, work assignments, promotion, tenure, conditions of employment, termination (except for faculty members with tenure or those whose term contracts have not yet expired and who are dismissed for cause; appeal of termination procedures for these faculty are specified in Section VII of this *Faculty Handbook*), unfair discrimination on the basis of gender. Employees who have not yet completed the 90-day introductory/probationary period of employment are not eligible to participate in the Grievance Procedure outlined in this policy.

Every effort will be made to achieve an informal settlement of a grievance through consultation at whatever administrative level is appropriate. An employee who has a work-related problem or question is strongly encouraged to bring it to the attention of the immediate supervisor before contacting the supervisor's manager. If the grievance cannot be resolved informally, the following steps will be taken for Converse employees:

The employee with a grievance ("Grievant") will present the complaint in writing to the administrative supervisor at the level of the Dean, Vice President or Provost within 14 days of the alleged action that is the basis of the grievance. At the time of the complaint, a copy of the grievance must be presented to the Director of Human Resources. Upon receipt of a copy of the grievance complaint, the Director of Human Resources will issue to the concerned parties a copy of the Grievance Committee Guidelines. If the grievance is against the Dean, Vice President, Provost, or President, the Grievant may present his or her complaint to a Vice President not directly in the line of supervision.

The signed, written complaint must sufficiently state the nature and the facts of the alleged incident and must contain the names of all relevant witnesses.

The administrator receiving the written complaint will be responsible for establishing a Grievance Committee, to be composed as follows:

First Member - The Grievant selects the first member (peer level);

Second Member - The Dean (or administrative supervisor) appoints the second member;

Chair of Grievance Committee:

- (i) For Administration/Staff: The Vice President for Finance and Administration (who is in charge of compliance with Federal regulations), if not subject of complaint, or President appoints the third, who will be Chair; or
- (ii) For Faculty: The President of the Faculty Senate (if not subject of complaint) or President appoints the third, who will be Chair.

3. The Grievant and other parties concerned in the grievance can bring witnesses and freely offer evidence to the Committee. The Grievant, Accused, and witnesses must present their written statements to the minute-taker before offering their testimony. A representative of the Human Resources Office will take written minutes of the hearings and will make these available to the Grievant and the Accused. No minutes will be taken during the “closed sessions” deliberations by the Committee as it considers the evidence that has been presented.

4. When the Committee has completed its deliberations, it will report its findings to the President of the College unless the President is subject of complaint, if so, then to the Chair of the Board of Trustees, who will take final action on the Committee’s report. The President of the College or the President’s designee will have final authority to decide all grievances.

5. Time Limits

The Grievance Committee must be constituted within 15 working days after the submission of a written complaint.

The Grievance Committee must meet and deliver its written report as described within one month after receiving the case.

The President of the College or the President’s designee will take action on the Grievance Committee’s report within 15 working days after receiving it.

6. Appeal

If either the Grievant or the Accused has questions regarding the findings of the Committee or the President’s decision, that person may meet with the President to discuss his or her concerns (or with the Chair of the Board of Trustees, if the President is involved in the grievance).

Confidentiality

The right to confidentiality of all members of the academic community will be respected in both informal and formal procedures. The College prohibits any kind of retaliation against any person who, in good faith, brings a complaint to the attention of the College. All complaints will be kept confidential to the fullest extent possible.

CONFLICTS OF INTEREST

The following sets forth the official policy of Converse College (“the College”) with respect to conflicts of interest. All Employees—administrators, faculty members, and all other employees (referred to collectively as “Employees”)—and members of the Converse Board of Trustees (“Trustees”) are expected to adhere to both the letter and the spirit of this policy. This policy is subject to modification from time to time as the College determines appropriate in its sole discretion.

Defining Conflict of Interest

A potential conflict of interest occurs when an Employee's or Trustee's personal or private interests might lead an independent observer reasonably to question whether the Employee's or Trustee's professional actions or decisions are influenced by considerations of significant personal interest, financial or otherwise.

Generally, a conflict of interest occurs when an Employee or Trustee (1) has an existing or potential financial or other interest that impairs, or might appear to impair, the Employee's or Trustee's independent judgment in the discharge of responsibilities to the College, or (2) may receive a material benefit, financial or otherwise, from knowledge or information confidential to the College.

An Employee or Trustee shall be considered as having a personal interest in any transaction in which he/she has any material connection or substantial financial interest. Specifically, a material connection includes the involvement of any Family Member or any household member of a Family Member. For the purpose of this policy, "Family Member" shall be defined as any individual related to the Employee or Trustee through blood or marriage (e.g. spouse, son, daughter, niece, nephew, cousin, grandchild, father, mother, brother, sister, father-in-law, mother-in-law, sister-in-law, brother-in-law, grandfather, grandmother). By extension, close, personal friends also provide the potential of a similar conflict of interest. An Employee or Trustee shall further be considered as having a personal interest if there will be a benefit to any business enterprise in which the Employee or Trustee has a substantial interest, to any business enterprise in which any Family Member has a substantial interest, or to any business enterprise in which he/she or a Family Member serves as a director, trustee, or officer.

Employees and Trustees should conduct their affairs so as to avoid or minimize conflicts of interest and must respond appropriately when a conflict of interest arises. Any Employee who has a question as to whether a situation will give rise to a conflict of interest is urged to discuss the matter promptly with the President of the College, the Vice President of Finance and Administration, or both. Any Trustee who has a question as to whether a situation will give rise to a conflict of interest is urged to discuss the matter promptly with the Chair of the Board of Trustees or, if the situation relates to the Chair, with the Vice-Chair of the Board of Trustees.

Required Disclosures

Prior to consummating a transaction or acting upon a matter involving the possible existence of a conflict of interest, the Employee or Trustee involved shall make a full disclosure of all relevant facts. In the case of the President of the College or a Trustee other than the Chair, such disclosure will be made to the Chair of the Board of Trustees. Conflicts of interest involving the Chair of the Board of Trustees must be disclosed to the Vice-Chair of the Board of Trustees. Conflicts of interest involving all Employees other than the President must be disclosed to the President, the Vice President of Finance and Administration, or both. The person to whom the Employee or Trustee reports the potential conflict of interest will determine whether a conflict of interest exists and determine what conditions or restrictions, if any, should be imposed to reduce or eliminate such conflict of interest.

Employees with executive or administrative responsibilities and the Trustees will be asked to report affiliations, positions, and material financial interests held by members of their immediate families annually.

Restraint on Participation

Trustees or officers who have declared or been found to have a conflict of interest shall refrain from participating in consideration of proposed transactions, unless for special reasons the Board of Trustees or the administration requests information or interpretation. Any Trustee with a conflict of interest shall not vote, attempt to influence any vote, participate in discussions, or be present at the time of any vote concerning the transaction or matter for which the conflict of interest is applicable.

Enforcement of this Policy

A violation of any provision of this policy may subject an Employee to disciplinary action, up to and including termination of employment.

As with all policies, there may be exceptions; however, they should be recognized and treated as exceptions, and any variations from this policy shall require the express written approval of the College.

SOLICITATION AND DISTRIBUTION

To eliminate any interference with the work of employees, (unless sanctioned by the College) soliciting and/or distributing literature, including email distribution, on college property is not permitted at any time by persons not employed by the College nor by employees during actual working time.

NON-PROFIT ORGANIZATIONS EVENTS AT CONVERSE COLLEGE POLICY

All outside groups must reserve campus facilities through the Director of Events Services. External organizations are not permitted to fundraise on campus. Student organizations may plan and implement fundraising activities that benefit external organizations as a part of their service to the community. Such activities may be held on campus provided they are initiated by a Converse student organization. External organizations wishing to post or distribute publicity materials must receive approval through Campus Life. All materials must be stamped for approval before distribution/posting. It is allowable for fundraising information to be included in materials as long as that information is a secondary purpose, such as a season events series with donation information included.

AMERICANS WITH DISABILITIES ACT (AND RELATED STATE AND LOCAL LAWS)

Converse College complies with the ADA and similar state and local laws by not discriminating against qualified individuals with disabilities. Converse also limits the instances it seeks medical information from employees, and keeps that medical information confidential (on a need-to-know basis). Finally, where appropriate, the College offers reasonable accommodations qualified disabled individuals so long as the employee is able to perform the essential functions of the position and those reasonable accommodations will not create an undue hardship on Converse or

pose a threat to health or safety. Accommodations are those changes, modifications, or alterations that allow an otherwise qualified employee to enjoy the benefits of working and perform all essential functions of his or her position notwithstanding a physical or mental impairment. Accommodations may be in the form of changes in the workplace, leave, or reassignment to vacant positions. Persons seeking accommodations will be required to provide documentation of their disability status and abilities/restrictions. Failure to cooperate with the College's efforts to reach a reasonable accommodation will result in denial of protection under the applicable law. If two or more accommodations are reasonable and will be effective, the College has the right to decide what accommodation to make.

Accommodation Leave under the ADA (and similar laws)

Accommodation leave applies only to employees who: (1) do not meet the eligibility requirements under FMLA or who have exhausted FMLA leave; (2) are under the care of a licensed healthcare provider (practicing within the terms of his or her license); and, (3) are currently unable to perform one or more essential functions of their position, with or without accommodations. If Converse crafts an accommodation for the employee that would allow him or her to perform the essential functions of the position even with the current medical restrictions, then leave under this policy will be unavailable.

To obtain leave under this policy, the employee must cooperate with Converse to obtain medical information substantiating: (1) the nature of impairment; (2) the functions the employee cannot perform; (3) the amount of time the employee will have the restrictions; (4) an estimated return-to-work date; (5) the level of confidence of the physician; and (6) estimated restrictions that will still exist after the employee is released to return to work.

Leave under this policy is discretionary. Converse will attempt to balance the employee's need for leave, the effectiveness of granting the leave, the reasonableness of the length of time requested, and the level of confidence of the physician on the one hand, with the needs of the organization and the hardship posed to the College in granting the leave on the other hand. If the leave is granted, it will be job-protected.

Employees must concurrently exhaust any available paid time off (such as vacation, sick pay, or personal time off), Converse Leave benefits, Family Medical Leave, short-term disability benefits, workers' compensation benefits, or any other form of applicable paid leave during ADA leave. If no such paid time off is available, leave under this policy is unpaid and runs concurrently with any other Converse Leave and/or Family Medical Leave benefits.

If the employee requests an extension of leave, if the circumstances described by the original certification have changed significantly, or if the College receives information that casts doubt upon the continuing validity of the original certification, the College may require immediate re-certification of the employee's medical condition.

If the employee recovers sooner than anticipated, the employee must communicate with Converse and make arrangements to return to work.

Leave under this policy must be used for its intended purpose. If Converse determines that the employee provided false information in order to obtain the leave, or is using leave when such leave

is not medically necessary or otherwise unnecessary, the employee may be subject to discipline, up to and including termination.

DRUG-FREE WORKPLACE

The issue of alcohol and other drug use, misuse, and abuse concerns the entire college community, as it does society at large. The College desires to identify and to control problems that influence the health and safety of its employees, including problems related to alcohol and other drug abuse.

ALCOHOL

Converse College recognizes that the use of alcoholic beverages is ultimately a matter of personal decision and, therefore, seeks to provide a social atmosphere on campus which develops individual responsibility and mutual respect. At all times the College encourages responsible decision-making regarding the use of alcohol.

1. All employees must comply with all applicable laws concerning the purchase, consumption, and possession of alcoholic beverages while on campus or otherwise acting in the course of their employment with Converse College, including without limitation refraining from furnishing alcohol to minors.
2. No alcoholic beverages may be kept or consumed on the premises of Converse College with the following exceptions:
 - a. Beer and wine may be sold and consumed as designated in Valkyries Station regulations.
 - b. Beer and wine may be sold and consumed during special functions with a license to sell from the state of South Carolina.
 - c. During private events, the serving of alcohol is permitted in designated areas with appropriate permits.
3. Alcoholic beverages will not be served or sold to anyone whose behavior or demeanor suggests that they have had their maximum safe amount of alcohol.
4. Permission to serve or sell alcoholic beverages on campus must be approved at least two months prior to the event except in special circumstances. Alcohol must be served by certified and trained employees of Converse's food service staff.

DRUGS

In compliance with the Drug Free Workplace Act of 1988, the College certifies that it will maintain a drug-free workplace by implementing the following guidelines:

The unlawful manufacture, distribution, dispensation, possession, or use of any drug or controlled substance, as defined by state and federal law, is prohibited in the workplace.

1. Any staff or faculty member found in possession of an unlawful drug or controlled substance, or found guilty of selling or giving an illegal substance to students, staff, faculty, or others will be subject to dismissal.
2. Any employee found to be under the influence of any unlawful drug or controlled substance on the job, or who tests positive for such substances, will be subject to dismissal.
3. For the purposes of this policy, any prescription drug for which the individual in possession or use does not have a lawful prescription shall be considered an unlawful drug.

PREVENTION AND TREATMENT

Information on drug education and counseling is made available to employees in coordination with community resources, and the Employee Assistance Program that is offered to employees who are enrolled in the college's Long Term Disability Plan.

Smoking

SMOKING/TOBACCO POLICY FOR CONVERSE COLLEGE

Converse College seeks to provide a safe, healthy, and comfortable environment in which all members of our campus community can live and work. Converse College and The American College Health Association support the findings of the Surgeon General and acknowledge that any form of tobacco use, whether active or passive, is a significant health hazard. The Environmental Protection Agency and the National Institute for Occupational Safety and Health have both classified second-hand smoke as a known carcinogen (cancer causing). The College realizes that a smoke and tobacco-free environment is a goal we can achieve, through intentional and positive steps to ensure a healthier environment. In pursuit of this goal, Converse College became a tobacco-free campus effective August 1, 2012.

The Policy

- I. Use of any tobacco products is prohibited across the entire campus including the parking lots, campus walkways and all Converse-owned or leased buildings and vehicles
- II. The sale or advertisement of tobacco and smoke products is prohibited on campus and in all College publications.
- III. All visitors and vendors working on campus are expected to comply with this policy.

- IV. Enforcement of the policy is the responsibility of all members of the Converse community. Faculty, staff and students are expected to uphold and enforce the policy for the health and safety of our campus.
- V. Campus Safety Officers may issue a smoking citation with fine of \$25 when a violation is noted.
- VI. Continual violations of the policy may result in disciplinary action. Failure on the part of faculty or staff may result in administrative action up to and including discharge. Failure on the part of students to follow this policy may result in a violation adjudicated by the appropriate board or administrative sanctioning, which could include but is not limited to community service, monetary fines, and/or suspension from the College. Visitors to the campus who repeatedly violate the policy may be asked to leave College property.

Waiver: For the safety and well-being of our students, particularly residential students who make the campus their home; the College has designated ONE space on campus to serve as a smoking area. Cigarette smoking will be permitted only at the benches located to the side of Andrews Residence Hall on the concrete space in the lawn.

FIREARMS, OTHER WEAPONS, AND FIREWORKS

Only Public Safety Officers are allowed to have approved weapons on campus. Firearms or weapons of any type, including any propelling devices, as well as ammunition are prohibited on campus.

All fireworks are prohibited on campus unless sanctioned for a campus event. Employees who violate this prohibition may be disciplined and discharged for such conduct.

Section IV. FACULTY EVALUATION AND COMPENSATION

I. INTRODUCTION AND CRITERIA

Converse College has a clear, coherent, and substantive system by which faculty performance can be evaluated and compensated. As faculty members who profess a commitment to excellence, we support and embrace a system of evaluation that will recognize and encourage constant improvement and superior performance in our professional lives. All Converse faculty, including full-time tenured, full-time untenured (whether or not they are in a tenure-track position), part-time, or adjunct, are evaluated with regard to their performance. Part-time and adjunct faculty members are evaluated only with regard to their teaching performance and so only Section IV.I.A.6 below applies to part-time and adjunct faculty with regard to evaluation. The same information regarding the evaluation of part-time and adjunct faculty is found in the *Converse College Part-Time and Adjunct Faculty Handbook*.

A Beneficial Activity

While there will always be some disagreement over the details of any system, we recognize the importance of an evaluation system that both informs and compensates. We cannot hope to become better teachers and scholars if we do not have a mechanism by which we can measure our performance. Thus, we view a system of evaluation and performance compensation as beneficial to our students, to the College as a whole, and to each faculty member individually.

A Clearly Articulated Approach

Most importantly, our system is clear, relates equally to all, and upholds the fundamental educational values of the College. In addition, it is a system that functions consistently and continuously. Our approach is one in which all faculty members are evaluated according to the following three criteria: Teaching (the most important part of our jobs); Scholarship and Professional Activity; Service to the College Community.

A. TEACHING

1. The Importance of Teaching

One of the most generally held values at Converse College is that teaching is the most important of the three categories (teaching, scholarship and professional activity, and service) used to measure faculty performance.

2. The Evaluation of Teaching

Of the three areas of faculty performance, teaching is the most difficult to measure. Nevertheless, it is possible to evaluate an individual faculty member's teaching performance. This system evaluates teaching performance using multiple sources of information, described below:

Faculty members themselves

Students
 The Provost
 Deans
 Peers
 Chairpersons

Teaching performance will be evaluated using a variety of items and measures from these sources.

a. Professional Self-Report

The Professional Self-Report gives each faculty member the opportunity to reflect on each aspect of his or her professional performance, including teaching. Each faculty member should give careful consideration to the descriptive and evaluative elements of the self-evaluation. Chairpersons and the Deans will use the Professional Self-Report in evaluating faculty members.

b. Course Syllabi

Department Chairs should review syllabi for every course taught by members of the department. Complete syllabi include (among other things) the *learning objectives* of the course, the *readings and other course materials* to be used, the *number and type of assignments, instructor contact information, office hours*, and the *method of evaluating student performance*. (For a complete statement of required information, please refer to Section I of the *Faculty Handbook*.) Chairpersons and the Deans will use the components listed above to evaluate syllabi.

c. Classroom Observations

Every untenured faculty member is required to have his or her department chairperson (or a tenured peer in the case of chairpersons) observe and evaluate classroom teaching each year. All tenured faculty and those on term contracts are encouraged to arrange for chairperson or peer evaluation each year; the presence or absence of the reports of these observations will have a significant effect on salary decisions. Any faculty member who does not or cannot arrange for an observation and report through the department chairperson may do so through his or her dean. Faculty members are encouraged to seek observations by other peers as part of the ongoing process of professional development. The reports based on any additional observations may be included in the materials supplied for the annual evaluation.

d. Student Evaluations

Previous systems of measuring teaching quality were limited in that they depended too heavily on student evaluations. While our current evaluation system works to correct this problem by using other measures of teaching performance in addition to student evaluations, we will continue to use student evaluations as a key means of judging teaching effectiveness. Evaluations are submitted electronically. Faculty, the appropriate

academic dean, and the Provost have access to evaluations through the CoursEval Home Page.

3. Normal Expectations and Required Materials for All Faculty Members

- Students evaluate all courses every semester
- Meet all class sessions except under special circumstances approved by the department chairperson and/or Dean
- Continual revision of course material
- Integration of available technology and personal scholarship into courses where appropriate.
- Hold office hours consistently throughout the academic year
- Active advising and availability for student conferencing as necessary beyond office hours.
- Department chairperson encouraged to visit at least one class for each member of his or her department at least once each year, varying from year-to-year the courses visited for each faculty member

4. Required Supporting Materials

- Professional Self-Report form
- Chairperson evaluations
- Classroom observation reports for untenured faculty members (no specific form)

5. Forms

- Professional Self-Report (Appendix A)

6. Evaluation of Part-Time and Adjunct Faculty

Part-time faculty are non-tenure-track, salaried faculty who do not teach a full teaching load of 24 teaching load hours per year and normally teach no more than 12 teaching load hours per year. Part-time faculty are employed on an annual basis and are classified as Lecturers. Part-time faculty are not eligible for tenure or promotion. Part-time faculty must meet the qualifications for teaching the courses assigned to them. Those qualifications are determined by the appropriate academic dean in consultation with the provost.

Adjunct faculty members are non-tenure-track faculty who are employed on a per-course basis and by semester or term. Adjunct faculty are paid by the course and are employed only when there is sufficient enrollment for the course as determined by the appropriate academic dean. Adjunct faculty are not assigned rank and are not eligible for tenure or promotion. Adjunct faculty must meet the qualifications for teaching the courses assigned to them. Those qualifications are determined by the appropriate academic dean in consultation with the provost.

The evaluation of part-time and adjunct faculty is the responsibility of each department chair supervising courses taught by part-time or adjunct faculty. Part-time and adjunct faculty are evaluated with regard to their teaching performance and not with regard to their professional

activity or service to the College. The evaluation of part-time faculty occurs on an annual basis in conjunction with the evaluation of full-time faculty. The evaluation of adjuncts occurs on a per-term or semester basis.

For both part-time and adjunct faculty, evaluation consists of the review of course syllabi, at least one classroom observation each term (adjunct) or year (part-time) conducted by the department chair or another departmental faculty member designated by the chair, plus a written evaluation of the part-time or adjunct faculty member's teaching performance. The evaluation of teaching performance will include and specifically reference student course evaluations. The department chair will discuss the written evaluation with the part-time or adjunct faculty member, providing guidance and support where necessary and appropriate.

A copy of the written evaluation will be sent to the appropriate academic dean and will be included in the College's records of faculty evaluation maintained by the Office of Institutional Research, Assessment, and Effectiveness. In consultation with the dean, department chairs will use the evaluation in decisions whether or not to continue to employ the part-time or adjunct faculty member. In the event that evaluations result in a decision not to continue to employ a part-time faculty member, the dean and the provost will consult with the department chair and will notify the part-time faculty member as soon as is practicable of the College's decision.

B. SCHOLARSHIP AND PROFESSIONAL ACTIVITY

1. The Importance of Scholarship and Professional Activity

Professional activity is essential to the mission of the College. Scholarship and professional activity are fundamental to meeting our obligations as faculty members at Converse College. The proposed system of faculty evaluation and performance compensation reflects this priority by including scholarship and professional activity as a necessary component of our job and thus as a consideration in evaluation.

Scholarship contributes significantly to our commitment to and satisfaction with our positions as faculty members of Converse College. By engaging in an integrated and well-planned professional program we stay motivated and enthusiastic. We share this enthusiasm with our students, thereby enhancing our teaching. We discuss our latest scholarly activities with each other, thereby promoting the sharing of knowledge within our community. Such pursuit of scholarship provides us with a sense of accomplishment and dedication to continue to excel not only as scholars, but also as teachers, as members of the Converse community, and as contributing members of society.

1. What Constitutes Scholarship/Professional Activity?

Given the diversity of disciplines and areas of interests that faculty pursue, no evaluation system can state all activities that constitute scholarship. The activities that do typically constitute scholarship and professional development include:

- Peer reviewed publications, performances, or exhibits, including books, book chapters, journal articles, musical performances, and art exhibitions or performances
- Peer reviewed entries in reference works or reviews
- Major editorial responsibilities or reviewer with a nationally or internationally recognized journal or other publication
- Major role in conference or scholarly event organization
- Offices in professional organizations and elected/nominated memberships
- Reviewer or editorial board member
- Grant writing and acquisition
- Professional conference presentations and invited addresses
- Non-peer-reviewed activities, including musical performances, art exhibitions or performances, reference works, and reviews
- Student involvement in faculty scholarship or supervision of student scholarship
- Work submitted but not yet accepted for publication or showing
- Drafts of work in progress with documentation
- Attendance at conferences or workshops
- New course development or major revision of existing courses
- Maintenance and renewal of certification in areas of expertise

2. Normal Expectations and Required Supporting Materials for All Faculty Members

Although the activities designated as comprising scholarship and professional activity are not presumed to be comprehensive, at a minimum, all professional activity must show some outcomes on a yearly basis. Faculty members are expected to engage in professional activity that aims toward publications, presentations, performances, or exhibits. Also, it is expected that faculty, where applicable, either in their own work or through the supervision of student's independent work, will involve students in scholarship.

3. Required Supporting Materials

- Professional Self-Report form
- Basic documentation of any professional accomplishment. The adequacy of the documentation will be judged by the Dean.

4. Forms

- Professional Self-Report

C. SERVICE TO THE COLLEGE COMMUNITY

1. The Importance of Service to the College Community

The faculty of Converse College is committed to serving the College community. Each individual faculty member is expected to make a positive and constructive contribution to the College by way of service that goes above and beyond teaching and scholarship.

2. What Constitutes Service to the College Community?

We recognize that service comes in many shapes and forms. The following description of what constitutes service to the College community is by no means exhaustive. College service provides important benefits to our community and must be encouraged.

Faculty members are encouraged to engage in more than the minimum requirements for service to the College community and are encouraged to represent Converse College in the larger world through service to the broader community. However, faculty should not over-emphasize service to the college at the expense of teaching and professional activity, nor should faculty be unduly burdened with service work that impairs their ability to meet the minimal expectations of teaching and scholarship.

The activities that typically constitute service to the College community include:

- a. Governance and Administration
 - Participating in faculty and departmental meetings
 - Advising and counseling of students
 - Committee membership (including chairing committees)
 - Acting as faculty advisor to student organizations
 - Supporting the Admissions recruiting program, including attending Admissions functions
- b. Co-curricular Activity and Student Life
 - Sponsoring speakers or other public events that enrich the intellectual life of the campus
 - Participating in formal college ceremonies
 - Speaking to community groups or serving community groups as a recognized representative of the College and thereby enhancing the public image of the college
 - Hosting informal student gatherings, such as dinners
 - Attendance at student activities

3. Normal Expectations and Required Supporting Materials for All Faculty Members

- Serve on at least one Converse College committee, attend committee meetings, and participate actively in the work of committees (*with the exception of faculty in their first year of service*)
- Participate in at least one Admissions function over the course of the academic year
- Participate in departmental and faculty meetings
- Participate in formal college ceremonies
- Be available for departmental, service and committee work throughout the week

4. Materials

- Professional Self-Report

- Any supporting documentation of participation, involvement, or role in any service event

5. Forms

- Professional Self-Report

II. EVALUATION STEPS

The following procedures will be used for yearly faculty evaluations, except in special circumstances as determined by the President and the Provost.

A. The Provost will announce a deadline for faculty evaluation materials.

B. Faculty Member Arranges Teaching Assessment

Faculty members and chairpersons are encouraged to observe classroom teaching (required for untenured faculty). Any faculty member who does not or cannot arrange for an observation and report through the department chairperson may do so through his or her dean. The presence or absence of such reports will have a significant effect on salary decisions.

C. The Department Chairperson Reviews Course Evaluations

Completed undergraduate student evaluations are available electronically to the department chairperson and the appropriate dean.

D. Faculty Member Completes Personal Self-Report

All faculty members will submit a completed Personal Self-Report (PSR) and supporting materials to their Department Chairpersons (or designated other person, should there be no Chairperson) at least two weeks prior to the deadline.

E. Department Chairperson Evaluates Faculty Member

1. Chairpersons will complete a Chairperson Evaluation Form (CEF; Appendix B), evaluating each faculty member in the department.
2. Chairpersons should review and discuss with department faculty members the important section of the PSR entitled **Personal Goal-Setting**. Chairs and department members should use these goals as a basis for future evaluations of the faculty members' work.
3. Chairpersons will share and discuss the CEF with the faculty member. Both the faculty member and the chairperson will sign the CEF. The faculty member signs the CEF "in agreement" or "in contention," using the latter should he or she disagrees with the chairperson. The CEF and any explanatory letter from the individual faculty member will then be submitted along with the PSR and supporting materials to the appropriate dean by the deadline.

F. Each Academic Dean Evaluates Materials from Chairperson and Peer Evaluators in the Respective Schools - CEF and PSR

The dean will evaluate submitted materials. Based on this evaluation, the dean will determine a weighted score for each faculty member. The evaluation will be implemented using the following levels of importance:

1. Teaching (primary importance); evaluated using student evaluations, peer observations, chairperson evaluations, dean's evaluation, and other materials submitted by faculty member
2. Scholarship and Professional Activity (secondary importance); the dean will evaluate scholarship and professional activity
3. Service (secondary importance; not required for first-year faculty); the dean will evaluate college service

G. Calculation of Salary Increases

1. The Provost, working with the Deans, will formulate salary recommendations. Salary determinations are based on two factors: a performance evaluation and any necessary equity adjustments.
2. The performance factor will be determined by evaluating the individual performance assessments.
3. Equity adjustments will be made in exceptional cases, where salary compaction or other factors require special adjustments.
4. The dollar amount of the performance adjustment for an individual faculty member will depend upon (1) the total pool of money available for performance increases and (2) the results of the faculty evaluation. The calculation involves two steps. These steps are described below.
 - a. Calculation of Average. The total pool of budgeted performance compensation is divided by the total number of eligible faculty members. The resulting average is the per capita performance pay available that year. For example, if \$100,000 was budgeted for performance pay in 2004 and 70 faculty members were eligible for such payment, the per capita available is \$1,429.00.
 - b. Adjustment Based on Performance. The per capita average is then adjusted for the results of the faculty assessment. Performance pay will be distributed by ranking faculty members on the basis of the results of the assessment process. Faculty will be grouped using the most appropriate method (according to the Deans and the Provost) for each year's assessment results and the level of resources available for compensation increases. These groupings may include terciles, quartiles, quintiles, or other appropriate methods of distribution. In no case will the performance adjustment be distributed as an across-the-board increase. As an example of the performance adjustment, a distribution based on terciles could be calculated as follows:

First tercile	average plus 45%	\$1,429 plus \$643 for total \$2,072
Second tercile	average	\$1,429

Third tercile average minus 45% \$1,429 minus \$643 for total \$786

This example is used to illustrate possible calculations for a tercile distribution. Both the grouping of the distribution and the dollar amounts are merely illustrations and not necessarily reflective of any year's actual increases. There is no guaranteed salary increase for any faculty member in any given year. The Deans and the Provost will adjust any recommendations for increases as deemed appropriate.

H. Final Compensation Determination

1. The Provost and the appropriate academic Dean work together to formulate compensation recommendations.
2. The Provost sends compensation recommendations to the President for review. The President's decisions are final.

The appropriate academic Dean notifies each individual faculty member of the following information: evaluation for each of the system components (i.e., teaching, scholarship, and service) as described above.

Section V: PROFESSIONAL DEVELOPMENT

FACULTY SALARIES FROM GRANTS AND CONTRACTS

Since Converse is an institution that emphasizes teaching, teaching duties must take precedence over research. In those situations where research projects are sufficiently large to require an adjustment to teaching responsibilities, the Provost and the academic deans shall determine the division of obligations between research and other academic activities. Salary supplements paid from grants during the regular academic year shall be determined by the Provost, the appropriate dean, and the director of the grant.

PROFESSIONAL DEVELOPMENT ACTIVITIES AND FUNDING

The Faculty Development Committee has funds available for development activities, with a special emphasis on those activities involving peer-reviewed research, presentation, performance, or exhibition. Applications should be sent to the Chair of the Committee.

The Faculty Excellence Fund administered by the Provost is another source for faculty to use in their professional development. While there are no pre-set caps for grants, funding is relatively modest. You may apply for Faculty Excellence funds by sending the pertinent information to the assistant to the Provost via email well before the event in question. Be sure to describe the nature of your project, the estimated cost, the amount (if any) funded by the Faculty Development Committee, and how your participation will benefit your professional development. The Provost will notify you of the amount (if any) granted from the Excellence Fund. If your request is approved for funding, you will need to submit the Faculty Excellence Form with related, itemized receipts to the Provost's office for processing.

Faculty members are encouraged to maintain membership (at their own expense) and participation in professional organizations. The following policies and procedures apply:

1. Standard Rates of Compensation: The mileage rate by personal car is 35 cents per mile (total not to exceed air coach fare). Faculty attending the same meeting are expected to pool transportation unless academic responsibilities cause incompatible travel schedules.
2. Reimbursements: College personnel seeking reimbursement of less than \$75 must request petty cash rather than a check. Complete the Petty Cash Request Form, attach the appropriate documentation, and submit it to the Center for Finance and Registration for reimbursement. Petty cash requests must be approved by the appropriate budget manager.

SABBATICAL LEAVES

Individuals are eligible for sabbatical leaves during their first year of service as tenured faculty members or as faculty members on term contracts in lieu of tenure. Thereafter, a person is eligible for a sabbatical leave during every seventh academic year following the completion of the last leave. Ordinarily, sabbatical leaves are for one long term, fall or spring, with full salary; an

individual may apply for a leave, however, that includes the January term in addition to one long term, with one-half salary for the January term; that is, one-half of one month's portion of the year's salary. An individual may also apply for a leave of one academic year at half salary. Applications for leaves must be made according to the following calendar:

1. Preliminary application with a statement of intent and brief description of the project due to the chair of the Faculty Development Committee by June 1;
2. Completed proposals due by November 1;
3. Screening by the Faculty Development Committee completed by December 1;
4. Approval by the administration and announcement of leaves by February 15. The completed proposal must be accompanied by a statement from the department chair addressing these matters:
 - a. The effect of the leave on the department's course offerings for the year;
 - b. Arrangements that can be made within the department or by using replacements that will be required to offer the courses necessary for a full schedule of classes while the applicant is on leave. Ordinarily, these arrangements should not include assigning course overloads to any individual.
 - c. The chair's evaluation of the proposal, or in the case of a department chair's application, a department member's evaluation.

The Faculty Development Committee evaluates proposals according to several criteria and recommends approval of leaves to the academic deans, the Provost, and the President. The Committee is also obligated to rank worthy proposals when it is obvious that there are more worthy applications than the College can support in a given year or when the number of leaves in single departments or academic areas will adversely affect their programs or course offerings for the year. The President, the Provost and the academic deans consider leaves on the basis of the College's ability to support a given number, the needs of programs and curricula, and the merits of the proposals. Sabbatical leaves for humanities faculty are funded by the grant from the National Endowment for the Humanities which defines humanities faculty as those in the academic disciplines of English, art history, music history, modern languages, history, politics, religion and philosophy. Leave proposals eligible for NEH funds might also come from faculty in other departments who teach courses within the humanities disciplines, such as history or philosophy of education, art history, theatre history, and music history.

The criteria for evaluating a proposal are as follows:

1. Potential for contribution to the College, e.g., curriculum and program development; improvement of research and /or teaching skills; study in new areas; publication, performances, or exhibitions; retraining;
2. Feasibility of the project;

3. Needs of the College;
4. Evidence of prior efforts at professional development; and
5. Application and prospects for outside support.

When there are many more individuals eligible than there are leaves available, years of service at Converse will also be an important criterion. Individuals are obligated to complete one academic year of full-time service at Converse following the year in which the sabbatical leave is taken. Any person deciding not to return to Converse after completion of a sabbatical leave must repay the College the amount of the salary received during the leave. By the end of the first semester following a sabbatical leave,

Faculty members must present two copies of a written report concerning the leave. One copy will be sent to the Provost to be kept in the faculty member's file maintained in the Provost's office. The second copy will be sent to the Chair of the Faculty Development Committee and will become part of the permanent files of the Committee.

Faculty members must make a presentation to the faculty upon return from sabbatical leave. The Faculty Development Committee will coordinate all faculty presentations as part of the Academic Symposium series.

FUNDS FOR FACULTY RESEARCH AND DEVELOPMENT

Faculty may apply to the Faculty Development Committee for funds from the William R. Kenan Jr. Endowment or the Knight, MacDonald, Lowndes, and Goodrich funds for faculty research and development. Humanities faculty may apply for funds from the National Endowment for the Humanities for the same purposes. Likewise, all faculty members on sabbatical may apply for faculty development funds.

1. Funds from the NEH Endowment may be provided to the Humanities faculty for projects that contribute both to the improvement of the humanities programs at Converse and to the professional growth of the faculty member. Individuals may apply for the following expenditures:
 - a. Scholarly research;
 - b. Funds to participate in professional conferences (including giving papers, chairing a panel, serving as an organizational officer) and course development;
 - c. Fees or tuition for workshops, institutes, courses at institutions, etc.;
 - d. Funds to match or supplement funds from other sources;
 - e. Supplies (normally, scholarly publications for the applicant's personal library are not included, and normally supplies purchased will become property of the College);

- f. Travel and expenses related to the aforementioned activities.
2. Funds from the William R. Kenan Jr. Endowment may be provided to individuals for the following expenditures:
- a. Scholarly research and/or artistic development;
 - b. Funds to participate in professional conferences (including giving papers, chairing a panel, serving as an organizational officer) and course development;
 - c. Fees or tuition for workshops, institutes, courses at institutions, etc.;
 - d. Funds to match or supplement funds from other sources;
 - e. Supplies (normally, scholarly publications for the applicant's personal library are not included, and normally supplies purchased will become property of the College);
 - f. Travel and expenses related to the aforementioned activities.

3. The Knight Fund is to be used for:

- a. Developing study /travel programs with a focus on cultural diversity;
- b. Faculty research related to cultural diversity inside and outside the United States.

The Knight Fund may not be used to subsidize student travel.

4. The Faculty Development Committee awards grants according to the following criteria

:

- a. Faculty Research and Development Funds will not be made available to any faculty member who is leaving the employment of the College at the end of the academic year in which such funds are to be used or who has otherwise indicated an intention to retire or resign from employment with the College.
- b. The applicant must be a full-time faculty member or a permanent full-time employee of the College provided that annual teaching duties are part of the employee's contractual obligations. Full-time administrators and temporary and/or part-time faculty members normally would not be eligible for funds.
- c. All faculty development projects of merit will receive consideration and support, within the limits of an individual's cap and Committee resources. When limited resources compel a choice within the same funding cycle, the following priorities in descending order will guide the Committee's decision regarding funding for attending conferences, workshops and conventions: [1] presenting research at a convention or conference or field equivalent of original research presentation; [2] organizing, chairing, or directing a convention panel or workshop or occupying an

organization position of leadership; [3] attending a participatory workshop; [4] commenting upon papers or presentations.

- d. Other things being equal, first-time applicants are given priority over those who have previously received grants.
 - e. Projects should satisfy an identifiable interest or need of the College:
 1. research which looks toward publication;
 2. professional development which replenishes or updates the discipline or the teaching ability or range of competence of the applicant; and
 3. unusual curriculum or program development sanctioned or encouraged by the applicant's department or academic dean.
 - f. Funds being available, the Committee may set aside each year up to \$4,000 to fund a major project. A grant for a major project is renewable should it require more than one grant period for completion, normally one year. Renewal is contingent upon a report of satisfactory progress.
 - g. Funds being available, faculty proposals for the NEH, Kenan, and Knight funds will be considered for full funding on their merits provided that they are implemented during the academic year the proposal is submitted or in the summer following the date of the proposal.
 - h. Proposals approved by the Committee—in most cases—will be funded to the cap.
 - i. The Committee will automatically table proposals that lack appropriate documentation.
5. Regulations for Applications: Proposals are to be submitted electronically to the chair of the Faculty Development Committee at least one month in advance of projects. In rare cases, reimbursement may be granted after the project is completed. Applicants should submit documentation for reimbursement within one month after the event. The Faculty Development Committee cannot guarantee that late reimbursement requests will receive the same consideration as proposals submitted in a timely manner. A grant application form may be secured from the Converse College website or from the Committee chair which, along with supporting materials, should supply the Committee with the following detailed information concerning the proposed project or conference as well as the expected benefits for both the individual applicant and the college more generally:
- a. Project title and abstract;
 - b. Funds needed and time involved;
 - c. Statement on how the project satisfies policies and criteria for selection;

- d. Elaboration of the project in terms of time anticipated for full completion of the project and long-range aims.
 - e. Verification that the paper/project has been accepted for the proposed activity. This might include a scanned image from the conference program, a link to the conference program online, or a letter of acceptance from the conference organizers.
6. Reporting Completed Projects/Converse College Faculty Symposium Series
- a. Within a reasonable period of time after the specified grant period is over, grant recipients must submit a formal report to the Faculty Development Committee for reimbursement. The report should summarize the value of the project (if not already included in the funding application) as well as all receipts for expenses incurred.
 - b. All recipients of grants for the purpose of presenting papers/compositions/projects must also agree to be willing to present the completed project to the faculty as part of the “Converse College Faculty Symposium Series.” The Faculty Development Committee will select projects from those previously funded and schedule presentations each long term.

FUNDS FOR THE NEH VISITING SCHOLARS PROGRAM

All faculty members in the humanities may present proposals to bring visiting humanists to the College during the academic year. Faculty members outside the humanities are also invited to do so; they might identify visiting humanists who might benefit their own departments or departments in the humanities. The intent is a) to bring to campus professionals who would share their experience, research, creativity, and vision, and b) to support and foster an enthusiastic and dynamic process of intellectual exchange that would generate ideas, spark discussion, and help the Converse faculty stay up to date, imaginative, and vibrant.

The NEH Visiting Scholars Program works as follows. Each department in the humanities (English, Foreign Languages and Literatures, History and Politics, and Religion and Philosophy) plus the group of related courses composed of Art History, History of Education, History of Dance, Music History, and Theater History would receive from the Faculty Development Committee \$2,000 each academic year to bring one or several visiting humanists to Converse. This amount would cover honorarium, transportation, lodging, dining, advertisement, and entertainment.

In order to receive the funds, the applicants must meet the following guidelines:

1. The NEH Guidelines: “A portion of the NEH funds is designated for stipends for visiting humanists. These individuals should be brought to campus for the purpose of enhancing the humanities programs of the College and inspiring and encouraging faculty and students in the humanities. These visits may be short-term or long-term: for a lecture or a series of lectures, for workshops, for seminars of several days duration, or for a semester of teaching. In general, the potential contribution of a visiting humanist should fall within

the categories established for faculty development: interdisciplinary connections, career implications, teaching methods, and curriculum development/ enhancement. The qualifications of these humanists should include specialties for which an academic department or the College has particular need.”

2. The Faculty Development Committee Guidelines:

- a. Each applicant should present to the committee a plan that would include the goals that the visit is expected to meet in relation to the students, the faculty involved, or the college community; a curriculum vitae of the visiting humanist; arrival and departure dates; lodging arrangements; and a schedule of activities.
- b. It would be the responsibility of each applicant to invite the visiting humanist; make travel plans; host the visitor from arrival to departure times; arrange lodging, dining, and entertainment; advertise the events, including a poster in which the NEH Fund is acknowledged; introduce the visitor to the audience(s); and conduct other activities on campus.
- c. The deadlines for applications are: September 30 for visiting humanists coming in the Fall Term; November 30 for those coming in the January Term; and January 31 for those coming in the Spring Term. These deadlines should not deter applicants from submitting proposals for the January and Spring Terms early in the academic year. Actually, the Faculty Development Committee encourages applicants to present proposals as early as possible; they will be considered on a first come first served basis. If by January 31 some departments have not applied, the Faculty Development Committee would be free to use the remaining funds to bring humanists to campus for a day or more in order to conduct workshops and/ or lectures.

Section VI. REGULATIONS GOVERNING TENURE AND PROMOTION (Effective May, 2002)

PROCESS OF FACULTY EVALUATION

The process of faculty evaluation is divided into three stages: Advisory, Tenure and Promotion, and Continuing Self-Evaluation.

A. ADVISORY EVALUATION

New faculty at Converse are counseled by their respective department chairs, beginning in the first year of the faculty member's association with the college.

For first year faculty:

The department chair makes three to four visits to the classroom/teaching environment during the first year (at least two in the fall semester). The department chair examines syllabi, tests, course materials, and course evaluations. The new faculty member and the department chair have a conference prior to (March 1) to discuss matters related to the faculty member's work. Discussion may include planning ahead for changes, improvements, time management, and goal setting. The department chair reports to his/her respective dean in writing that these activities have taken place. (The evaluation will be confidential between the new faculty member and the department chair unless both agree that the dean should be consulted.)

For second year faculty:

The department chair visits the classroom/teaching environment during the fall term and examines materials and course evaluations as in the first year evaluation. The second year faculty member completes a written self-evaluation according to an outline provided by their respective dean. The department chair completes a written evaluation of the faculty member's work with copies to the faculty member and the dean. The department chair meets with the faculty member prior to March 1 to discuss the written evaluations, progress, improvements, and suggestions. Either the faculty member or the dean may request a conference concerning these evaluations.

For third year faculty:

The respective dean, in cooperation with the department chair, evaluates and advises the faculty member about the prospects for tenure, and completes an advisory evaluation report. As a preliminary step in the tenure process, the advisory evaluation closely approximates the procedures of peer evaluation used in the tenure and promotion process. Because peer evaluations will be sought for these individuals, third year faculty should submit an updated professional vita to the dean for distribution to peers within the appropriate Senate division.

In the year prior to applying for tenure and/or promotion:

The department chair visits the classroom/teaching environment during the fall term and examines materials and course evaluations. The faculty member will meet with the department chair and respective dean to review candidacy.

Tenure and Promotion Evaluation:

This evaluation judges the qualifications for tenure and promotion. The tenure and promotion evaluation begins with the Tenure, Assessment and Promotion Committee; the decision regarding tenure grants, term contract grants, and promotion, however, is ultimately the responsibility of the administration and the Board of Trustees. The Tenure, Assessment and Promotion Committee considers the following:

B. EVALUATION FOR TENURE

1. Recommendation of the department chair. If the candidate is a department chair, then the candidate will designate a senior faculty member in the same senate division to write the recommendation;
2. the appropriate dean's and the department chair's annual letters of evaluation and the advisory evaluation. Candidates must explain in writing the absence of any of these evaluations;
3. peer evaluations;
4. the self-maintained file which must contain evidence that the candidate has met criteria for tenure and/or promotion, including:
 - a. Updated professional vita, including a list of publications, performances, exhibitions, presentations, conferences, awards, research grants, office-holding in professional organizations, and a list of other contributions to the College (committees, service off-campus, curriculum development, etc.);
 - b. Evidence of effectiveness in teaching, which includes **ALL** student evaluations (candidates must explain in writing the absence of any of these evaluation), course syllabi, and **the department chair's written observation of teaching;** and
 - c. A narrative self-evaluation of the candidate's work according to the criteria listed under "Criteria for Tenure and Promotion."

The self-maintained file may include other supporting material deemed appropriate by the candidate, such as outside evaluations and evidence of professional and community contributions.

C. EVALUATION FOR PROMOTION

1. Recommendation of the department chair. A candidate who is a department chair or area coordinator will designate a senior faculty member in the same senate division to write the recommendation. A candidate for advancement to senior rank has the option of designating a senior faculty member in the same division to write the recommendation. In considering candidates for promotion within the library, the Committee will seek the recommendations of the Director of the Mickel Library.
2. The appropriate dean's and the department chair's annual letters of evaluation and all student course evaluations. Candidates must explain in writing the absence of any evaluations. (If the candidate has been promoted at Converse, the file should include all student course evaluations for courses taught since the last promotion.)
3. Peer evaluations.
4. The self-maintained file.
5. Candidates who have previously applied unsuccessfully for promotion should include a copy of the previous TAP Committee's letter and should address in their narrative the areas in which they have worked to improve.

D. TENURE REGULATIONS

1. Tenure is granted to regular full-time members of the teaching faculty (excluding librarians) upon the recommendation of the President of the College to the Academic Affairs Committee of the Board of Trustees and approval of the entire Board of Trustees. A grant of tenure is not automatic; it is an affirmative action by the Board of Trustees as a recognition of positive merit in the candidate's performance. Untenured faculty serve on annual appointments, which may or may not be renewed by the administration, until tenure is awarded. The ultimate burden of submitting evidence rests with the candidate. Two essential conditions must be met before a grant of tenure is made: 1) the candidate must be approved as worthy of tenure; 2) a tenured position for which the candidate is qualified must be available. The final decision with respect to both of the essential conditions will rest with the Board of Trustees.
2. To preserve the vitality and flexibility of the faculty and to protect the financial interests of the College, there is an advisory limitation on grants of tenure. The guideline is structured, not as a percentage of the total faculty, but on the basis of the number and percentage of tenured faculty members within a program or department. That is to say, the College will not *in general* grant tenure to every member of a department or program staff. Exceptions to the guideline will be made at the discretion of the President, with the advice of the Provost.
3. There are several factors besides personal merit and accomplishment that the administration must consider in a decision about tenure. Among these are the organizational status of the department and the prospects for student enrollment

within courses and departments (with due respect for variations in student demand for particular courses or disciplines). These factors might entail a denial of tenure or a delay in the decision. In either case, the faculty member should not conclude that the negative administrative decision constitutes a reflection upon his or her merits or performance.

4. Recognizing that justice to deserving faculty members, as well as the College interest, will be served by the retention of certain candidates not granted tenure by the end of the probationary period, the College will issue term contracts in lieu of tenure on the following conditions:
 - a. The candidate must be evaluated and approved by the same procedures as those used in the tenuring process.
 - b. The term contract will not replace or have priority over the tenure system. The term contract will be issued by the administration upon approval of the Board of Trustees on the following conditions; (a) the financial status and prospects of the College will allow the contract, and (b) as long as a tenured position is not available for a tenurable person qualified for that position.
 - c. The original term contracts in lieu of tenure will extend normally for two or three years, and subsequently they will be renewable for any term from one to three years.

E. QUALIFICATIONS FOR TENURE

For purposes of years of service toward eligibility for tenure and promotion, a full-time faculty member is one who teaches a full course load in the academic year or one who teaches a lesser course load with another assignment in lieu of a full course load. Such lesser course loads shall not fall below $\frac{2}{3}$ of the full course load for the academic year for faculty in the appropriate area, as defined by the *Faculty Handbook*. Summer school, overloads, and other courses for which extra compensation is received are not calculated in the course load. Years in which the teaching load falls below $\frac{2}{3}$ of a full load do not count toward tenure and promotion. The year or term in which a faculty member takes a leave of absence will not count toward tenure.

Except in extraordinary circumstances the terminal degree will be required for tenure.

Qualifications for tenure by rank:

1. **Instructors** are not eligible for tenure. The number of years of service as instructor will, however, count toward the total service required of other ranks for tenure. If an instructor is not promoted to a higher rank and concurrently given tenure, or a term contract in lieu of tenure, at the end of the sixth year of full-time teaching at Converse, association with the College will terminate.

2. Tenure at the rank of **Assistant Professor**

At the time of application, the candidate must have completed:

- a. Five years of full-time college teaching (**does not include teaching assistantships or fellowships held within a regular structured graduate program.**) Non-teaching professional experience may be substituted for teaching experience.
- b. Four years of full-time teaching at Converse.
- c. Candidates are eligible for early consideration for tenure if they have completed the following:
 1. Four years as Assistant Professor prior to employment at Converse.
 2. Three years of full-time teaching at Converse.

If an assistant professor is not granted tenure or a term contract by no later than the end of the sixth year of full-time teaching at Converse, association with the College will terminate. Under no circumstances can one at the rank of assistant professor be considered for tenure more than once.

3. Tenure when hired at the rank of **Associate Professor**

At the time of application, the candidate must have completed:

- a. Five years of full-time teaching (**does not include assistantships or fellowships held within a regular structured graduate program.**) Non-teaching professional experience may be substituted for teaching experience.
- b. Three years of full-time teaching at Converse.

If an associate professor is not granted tenure or a term contract at the end of the fifth year of full-time teaching at Converse, association with the College will terminate.

4. Tenure at the rank of **Professor**

At the time of application, the candidate must have completed:

- a. Five years of full-time college teaching (**does not include teaching assistantships or fellowships held within a regular structured graduate program.**) Non-teaching professional experience may be substituted for teaching experience.
- b. Two years of full-time teaching at Converse.

If a professor is not granted tenure or a term contract by the end of the fourth year of full-time teaching at Converse, association with the College will terminate.

F. CRITERIA FOR TENURE AND PROMOTION

1. Teaching Faculty

The criteria below will be applied by the Tenure, Assessment and Promotion Committee (TAP) and by the administration in evaluating a faculty member for tenure or promotion in rank.

In all cases, effectiveness of teaching remains the primary consideration; however, the likelihood of a positive evaluation increases to the degree that the other criteria are met with demonstrated excellence.

Professional Activity is understood as demonstrated contribution to the field, grounded in original research, inquiry, performance, or artistic creation. The EQUALLY IMPORTANT products of scholarship are publication, performance, exhibition and presentation. The College recognizes teaching as scholarship when the faculty member's research or inquiry is directly integrated into preparation and presentation in instruction.

FOR TENURE:

- a. **Effectiveness in teaching:** pedagogy as measured by student evaluations, syllabi, knowledge of subject matter, curriculum development, reliability in discharging academic obligations, academic rigor and standards, peer and department chair evaluations;
- b. **Efforts to increase professional knowledge and effectiveness:** attendance and participation in professional conferences, delivery of papers, participation in seminars and workshops, grants for independent research and study, scholarly/professional publication, performance, and exhibitions, other scholarly/professional activities, peer and department chair evaluations;
- c. **Contributions to the welfare of the College, i.e., service:**
 1. within the College: committee and departmental work, contributions to the solution of special problems, advisement, peer evaluations.
 2. outside the College (such as in the community and public schools): efforts to increase the College's visibility and to attract students, participation in special programs and events, peer evaluations.
 3. in the profession: membership in professional organizations, service roles in professional/scholarly organizations, peer evaluations.

In all areas, positive working relationships with colleagues, students and administration are expected. Support for the College in the community and beyond is expected as well.

In addition to the above criteria, the tenure evaluation may include the assessment of the potential curricular needs of the College or the faculty member's department. The faculty member's teaching areas and special skills may indicate an ability to serve the long-term needs and interests of the College.

FOR PROMOTION TO ASSOCIATE PROFESSOR:

In decisions involving advancement to the upper ranks (associate professor and professor), the criteria listed above are **essential**, and the evaluation will include **additional** criteria. These additional criteria are to underline the professional and scholarly integrity of the faculty.

Although Converse is a teaching institution, it is in the best interest of the College to recognize for the advanced ranks only those who are in the fullest possible way seeking professional/scholarly growth and fulfilling professional responsibilities.

- a. **Excellence in teaching:** (see above).
- b. **Demonstrated record of scholarship:** publication, performance, exhibition, presentation, professional recognition or awards.
- c. **Outstanding service to the College and to one's field:** (outside departmental duties) which significantly contributes to the general academic welfare or which reflects prestige upon the College (special assignments, representation of the College, initiative in special projects or events, grants, holding of offices or committee assignments in professional organizations).

FOR PROMOTION TO FULL PROFESSOR:

The faculty member should show distinction in each of the three criteria: teaching, scholarship, and service, **and high distinction in at least two of the three**. The candidate should be generally recognized as both a leader and a model for junior colleagues, and should demonstrate outstanding commitment and responsibility to the stated goals of the College and to the achievements which are the marks of professional merit. The rank of Full Professor is an **honor** earned only by the most outstanding achievement.

2. Professional Librarians

The criteria below will be applied by the Tenure, Assessment and Promotion Committee (TAP), the Director of the Mickel Library, and the administration, in evaluating librarians for promotion. In all cases, the effectiveness in professional duties remains the primary consideration; however, the likelihood of a positive evaluation increases to the degree that the other criteria are met with demonstrated excellence.

- a. Effectiveness in professional duties (job performance as determined by peer evaluations and observations, knowledge of subject area, reliability in discharging job-related obligations);
- b. Efforts to increase professional knowledge and effectiveness (attendance at and participation in professional conferences, delivery of papers, participation in seminars and workshops, professional publications, other professional activities and endeavors, peer evaluations); and
- c. Other contributions to the welfare of the College (committee work, contributions to the solution of special problems, relations with colleagues and administration, efforts to increase the College's visibility and to attract students, participation in special programs and events, service outside the College, peer evaluations).

3. Qualifications for Rank

The academic qualifications referred to below may be waived by the academic deans in some instances in which a faculty member has achieved distinction in these criteria:

a. Teaching Faculty

1. Adjunct faculty members are non-tenure-track faculty who are employed on a per-course basis and by semester or term. Adjunct faculty are paid by the course and are employed only when there is sufficient enrollment for the course as determined by the appropriate academic dean. Adjunct faculty are not assigned rank and are not eligible for tenure or promotion. Adjunct faculty must meet the qualifications for teaching the courses assigned to them. Those qualifications are determined by the appropriate academic dean in consultation with the provost.
2. Part-time faculty are non-tenure-track, salaried faculty who do not teach a full teaching load of 24 teaching load hours per year and normally teach no more than 12 teaching load hours per year. Part-time faculty are employed on an annual basis and are classified as Lecturers. Part-time faculty are not eligible for tenure or promotion. Part-time faculty must meet the qualifications for teaching the courses assigned to them. Those qualifications are determined by the appropriate academic dean in consultation with the provost.
3. Instructor (Junior Rank): Persons considered for this rank must have earned the appropriate master's degree and ordinarily have completed additional work beyond the requirements for the master's degree.
4. Assistant Professor (Junior Rank): A person considered for the rank of assistant professor must: (a) have the terminal degree in the discipline or appropriate professional certification as determined by the Provost and appropriate academic dean at the time of employment.* This determination will remain in effect until employment is terminated. Professional certification must be maintained and be current throughout the term of employment.); (b) have completed work beyond the requirements of the master's degree where that degree is not the appropriate

terminal degree; and (c) have completed five years of full-time college teaching. (The Provost and appropriate academic dean may substitute non-teaching professional experience.)

5. Associate Professor (Senior Rank): A person considered for this rank must: (a) have the terminal degree in the discipline or appropriate professional certification as determined by the Provost and appropriate academic dean at the time of employment. (This determination will remain in effect until employment is terminated.* Professional certification must be maintained and be current throughout the term of employment.); (b) tenure or a term contract or be granted tenure with the promotion; (c) four years of full-time teaching at Converse at the rank of assistant professor; and (d) five years of full-time college teaching. (The Provost and appropriate academic dean may substitute non-teaching professional experience.)
6. Professor (Senior Rank): A person considered for this rank must: (a) have the terminal degree or appropriate professional certification as determined by the appropriate academic dean at the time of employment. (This determination will remain in effect until employment is terminated.* Professional certification must be maintained and be current throughout the term of employment.); (b) tenure or a term contract; and (c) four years of full-time teaching at Converse at the rank of Associate Professor (Persons hired at the rank of professor are excepted).
7. Emeritus Status: On retirement, faculty members who have served the institution in exemplary fashion for an extended period of time (generally 10 years or more) may be recommended for emeritus status. This determination is made by the Board of Trustees upon the recommendation of the President of the College, who makes that recommendation upon the advice of the Provost.

b. Professional Librarians

1. Assistant Librarian I (Junior Rank): Library professionals with the appropriate master's level degree and with less than three years of full-time experience in an academic library (college or university library or its equivalent) will be eligible to be considered for the rank of Assistant Librarian I, corresponding to the rank of instructor.
2. Assistant Librarian (Junior Rank): Librarians with the appropriate master's level degree and at least three years of full-time experience in an academic library will be eligible to be considered for the rank of assistant librarian, corresponding to the rank of assistant professor.
3. Associate Librarian (Senior Rank): Librarians with the appropriate master's level degree and at least five years of experience in an academic library, at least four of them at Converse, will be eligible to be considered for the rank of associate librarian, corresponding to the rank of associate professor. Persons hired at the rank of associate librarian are excepted from the service requirement at Converse.

4. College Librarian (Senior Rank): Librarians with the appropriate master's level degree and appropriate service qualifications will be eligible to be considered for the rank of college librarian, corresponding rank of full professor. A person considered for the rank of college librarian must have completed five years at the rank of associate librarian.

****Special Circumstances***

In extraordinary instances, a person who does not have the terminal degree (usually the doctorate) or appropriate professional certification may request a waiver of the terminal degree or certification requirement for consideration for promotion to the next higher rank. Circumstances which might allow such possibility include appointments to the faculty in a teaching field where the terminal degree (1) is not necessarily appropriate for one's professional responsibilities at Converse, or (2) where the terminal degree is rare, and it would be very difficult for Converse to recruit and retain persons with the terminal degree in this particular specialty. This provision is not intended to allow persons in disciplines where the terminal degree is common and normally expected for appointment to apply for a waiver; however, if a faculty member without the terminal degree has gained unique distinction in the areas of teaching, service, and scholarship, then application for a waiver could be deemed appropriate.

A waiver request must be submitted to the appropriate dean and the TAP Committee. The dean and the TAP Committee in consultation will review the applicant's petition and decide if the person merits waiver. The full burden of argumentation rests entirely upon the applicant. The request will be acted upon in time so that if a waiver is granted, the person can be considered with other candidates for promotion during that year's tenure and promotion process.

4. Procedures for TAP

The Chair of TAP

- a. Notifies the entire faculty of the TAP procedures and deadlines at the end of the academic year, and notifies potential candidates that they must send a statement of intention.
- b. Consults deans and notifies candidates who are eligible for tenure and refers them to tenure regulations in the *Faculty Handbook* at the end of that same year. The chair of TAP will send a Verification of Eligibility form to the appropriate dean.
- c. Sends a request for information letter to the candidate.
- d. Notifies candidates for TAP of the due dates for the candidates' self-maintained files.
 1. Self-maintained files for TAP are due to the chair of the TAP committee no later than September 1.

2. Candidates may send information such as their curriculum vitae to faculty members who are writing peer evaluations. Such information is due the same day as the self-maintained files.
- e. Sends peer evaluation forms no later than the day after the self-maintained file due-date to the following:
 1. All members in the candidate's senate division, including any member serving on the candidate's Ad Hoc committee.
 2. No more than three individuals outside the senate division, chosen by the candidate, if the candidate so requests.
 - f. Requests letter of recommendation for the candidate's department chair (or Director of the Mickel Library). If the candidate is a department chair, the candidate has the option of selecting a senior faculty member of the same senate division to write the letter. Since candidates for promotion to full professor have the option of designating a senior faculty member in the same division to write the letter of recommendation, the chair of TAP requests this letter as well.
 - g. Reviews the information from the candidates and appoints an ad-hoc committee. The ad-hoc committee should be composed of three members of the faculty, at least two of whom should be drawn from the candidate's list. The Committee should exclude faculty serving on the TAP Committee. The person writing the letter of recommendation and peers outside the senate division completing evaluations should also be excluded from the ad-hoc committee. Requests a written report from the ad-hoc committee, signed by all members of the committee.
 - h. Appoints chairs of ad-hoc committees and distributes the self-maintained files to the appointed chairs. These files should not include the peer evaluations and the letter of recommendation from the designated person.
 - i. Circulates all evaluations and candidates' self-maintained files, including those for promotion to full professor, to all members of the TAP Committee. The TAP Committee reviews evaluations and self-maintained files for all candidates for tenure and/or promotion.
 - j. Accepts no unsolicited information after the TAP Committee begins its deliberations. The Chair of TAP announces when those deliberations will begin.
 - k. Arranges for TAP Committee meetings throughout the fall term to discuss the candidates.
 - l. Arranges a meeting with the TAP Committee, if the candidate so requests.
 - m. Calls for a written vote (following discussion of each candidate) from each TAP Committee member and announces the results of the vote of the Committee.

- n. Prepares one copy of the confidential written report, including two parts. Part I will consist of the committee's assessment, one copy of which will be forwarded to the candidate by the appropriate dean. Part II, **which is to remain strictly confidential**, will consist of the committee's specific recommendation and vote. The report is signed by all members of the Committee and submitted to the appropriate dean.
- o. May request a meeting between the TAP Committee and the administration for discussion at least two weeks prior to the submission of the administration's recommendation to the Board of Trustees, in the event the administration's recommendation to the Board of Trustees differs from the recommendation of the TAP Committee.
- p. Delivers all evaluations and self-maintained files to the appropriate dean's office.
- q. After the final decision has been announced, removes any confidential material (e.g., peer evaluations, letters of recommendation, ad hoc committee reports) from files and gives them to the appropriate dean to file for a period of one calendar year from the date of action by the Board of Trustees, unless the faculty member requests that they be kept longer.
- r. Informs candidates of the date when self-maintained files should be picked up.

The Candidate for TAP

- a. Determines eligibility for tenure and/or promotion by reading the TAP Section of the *Faculty Handbook* and consults the appropriate dean, if there are any questions.
- b. Sends a statement of intention to the chair of the TAP Committee.
- c. Supplies the information requested by the chair of TAP including the following:
 - 1. (Optional) Names of faculty members to be considered for appointment to an ad hoc committee, excluding members of the TAP Committee, the person designated to write the letter of recommendation, and peers outside the senate division completing evaluations.
 - 2. (Optional) No more than three names of faculty members outside the senate division to be sent peer evaluation forms.
 - 3. For those seeking promotion to the rank of full professor, peer evaluation forms will be sent to all current full professors of the College.
- d. Submits to the chair of the TAP Committee the self-nomination forms and a self-maintained file which must contain the following evidence that the candidate has met the criteria for tenure and/or promotion:

1. Updated professional vita, including a list of publications, performances, exhibitions, professional presentations, conferences, awards, research grants, offices in professional organizations, and a list of other contributions to the College (committees, community service, curriculum development, etc.).
 2. Evidence of effectiveness in teaching, which should include digital versions of all student evaluations, course syllabi, and a current (within the past year) written observation of classroom teaching by either the department chair or for candidates for full professor, by a senior faculty member the same division. If the candidate is a department chair, the candidate has the option of selecting a senior faculty member of the same division to write the observation.
 3. A narrative self-evaluation of the candidate's work according to the criteria listed under "Criteria for TAP."
 4. The Dean's Advisory Evaluation (may not apply to candidates who began their career at Converse prior to this evaluation).
- e. Picks up file from the appropriate dean's office on a date designated by the chair of the TAP Committee.

The Ad-Hoc Committee

- a. Examines the candidate's self-maintained file.
- b. Writes a narrative report, signed by all members of the ad hoc committee, on the candidate and submits it to the chair of the TAP Committee.

The Dean

- a. Determines eligibility of candidates for TAP when questions arise.
- b. Receives (from chair of the TAP Committee) candidates' evaluations, self-maintained files and any other material submitted by the candidate.
- c. Receives the TAP Committee's written report and recommendations, prepares the Dean's evaluation, and submits both to the Provost. The Dean or Provost may request a meeting with the TAP Committee to receive additional information or clarification.
- d. Notifies the faculty representative to the Board of Trustees (usually the Senate President, who also serves as the Chair of TAP) of the decision of the administration at least two weeks prior to the meeting of the Board.
- e. Meets with the candidate **and** provides a letter, including the reasons for the decision and an assessment of strengths and weaknesses in the specific areas of teaching, scholarship, and service. Part I of the TAP Committee's report will be attached.

- f. Forwards positive decisions to the Board of Trustees for final action. Upon receiving notification from the Provost of the decision of the Board of Trustees, meets with each candidate **and** provides a letter which states the Board of Trustees' decision regarding tenure and/or promotion including the reasons for the decision and an assessment of strengths and weaknesses in the specific areas of teaching, scholarship, and service. Part I of the TAP Committee's report will be attached.
- g. Sends a letter informing the candidate's department chair of the Board of Trustees' decision regarding tenure and/or promotion.
- h. Files all confidential material for each candidate for one calendar year from the date of action by the Board of Trustees. Destroys all files at that time unless the faculty member requests that they be kept longer.
- i. Retains a copy of the TAP Committee's confidential report and the Dean's evaluation.

The President of the College

- a. May arrange for a meeting with the individual candidates.
- b. Receives the reports from the deans, the Provost, and the TAP Committees and has access to the files. The President may arrange for a meeting with the appropriate dean, the Provost, and the committee to receive additional information or clarification.
- c. Notifies the Provost of the decision of the Board of Trustees. Promotions of teaching faculty members and professional librarians are granted upon recommendation of the President to the Academic Affairs Committee of the Board of Trustees and ratification by the entire Board of Trustees. Tenure is granted to teaching faculty members by the same authority and in the same way. Librarians are not eligible for tenure.

5. Peer evaluations

Peer evaluation forms are provided online. Chart A and Chart B are used for the advisory and tenure and promotion evaluations. For the advisory evaluations, the respective dean is responsible for distribution of the charts. For tenure and promotion evaluations, the chair of the Tenure, Assessment and Promotion Committee is responsible for distribution. In all cases, distribution will be to all full-time faculty in the senate division of the individual being evaluated.

Section VII. TERMINATION OF EMPLOYMENT

1. Full-time members of the faculty who plan to resign or retire at the end of the academic year must give the appropriate academic dean a written statement of this intention no later than March 1.
2. In order to preserve institutional integrity, the employment of a faculty member on tenure or one whose term contract has not yet expired may be terminated at any time for the following reasons: financial exigency, curricular exigency (which includes such reorganization of the academic structure as may eliminate the department or discipline of the affected faculty member), medical circumstances, or cause. "Cause" is defined as: 1) incompetence; 2) insubordination in the performance of contractual responsibilities; 3) academic dishonesty; 4) ethical misconduct; 5) sexual harassment; or 6) sexual misconduct.
3. Full-time members of the faculty not on permanent tenure are notified in writing by the President or by the appropriate academic dean of the decision not to reappoint them. The schedule for such notification is as follows:
 - a. Not later than March 1 of the first academic year of service, if the appointment expires at the end of that year; or, if a one-year appointment terminates during an academic year, at least three months in advance of its termination.
 - b. Not later than December 15 of the second academic year of service, if the appointment expires at the end of that year; or, if an initial two-year appointment terminates during an academic year, at least six months in advance of its termination.
 - c. At least twelve months before the expiration of an appointment after two or more years in the institution.
 - d. The College reserves the right to terminate appointments on shorter notice in circumstances of financial exigency.
4. When faculty members separate from the college, they must turn in keys, grade books, all College property in their possession, and other relevant items to the department chair (or dean if the faculty member is a department chair) before receiving their final paycheck.
5. Any balance owed the college will be deducted from the final paycheck.

DISMISSAL PROCEDURES

Procedure for the dismissal of a faculty member with tenure or one whose term contract has not yet expired:

The procedures described below are predicated on a spirit of collegiality. If at any time the faculty member chooses to be represented by an attorney, the faculty member accepts financial responsibility for all costs associated with legal representation. In order to preserve institutional integrity, the Board of Trustees may remove any faculty member at any time by a majority vote.

Such a dismissal may be only for financial exigency, curricular exigency, medical circumstances, or cause. Cause is defined as 1) incompetence; 2) insubordination in the performance of contractual responsibilities; 3) academic dishonesty; 4) ethical misconduct; 5) sexual harassment; or 6) sexual misconduct.

1. Dismissal for Cause: Preliminary Procedures

- a. The appropriate academic dean and the faculty member discuss the matter in a private and confidential manner.
- b. If the matter remains unresolved, the Dean notifies the President of the Faculty Senate who appoints a Faculty Investigating Committee composed of three members.
- c. The Faculty Investigating Committee reviews the situation and gives a written report, including the nature of the testimony of the witnesses, to the President, the Dean, and the faculty member within 10 days of notification.
- d. The President, the Faculty Investigating Committee, or the faculty member may request a hearing which will be held within thirty days of the request.
- e. The faculty member may prepare a written response which must be presented to the Investigating Committee, the Dean, the Provost, and the President at least one week prior to the date of the hearing. If the faculty member intends to be represented by an attorney at the hearing, the faculty member must notify the Investigating Committee, the Dean, the Provost and the President in writing at least one week prior to the date of the hearing. An attorney representing the College may also be present at the hearing. If the College chooses to have an attorney present at the hearing, the President of the College must notify the faculty member in writing at least one week prior to the hearing.

2. Refusal of a Hearing

A faculty member not wanting a hearing indicates such in writing to the President, the Provost, the Dean, and the Investigating Committee. The Investigating Committee will submit to the President its written recommendations regarding dismissal on the basis of available data within two weeks after the refusal of the hearing.

3. Procedure for Hearing

A Faculty Hearing Committee is formed. The Faculty Hearing Committee will be composed of three faculty members who are appointed as follows:

- a. The faculty member selects the first member.
- b. The Dean appoints the second member.
- c. The President of the Faculty Senate appoints the third, who serves as chair. At the option of the faculty member, the third can be elected by the Senate rather than appointed by the Senate President. The Faculty Hearing Committee, the Provost

and the President of Converse College will become familiar with the Investigating Committee's report and the faculty member's written response prior to the hearing. Attorneys for the faculty member and the College may also be present as set forth above. The Faculty Hearing Committee will meet with the faculty member and other appropriate witnesses. If extraordinary circumstances prevent a witness from appearing at the hearing, a written statement signed by such witness may be presented to the hearing.

4. The Hearing Committee submits a written recommendation, signed by all members, to the Provost and the President of the College within two weeks of the completion of the hearing. The Provost submits an independent recommendation to the President within two weeks of the completion of the hearing.
5. The President prepares a statement to the Board of Trustees explaining the situation and including the written recommendation of the Hearing Committee. The Board of Trustees may decide to review the case by considering all the available evidence and questioning those involved. If the Board of Trustees sustains the Hearing Committee's decision, a letter is sent through the President to the Hearing Committee announcing the agreement of the Board of Trustees. If the Board of Trustees does not concur with the Hearing Committee's decision, it states its reason in a letter. In the latter case, the Hearing Committee reviews the case in light of the letter and receives new evidence if necessary. The Hearing Committee transmits its second decision through the President to the Board of Trustees with full explanation of its reasons. The Board of Trustees may sustain, overrule, or alter the Hearing Committee decision and the decision of the Board of Trustees is final. The President, the Provost, and the Dean will meet with the faculty member to convey the Board of Trustees' decision. A complete record of the hearing and of the actions of the Investigating Committee, and the Hearing Committee, the President, and the Board of Trustees is kept in a confidential file in the President's office.
6. Suspension of the Faculty Member during the proceedings is permissible only if there is a threat of harm to the faculty member or others.
7. The College is obligated to fulfill all contractual and salary obligations to the faculty member until the final decision of the Board of Trustees.
8. The College and its representatives should avoid public statements about the case. Any public statements by the College should be made only at the direction of the President and should contain the original action of the Hearing Committee if it differs from the final action of the Board of Trustees.

Section VIII. COMPENSATION AND BENEFITS

The College retains the right to amend, modify, terminate or cancel any benefit at any time. The interests of Converse faculty members in pension and welfare benefits provided by the College are protected by the Federal “Employee Retirement Income Security Act of 1974” (as amended), commonly referred to as “ERISA “. The provisions of ERISA apply to the retirement and insurance plans of the College. ERISA requires the plan administrator (the Vice President for Finance and Administration) to provide in writing important information about the plans and to allow the faculty members to examine plan documents and buy copies of them at reasonable cost. For more information, contact the Vice President for Finance and Administration.

FOR CURRENT INFORMATION REGARDING MEDICAL, DENTAL, AND RELATED BENEFITS, WHICH MAY CHANGE BETWEEN PUBLICATIONS OF THIS HANDBOOK, PLEASE REFER TO THE MEDICAL AND DENTAL PLAN DOCUMENT

A. GUIDELINES CONCERNING BENEFITS

1. PROOF OF ELIGIBILITY FOR EMPLOYMENT

All prospective employees are required to provide proof of eligibility to be employed in the United States. As one element in satisfying this requirement, positive identification must be established.

2. COBRA

The Consolidated Omnibus Budget Reconciliation Act of 1985 provides that upon termination of employment from Converse College, you may be eligible to continue your medical insurance up to a maximum of 18 months by paying the full premium of Converse College’s group policy. Payment arrangements are made with the Human Resources Office. Your covered dependents may also be eligible for medical benefit continuation under this provision in the event of your death or loss of coverage. Dependents may be able to continue benefits for up to three years. Contact the Human Resources Office for details.

3. ERISA (Employee Retirement Income Security Act of 1984)

As a participant in our insurance and retirement plans, you are entitled to certain rights and protections under this act. ERISA provides that all plan participants shall be entitled to:

1. Examine, without charge, at the plan administrator’s (Human Resources) office all plan documents, including insurance contracts, collective bargaining agreements and copies of all documents filed by the plan with the U. S. Department of Labor, such as detailed annual reports and plan descriptions.

2. Obtain copies of all plan documents and other plan information upon written request to the plan administrator. The administrator may make a reasonable charge for the copies.
3. Receive a summary of the plan's annual financial report. The plan administrator is required by law to furnish each participant with a copy of this summary annual report.

Your plan administrator is the Director of Human Resources of Converse College, Spartanburg, South Carolina. Annual summary reports (Form 5500) are filed with the IRS for each insured benefits program at the end of each calendar year. Copies of these reports are available in the Human Resources Office.

Active participants in the TIAA Retirement Plan will receive a copy of their annual report directly from TIAA and will also receive quarterly reports from them.

Summary Plan descriptions were given to each employee at the time he or she was enrolled in the Plan. These Summary Plan descriptions contain other information concerning employee rights under ERISA.

4. WORKERS' COMPENSATION

Converse College employees are covered by applicable workers' compensation laws, which may entitle them to receive medical attention and pay in the event of an injury sustained while carrying out their assigned work duties at the College. The College assumes the cost of the benefit by providing benefits through a workers' compensation insurance policy.

In order to be eligible to receive workers' compensation insurance benefits, an employee who is injured while carrying out his/her duties at the College must file a report with his supervisor as soon as possible after the injury, preferably within twenty-four (24) hours of injury. Failure to immediately report an accident or injury may subject the employee to discipline, up to and including termination, and may subject the employee to a denial of workers' compensation benefits. In addition to reporting to the supervisor, all injuries must be reported to the Director of Human Resources (telephone extension 9029) by the employee or the supervisor of an injured employee as soon as possible, preferably within twenty-four (24) hours. Failure to report the injury to Human Resources immediately could affect the employee's right to receive benefits.

Process of Reporting Work-Related Injuries:

If an injury is serious or there is a life-threatening medical emergency, contact Campus Safety immediately 864.596.9026 and/or dial (8) 9-1-1 and proceed to be taken to the nearest emergency medical care facility.

For non-serious injuries, treatment must be obtained through the Wellness Center. If more advanced care is needed, the injured employee must visit one of our designated

Occupational Care providers listed on *my.converse*. Please note prior authorization is required. Time spent in treatment of an injury caused by an on-the-job-accident, as well as any necessary related absence that same day, is considered work/compensable time.

If it is determined by the designated occupational care provider that the injured employee is required to miss work, then the employee will receive no pay for the first seven (7) calendar days. Earned sick leave may be used. The Worker's Compensation Carrier will begin Lost Wage Benefits after the seven-day waiting period. If absence from injury is fourteen (14) or more calendar days, pay will be retroactive to day one. No duplicate payments to employee (i.e. payments of sick leave or vacation leave in addition to workers' compensation leave) will be made.

If an injured employee is required by the treating physician to work alternative duties while recovering from their injuries, the College shall make every attempt to accommodate the employee. Injured workers are required to provide work status reports from the physician to their supervisor and Human Resources after every visit.

B. TIAA

Employees may participate in the College's Defined Contribution Retirement Plan offered through TIAA upon date of hire. Employees are eligible to receive a matching contribution if they meet each of the following criteria:

- Complete one year of continuous service or worked for a private four-year institution that participated in the TIAA retirement plan and worked through May 1 of the most recent academic year
- Full time or part-time employees (including 10 and 11 month employees) who complete at least 1,000 continuous work hours; AND
- Are at least 25 years of age.

New employees who were employed full-time at a private higher education institution a minimum of one year immediately prior to employment at Converse are currently exempt from the one- year waiting period.

The retirement program is currently provided through TIAA. Participants have the option of contributing a percentage of their monthly base salary to this fund. The College may contribute a percentage of the monthly base salary for participants who contribute a minimum amount established by the College.

Plan Summary information and enrollment forms are available in the Human Resources Office. If there is any conflict between this policy and the Plan Document(s), the terms of the Plan Document(s) shall control.

This plan is subject to change or elimination at any time, with or without notice, at the sole discretion of the College.

C. FACULTY SALARY PAYMENTS

Faculty salary checks are issued on the 25th of each month or the date closest to the 25th if the 25th falls on a holiday or weekend. Full-time faculty members receive one-twelfth of their annual salary each month, September through August.

Whenever there is any change in your name, address, telephone number, or marital status, you must notify Human Resources promptly.

If the number of your dependents changes and you wish to change the amount of your withholding tax, W-4 and state withholding forms may be obtained from Payroll.

D. SOCIAL SECURITY

All faculty members of Converse College are required to participate in Social Security.

E. INSURANCE

1. The College currently maintains a health insurance plan for eligible employees and their dependents. The health insurance plan may include medical and/or dental insurance. The College currently pays a portion of the insurance premium, with the employee contributing the balance of the cost of the premium. Employees must update coverage information annually, or as needed.
2. The percentage paid by the College, the cost of the employee's portion of the premiums, the benefits, and the entire program are subject to change or elimination at any time, at the sole discretion of the College. The College does not recommend specific providers within the insurance network. The College does not accept liability and shall not be liable for any services provided under the health insurance plan.

TELEDOC

With TeleDoc, you can talk to a doctor 24/7/365 by smartphone, tablet or computer. Use this service for medical advice and care from your home or office, or cannot take time off work or need a prescription refilled. There is **no copay** to use this benefit.

**note, there is no guarantee you will be prescribed medication.*

VISION

The College does offer a vision plan. All eligible Converse College employees may enroll in the vision plan. Members pay an annual deductible on exams and materials. Please see Human Resources for visions plan details.

LIFE AND LONG TERM DISABILITY INSURANCE

The College currently provides Life and Long Term Disability insurance at no cost to the

employee for all full-time and part-time employees eligible for benefits. When enrolled, an employee's insurance becomes effective on the first day of the month following one calendar month of employment. Plan details are described in the summary plan descriptions.

If there is any conflict between this policy and the Plan Documents, the terms of the Plan Documents shall control.

F. TUITION REMISSION PROGRAM

EdD

Tuition Remission Guidelines

Tuition remission is extended to eligible faculty and staff of Converse College, and their spouses and dependents as defined and set forth above, with the additional following provisions.

According to IRS regulations, the value of the tuition remission benefit is taxable for employees, their spouses and dependents if the courses are at the graduate level. The value of the benefit will be reflected on the employee's W-2 form at the end of the year.

Request for information and all Tuition Remission forms may be obtained on myconverse.

*Some classes and degree programs may not be covered under the program.

The EdD in Professional Leadership is designed to be taken in a specified progression over 3 years. It would be difficult for employees, spouses, and dependents to take 6 or more years to complete the program, which would be the result of taking only one class per semester/session. Instead, if this proposal is followed, employees will reap over a 50% discount in tuition and complete the program in 3 years. Structure for the program is as follows:

Semester	# Classes	# Hours	Waiver
Fall 1	2	6	3 hours
Spring	2	6	3 hours
Summer 1A	2	6	3 hours
Summer 1B	2	6	3 hours
Fall 2	2	6	3 hours
Spring 2	2	6	3 hours
Summer 2A	2	6	3 hours
Summer 2B	2	6	3 hours

Fall 3	2	6	3 hours
Spring 3	1	6	6 hours

Employees, spouses, and dependents may end up paying for 27 of 60 hours under this plan (a discount of more than 50%). Employees, spouses, and dependents who persist to the final course (Capstone in Spring 3) will be rewarded by receiving the final 6-hour class as part of tuition remission. Out-of-pocket costs are approximately \$1250 per fall and spring and semester and \$2500 per summer.

Total cost of program at \$416 per credit hour: \$24, 960. Cost to employees at the current rate: \$11, 232. These rates are subject to change.

Additional Guidelines for the Program

A. Employees

Each full-time employee or part-time employee with benefits who has completed at least six (6) months of continuous employment may, under certain conditions, take a limited number of Converse College will reap over a 50% discount in tuition and complete the program in 3 courses.

1. EdD courses are open to men and women.
2. The employee has the approval of his or her supervisor prior to enrolling in each course. Employees in some positions on campus may not be allowed to take courses during regular office hours. Office schedules cannot be altered to allow employees to attend classes, and class schedules cannot be changed to allow employees to attend classes.
3. The employee takes no more than two course per term or accelerated term and tuition remission for no more than more than one course per term.
4. The employee submits a Tuition Remission form with all the appropriate signatures to the Office of Financial Planning no later than one week before the class begins.
5. The employee assumes all other course fees and expenses in addition to discounted tuition rate.
6. Typically, an employee may enroll in an appropriate course if there is space available and if six students are already enrolled in the course. One may elect to enroll in a class of fewer than seven students by paying the usual charges. Employees must make up the time they miss from work in order to attend a class during working hours.

B. Spouses of Employees and Retired Employees

The spouse of an eligible employee who has completed at least six (6) months of continuous employment may, under certain conditions, enroll 50% discount in tuition. Men and women may be admitted to the co-ed EdD program. The spouse must submit a Tuition Remission form with the appropriate signatures to the Finance and Registration Center and assume all other course fees and expenses. The same policies on class size and special circumstances in place for employees apply to their spouses as well.

Retired employees are individuals whose age and the number of completed years of employment with Converse College are equal to or greater than 85 or have obtained the age of 62 years or more and have a minimum of ten years of service with Converse College at the time of retirement.

C. Dependents of Employees

An Eligible Dependent is defined as a natural born child, legally adopted child, or stepchild, unmarried, who is eligible to be claimed as a deduction on the eligible staff member's income tax return for the current year and in the tax period in which the tuition is waived, and who meets all the admission and academic requirements of the College. Stepchildren must also have established residency on a permanent basis in the employee's household. A divorce decree that states the employee is financially responsible for the dependent's education may suffice in lieu of the above requirement. Children under the legal guardianship of employees also qualify for the benefit. The eligible employee must have completed at least two full years of continuous full-time or part-time (eligible for benefits) employment for the dependent to be eligible. Eligible dependents will receive a 50% discount in tuition and complete the program in three years. Dependents must pay all other course fees and expenses including reservation fees, any room and board fees, books or other extra costs such as lab fees or directed independent study fees. Application for Tuition Remission Program Yearly Form is available on myconverse.

In the event that an individual's employment with the College is terminated during the period that the employee, the spouse, or the dependent is enrolled at Converse, the employee will immediately become responsible for prorated costs of discounted tuition.

In the event that an employee is on a leave of absence from the College during the period that the employee, the spouse, or the dependent is enrolled at Converse, the employee will immediately become responsible for prorated costs of regular tuition. This does not apply to faculty on sabbatical and employees on a family medical leave absence.

In the event of the employee's death or total disability, the College will discontinue tuition remission discount benefits for the EdD program.

D. Effect of Drops and Withdrawals

- Tuition Remission recipients must maintain enrollment in all courses for which the benefit is partially paid. If a recipient drops or withdraws from a course for which tuition remission has been paid, the tuition remission will be reduced by the cost of the course.
- The recipient is responsible for repayment of all cost incurred by such reversal.
- Signatures on the Tuition Remission application verify that the employee, spouse, or dependent have read, understand and agree to abide by the policies and procedures set forth herein.

G. TUITION EXCHANGE PROGRAM

Export Policy

Eligibility:

Converse College belongs to two tuition exchange organizations: Tuition Exchange, Inc. (hereinafter known as TEP) a national organization that administers multilateral tuition remission scholarships for Full-time Employees of member institutions and the Council of Independent Colleges Tuition Exchange Program (hereinafter known as CIC-TEP). Both the TEP and CIC-TEP export scholarships are offered to full-time Converse employees' dependent children who apply initially prior to the age of 22. The benefit is for undergraduate work only. An eligible dependent is defined as a natural born child, legally adopted child, or stepchild, unmarried, who is eligible to be claimed as a deduction on the eligible staff member's income tax return for the current year and in the tax period in which the tuition is waived. Stepchildren must also have established residency on a permanent basis in the staff member's household. A divorce decree that states the employee is financially responsible for the dependent's education may suffice in lieu of the above requirement. Children under the legal guardianship of employees also qualify for the benefit. The employee parent must have completed at least three uninterrupted years of full-time employment or full-time teaching at Converse and must maintain this uninterrupted service for the full duration of the TEP or CIC-TEP scholarship period. A change in work status or termination of employment or death of the employee will continue the TEP or CIC-TEP scholarship through only the end of the academic year in which the event occurs. If one of these occurs prior to the start of an academic year, the TEP or CIC-TEP scholarship ends immediately.

Exports under the TEP are limited based upon the number of imports the College has received. The Exports and Imports must be in balance in order for the College to maintain membership in the organization without penalty or restriction. Therefore, unless the College has a surplus of export slots, a TEP export scholarship will be granted to only one student per family in any given year.

Under the CIC-TEP there are no limitations to exports.

To view a current list of participating institutions and other pertinent information for either exchange program, please visit their websites:

The Tuition Exchange Program, Inc. (TEP): www.tuitionexchange.org
 Council of Independent Colleges-CIC-TEP: www.cic.edu

Selection, Duration, Re-application, and Exceptions:

Because Converse must balance the number of its TEP exports with those it "imports" or enrolls at Converse, there may be a limited number of export scholarships available in any given year. When this occurs, the Converse Admissions Tuition Exchange Committee will serve as the TEP selection committee, primarily using merit-based criteria (GPA, courses taken, test scores, recommendations, etc.) to make their choice(s) by December each year. The duration of TEP scholarships also depends upon the status of the export/import balance at Converse. When export credits permit, recipients may renew for a total of eight scholarship semesters to cover undergraduate study. Fewer semesters are covered if the recipient enters the TEP or CIC-TEP program as a transfer. Export recipients wishing to renew their TEP or CIC-TEP scholarship must reapply annually by November 1, prior to the academic year being recertified. For import/export balancing reasons, there are times

when these recertifications must be determined on a priority basis by the Converse Admissions Committee using primarily merit-based criteria. Graduate study, summer school and study-abroad courses are not covered by TEP or CIC-TEP export scholarships. New TEP or CIC-TEP exports must be admitted by the importing institution, and those students renewing TEP or CIC-TEP scholarships must maintain required academic and behavioral standards of the importing institution.

Scholarship Value:

The host institution determines the value of the TEP or CIC-TEP scholarship it awards and records this on the Application/Certification Form returned to Converse's Tuition Exchange Liaison Officer and the student. The scholarship usually covers tuition charges but not room, board, course overloads, and other fees. Higher-tuition colleges may elect to reduce their award to the "Minimum Value Scholarship" established each year by the TEP or CIC-TEP (TE) Board of Directors. Before accepting a TEP or CIC-TEP scholarship, the student should seek, from the host institution, cost information for which he/she will be responsible.

Application Process:

Each TEP or CIC-TEP candidate must submit a completed preliminary tuition exchange application form (available in the ~~Office of Financial Assistance~~ Financial Planning Office) to Converse's Tuition Exchange Liaison Officer as early as possible after September 1, but **not later than November 1**. The applicant will then receive all applicable instructions and information necessary to complete the entire TEP or CIC-TEP Scholarship application process.

Import Policy

Eligibility:

The Tuition Exchange Scholarship Program is offered to eligible undergraduate students from other Tuition Exchange, Inc. and CIC member institutions applying for full-time study at Converse College. All applicants must be certified eligible by their sponsoring institution and meet Converse admissions criteria.

Value of Scholarship:

The value of the TEP or CIC scholarship is equal to Converse's tuition. Tuition Exchange scholarships may not be used for graduate courses/programs, summer school, or travel study programs at any time.

Selection Criteria:

Converse will attempt to maintain a balance between the number of students it imports and those it exports. Tuition Exchange scholarships to Converse are awarded on the basis of a student's academic credentials and the number of years the student is anticipated to be in the Program. In order to remain in the Program, a Tuition Exchange scholarship recipient must maintain a minimum 2.0 cumulative Converse grade point average, adhere to the Converse Honor Code, and be current in the payment of all Converse charges not covered by the Tuition Exchange scholarship.

Deadline of Accepting a Tuition Exchange Scholarship:

In general, students are notified of acceptance into the Program shortly after they have been admitted and their TEP or CIC-TEP application/certification has been received. Because Converse may have a waiting list, an awardee must accept or decline Converse's offer of the scholarship by May 1. If more time is needed to make a decision, an awardee may request an extension from Converse's Tuition Exchange Liaison Officer.

Scholarship Renewal:

Students currently receiving a TEP or CIC-TEP import scholarship are given priority for renewing their scholarship. Each year, they must make sure their sponsoring institution's Tuition Exchange Liaison Officer submits, by November 1, their renewal Application/Certification Form for the next academic year.

Financial Aid:

Students eligible for Tuition Exchange scholarships are required to apply for applicable federal and/or state financial aid programs. All resulting resources designated for tuition use only will reduce the Tuition Exchange award by the same amount. When a student receiving a Tuition Exchange scholarship attends a term or program not covered by the Tuition Exchange scholarship, no other institutionally funded scholarships may be substituted for the Tuition Exchange scholarship.

Contact Person:

Questions regarding the TEP or CIC-TEP Scholarship Program at Converse should be addressed to Tuition Liaison Officer:

Director of Financial Assistance

Converse College

580 East Main Street

Spartanburg, SC 29302

H. FAMILY MEDICAL LEAVE ACT

Under the Family and Medical Leave Act (FMLA), employees may be eligible for a period of job-protected unpaid leave for certain family and medical reasons as described below. This Family Medical Leave Act Policy ("Policy") provides an overview of employees' rights and responsibilities under the FMLA as well as the College's own policies regarding the FMLA. The College has posted notices of the FMLA in College facilities and intranet. The information in those posters is incorporated into this policy by reference.

GENERAL ELIGIBILITY

Employees who: (1) have worked 12 months of prior service at Converse; (2) have worked at Converse at least 1,250 hours during the 12 months immediately preceding the date on which FMLA would commence; and (3) work at a location where at least 50 employees of Converse are employed (or where at least 50 employees are employed within a 75 mile radius) are eligible for unpaid FMLA. Eligibility will be determined as of the date the FMLA leave commences. When a request for FMLA leave is made, the College will advise the employee of the employee's eligibility and the employee's rights and responsibilities.

CIRCUMSTANCES OF FAMILY AND MEDICAL LEAVE

Parental Leave - Leave needed by the employee in connection with the birth of the employee's child and to bond with the child; or for placement through adoption or foster care and to bond with the newly-placed child. Parental leave must be concluded no later than 12 months after the birth or placement of the child with the employee.

Serious Family Illness Leave - Leave needed by the employee in order to care for a spouse, child (under 18 years old, or 18 and over and incapable of self-care because of a disability) or parent who has a serious health condition (as defined below and/or by law).

Serious Personal Illness Leave - Leave needed by the employee because of a serious health condition which renders the employee unable to perform the essential functions of his/her job.

Qualifying Military Exigency Leave – Leave needed by the employee because of a qualifying military exigency related to active duty, or a call to active duty status of the employee's spouse, child or parent who is or will be deployed to a foreign country.

Service Member Family Leave – Leave needed by the employee to care for a spouse, child, parent or next-of-kin (nearest blood relative of the service member) who is a member or veteran of the Armed Forces (including a member of the National Guard or Reserves and those on the temporary disability or retired list) who has a serious injury or illness or who has a pre-existing condition that was aggravated by service where the conditions was incurred in the line of duty while on active duty for which he or she is: (1) undergoing medical treatment, recuperation, or therapy; (2) otherwise in outpatient status; or (3) otherwise on the temporary disability retired list. If the spouse, child, parent or next-of-kin (nearest blood relative of the service member) is a veteran who meets the prior requirements, then leave is allowed if such family member was a member of the Armed Forces (including a member of the National Guard or Reserves) any time during the five-year period preceding the date on which the veteran undergoes such medical treatment, recuperation, or therapy.

DEFINITIONS

Serious health condition: A serious health condition is an illness, injury, impairment or physical or mental condition which involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition which either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three (3) consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of serious health condition.

An employee's on-the-job injury may also qualify as a serious health condition. In this instance, the College will designate the leave of absence due to an on-the-job injury as FMLA. The leave of absence will begin to run from the beginning of the absence caused by the on-the-job injury and will run simultaneously with any worker's compensation benefits that also may be provided the employee.

Employees may also qualify for paid leave benefits while on FMLA. Although an employee may receive paid leave benefits, the leave is still considered and counted as FMLA.

Qualifying Exigencies: Qualifying exigencies for FMLA may include: (1) short-notice deployment; (2) military events and related activities; (3) non-routine childcare and school activities; (4) care of the covered service member's parent if the parent is incapable of self-care; (5) non-routine financial and legal arrangements; (6) related counseling; (7) rest and recuperation; (8) post-deployment activities; and (9) additional qualifying activities.

Covered Service Member: A covered Service Member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty which may render the service member medically unfit to perform his duties for which he is undergoing medical treatment, recuperation or therapy; or is in outpatient status; or is on the military's temporary disability retired list.

DURATION OF LEAVE

In General – Except in cases of Service Member Family Leave, eligible employees are entitled to a total of 12 weeks of FMLA during any “rolling backward” 12-month period (measured backward from the date the FMLA sought by the employee would begin).

Service Member Family Leave - Eligible employees are entitled to a total of 26 weeks of leave in a single 12-month period. This 12-month period begins on the first day an eligible employee takes FMLA to care for a covered service member and ends 12 months after that date. No more than a total of 26 weeks of all FMLA types of leave may be taken in a single 12-month period by any employee. Service Member Family Leave applies on a per-covered service member, per-injury basis, so that an employee may be eligible to take more than one 26-week period of Service Member Family Leave, but no more than 26 weeks of leave may be taken during any one 12-month period.

Married Employee Couples - In cases where both husband and wife work for the College, they will be eligible for a combined total of 12 weeks of FMLA for the birth or placement of a child, or to care for a parent with a serious health condition (not parent-in-law). Similarly, if both husband and wife work for the College, they will be eligible for a combined total of 26 weeks of leave for Service member Family Leave or for Service member Family Leave combined with any other type of FMLA.

Intermittent Leave or Reduced Work Schedule Leave – Qualifying Military Exigency Leave may be taken intermittently, in separate blocks of time (no less than one hour), or on the basis of a reduced leave schedule under which an employee's usual working hours each day or each week are reduced. When medically necessary, other types of FMLA may also be taken intermittently, in separate blocks of time (no less than one hour), or on the basis of a reduced leave schedule under which an employee's usual working hours each day or each week are reduced. The College does not grant intermittent leave or a reduced leave schedule as FMLA leave for the birth or placement of a child.

In some instances, the College may require employees taking foreseeable intermittent or reduced schedule leaves to transfer temporarily to an alternative position for which the employee is qualified and which better accommodates the employee's leave schedule. Pay and shifts would not be

affected by a change to an alternate position. Time worked in the alternate position would not count towards the employee's FMLA leave entitlement.

REQUESTS FOR AND APPROVAL OF LEAVE

Notice and Scheduling of Leave - Employees must provide the Human Resources Department with at least thirty (30) days notice whenever the need for the leave is foreseeable (such as when the leave is for an expected birth or placement for adoption or for planned medical treatment). For planned medical treatment, employees must consult with the Department manager and make reasonable efforts to schedule the treatment so as to minimize the impact of the employee's absence on the operations of the College and fellow employees. In cases where the need for leave cannot be anticipated thirty (30) days in advance, the employee must give notice of the need for leave as soon as practicable. Failure to give proper notice of the need for FMLA may result in delay of the commencement of leave, and may result in the absences counting against the employee for attendance and/or disciplinary action purposes, up to and including termination from employment.

Employees are also expected to comply with the College's or his/her department's normal call-in procedures when reporting absences, including, but not limited to, absences that are covered by the FMLA. Failure to adhere to normal call-in procedures can result in discipline, as with any other type of leave.

Employees also must inform the College if the requested leave is for a reason for which FMLA leave was previously taken or certified.

Employees are also required to contact their managers every 30 days during an approved FMLA leave.

Documentation – The College requires that employees provide documentation to support the need for FMLA leave. Employees may request these documents from the Human Resources Department. FMLA for a serious health condition will require the employee to submit a completed health care provider certification within 15 calendar days. For Service Member Family Leave requests, invitational travel orders (ITOs) or invitational travel authorizations (ITAs) issued by the Department of Defense are acceptable.

Failure to provide the required medical certifications may result in denial of FMLA or other leave, automatic redesignation of the leave as other than FMLA, or treatment of the absence in accordance with the attendance/disciplinary policy up to and including termination from employment. Absences counted against the employee for a late certification will not be reversed absent exceptional circumstances. If an employee never returns the completed form, the FMLA will be denied and the absences will be unprotected. If the certification form is incomplete or insufficient, an employee will be given written notification of the information needed and will be given a period of seven (7) days to provide the necessary information.

In the case of Qualifying Military Exigency Leave, a copy of the family member's active duty orders and documentation of the qualifying exigency will be required.

Eligibility Notice – The College will generally notify employees of their eligibility to take FMLA Leave. If employees are not eligible, they will be told why.

Designation Notice – Once the College determines whether an employee’s leave qualifies as FMLA, the College will notify the employee of the determination with a Designation Notice.

Recertification – The College may request medical recertification of the condition in accordance with the FMLA statute or regulations. The College may also provide the employee’s health care provider with information about the employee’s attendance and ask the provider to evaluate whether that attendance pattern is consistent with the need to be absent for the condition in question.

Second and Third Opinions – The College may also require the employee to obtain a second opinion and third opinion as to the medical condition. The College will let the employee know if such is required and will provide a reasonable amount of time for that opinion to be obtained.

BENEFIT PARTICIPATION WHILE ON LEAVE

An employee on approved Family and Medical Leave may continue group health insurance coverage during the leave by paying the employee’s normal share of the cost of such coverage during the leave on or before the date when payroll deductions for such costs would normally be made. If the payment is not received on the due date or thereafter, the College will provide the employee written notice of non-payment and provide 15 days to make the payment. If the payment is not made within the 15-day window, and at least 30 days have passed from the due date, then coverage under the benefit plan will lapse, retroactively to the original due date.

USE OF AVAILABLE PAID TIME OFF

Employees must concurrently exhaust any available paid time off (such as vacation, sick pay, or personal time off), short-term disability benefits, workers’ compensation benefits, Converse Leave, or any other form of applicable paid leave during FMLA leave. All substituted paid leave that is being concurrently exhausted will be counted against an eligible employee’s FMLA leave entitlement.

CREDITING OF BENEFITS WHILE ON LEAVE

Benefits such as sick pay and vacation do not accrue for employees who are out on unpaid leave. Similarly, employees do not receive holiday pay for holidays that occur while the employee is on unpaid leave and holiday time is counted toward the FMLA leave time.

REINSTATEMENT FOLLOWING LEAVE

Request for Reinstatement - FMLA leave must be used for its intended purpose. If Converse determines that the employee provided false information in order to obtain the leave, or is using leave when such leave is not or is no longer medically necessary or otherwise unnecessary, the employee may be subject to discipline, up to and including termination. If the qualifying reason for taking leave ends, then the employee must immediately contact the College and make arrangements to return to work. An employee returning from FMLA for his/her own serious health condition should notify his/her supervisor of availability immediately upon being released to return to work by the employee’s health care provider. Employees returning from FMLA leave must be able to assume all of the essential functions of their jobs upon return. The College will provide time for the employee to learn of any changes or new technology implementations. Unless required otherwise by law, an employee granted a leave of absence under these provisions who fails to return

to work upon expiration of the leave will no longer have protected absences. Further absences would count against the attendance policy. As a condition of restoring an employee whose leave is based on the employee's own serious health condition, the employee must provide the College with certification from the employee's health care provider confirming the employee's fitness to return to his/her normal duties or the health care provider must identify any specific limitations placed on the employee related to the performance of his/her job duties. Failure to provide a requested fitness-for-duty certification may result in denial of reinstatement until this certification is provided. An employee desiring to return from FMLA leave prior to the date the leave was due to expire, must also give written notice to his/her supervisor of the desire to return to work at least two (2) working days prior to the desired return date.

Reinstatement - An employee returning from FMLA will normally be reinstated to the position held by the employee at the time the leave commenced or to an equivalent position; however, an employee returning from FMLA leave will have no greater right to employment or reinstatement to a specific position than an employee who had been continuously employed. For example, if the employee's position is eliminated because of a reduction in force, then no reinstatement right exists.

I. **BENEFITS FOR LIBRARIANS**

Beginning on hire date, librarians accrue the maximum of four (4) weeks' vacation per year. (This classification requires no service years for maximum vacation leave of four (4) weeks.) The maximum carry over is 80 hours per fiscal year. As 12-month employees, librarians are eligible for all other benefits such as holidays, sick leave, personal leave, and birthday leave.

J. **COMPUTER PURCHASE PLAN**

The College will assist employees in financing up to \$3000 per employee for the purchase of personal computers. The College will pay for the computers and withhold monthly payments through payroll deduction to cover the cost. Additional purchases are not allowed unless balance owed is less than \$500 and with the new charge, the maximum balance is \$3000. Employees will be charged interest of 8.5% on the unpaid balance on the computers. A minimum payroll deduction of \$100/ month is required. This benefit is offered September 1 through April 30 of each year. The interest rate will be reviewed for reasonableness on Sept. 1st of each year. Please contact the Office of Campus Technology for more details.

Section IX. ACADEMIC REGULATIONS, GUIDELINES, AND PROCEDURES

A. CURRICULAR PROPOSALS

1. Undergraduate

a. General instructions:

All proposals must be submitted by the Department Chair on a form provided for this purpose. The completed form, with all supporting materials, must be submitted electronically as a Word document to the appropriate Academic Dean, who will then forward them to Assistant to the Provost. The Provost serves as the chair of the Curricular Programs Committee (CPC). All proposals reviewed by the CPC are forwarded to the Faculty Senate for action.

b. Any Petrie School of Music proposal, regardless of degree affiliation, must receive a majority vote of the PSOM faculty before it can be sent to the Academic Dean and the CPC.

c. The CPC will meet at least once each month during the academic year to act on any proposals. Proposals will not be considered by the CPC unless and until they are complete.

c. The CPC chair's administrative assistant will send final Minutes of each meeting to the CPC chair, the CPC members, Academic Deans, and the Faculty Senate President within one week of receipt of the draft Minutes from the CPC secretary.

d. The Senate will act on any proposals received from the CPC no later than the third meeting of each month. In January Term, the Senate may act on proposals via email vote.

e. The deadline for proposals submitted for courses to be taught in the January or spring terms is the preceding September 1. The deadline for courses to be taught in the fall term is the preceding February 1. Exceptions to these deadlines may be granted by the Chair of the CPC.

f. Proposals for January Term study-travel courses must be submitted to the CPC no later than March 15 preceding the January in which the course is to be offered. If the study-travel course is planned for the summer, the proposal must be submitted to the CPC no later than the preceding October 15. Exceptions to these deadlines may be granted by the Chair of the CPC. g. All courses, including Special Topics courses, must be approved by the CPC, the Senate, and the faculty before they are listed on the College course schedule. Any Special Topics course taught three times must be approved as a regular course before it is offered for a fourth time.

3. Undergraduate General Education Program Requirements

The General Education Program (GEP) requirements are listed in the *Converse College Undergraduate Catalog* and on information sheets distributed to all academic advisors.

Courses are designated as satisfying a GEP requirement by the CPC, keeping in mind the following general education goals adopted by the faculty during the GEP review in 2006:

1. **Oral and written communication**
2. **Critical thinking skills**
3. **Quantitative reasoning skills**
4. Appreciation of **creativity/creative expression**
5. Understanding of **international/global perspectives**
6. Awareness of **wellness and healthy lifestyles**.

The following guidelines are provided to assist faculty in developing courses meeting specific GEP requirements:

1. All students must take at least one course having *a significant component* that studies non-European or North American (excluding Mexican) content. This is not a requirement for a separate course but a graduation requirement that must be met by students within existing courses.
 2. All students must take at least one course in the major that has been designated as *Writing Intensive*. Writing intensive courses are characterized by *multiple writing assignments of different assignment types*. Writing intensive courses may or may not include assignments requiring revision by students. This is not a requirement for a separate course but a graduation requirement that must be met within existing courses.
 3. In addition to the GEP requirement of Math 108 or a higher level math course, all students must take at least one additional course *making substantial use of mathematical, logical, or computational reasoning*. This Quantitative Course requirement could be met by appropriate courses in computer science, statistics, accounting, logic and critical thinking, physics, economics, finance, math or other courses as approved by the CPC.
4. Graduate
- a. Policy

All courses offered for graduate credit, whether in the academic year or summer session (or both), must be approved by the Graduate Council and the Graduate Faculty. If a course is open to both graduate and undergraduate students (double listed), the course must first be approved by the Curricular Programs Committee. All syllabi for graduate courses must carry a graduate number (500, 600, 700 series). Syllabi for double listed courses (undergraduate and graduate students e.g., EDU 340/540), must differentiate requirements and grading policy. Syllabi for all approved graduate courses are kept on file by the Dean of the School of Education and Graduate Studies in the Graduate Office.
 - b. Procedures

[1] A professor may submit a graduate course proposal (with rationale, content outline, assignments, bibliography) to the Graduate Dean, who then submits the course to the Curriculum Steering Committee. The Screening Committee will examine the course rationale, assignments, grading policy, course content, and return the course proposal for modification or recommend to the Graduate

Council for approval. If approved, the course then goes to the Graduate Faculty.

[2] When a new double listed course comes to the Graduate Council via the Curricular Programs Committee, the Council may approve, disapprove, or return the course proposal for further modification.

[3] Course proposals approved by the Graduate Council for graduate credit are presented to the Graduate Faculty for approval. If the Graduate Faculty accepts the recommendation for approval, the course becomes an official addition to the graduate curriculum.

5. Grant Proposals Affecting Curriculum

All grant applications or proposals that involve course additions, deletions, or renumbering in the curriculum must be submitted to the Curricular Programs Committee for consultation and review before applying for the grant. The Committees need not give formal approval to the applicant, but shall report the receipt of the application to the Senate. No further action shall be required unless recommended by the Committees or required by the Senate. If the grant involves a curricular change for the next semester, the application must be submitted before the deadlines specified for submission of curriculum proposals. If the grant is approved by the granting agency, any curricular alterations must be approved by the faculty at a meeting at least one month before formal advisement for the next semester.

6. Credit Hour Policy

1. **General Policies:** Converse College uses a modified version of the credit hour as the official unit of measure for the assignment of academic credit. At Converse, the traditional in-class instructional period is a fifty-minute instructional hour. Courses are delivered in one of three modes:
 - a. **Traditional, Synchronous Delivery Mode:** Each credit hour requires a minimum of one in-class instructional period per week (or its equivalent for courses scheduled one or two days per week) accompanied by an expectation of at least two sixty-five minute periods of out-of-class student work per credit hour per week for each full semester of 13.5-15 weeks. Equivalent periods are observed in all synchronous instruction formats, including evening and weekend courses. In the January Interim Term, each credit hour requires a minimum of twelve in-class instructional periods accompanied by an expectation of at least two sixty-five minute periods of out-of-class student work per credit hour.
 - b. **Hybrid Delivery Mode:** Hybrid courses combining online, asynchronous instruction and in-class, synchronous instruction meet in the classroom setting for a minimum of two sessions consisting of a total of at least four instructional periods. These courses require students to participate in online instruction each week that approximates the time requirements of traditional courses but base the

credit hour assigned to the course on the satisfaction of learning outcomes equivalent in rigor and content to traditional courses.

- c. **Fully Online, Asynchronous Delivery Mode:** Fully online, asynchronous courses by definition do not (necessarily) meet as a class at set times. Online courses are delivered either within the general time frame of a regular course semester or within a special, seven-week term. In both cases, courses are designed and taught on a learning outcomes basis, so that students advance in the course following assessment demonstrating systematic, engaged learning and specific course content accomplishments. Course material is sequenced so that the intended learning outcomes are achievable within the designated semester or term but in every case the outcomes are comparable to those of traditional delivery mode courses at equivalent credit hour levels.

In accordance with the *SACSCOC Policy Statement on Credit Hours* (June 2011; edited January 2012), Converse affirms that the credit hour represented in its modified instructional period and accompanying expectations is based on “intended learning outcomes...verified by evidence of student achievement”⁵ that reasonably approximate the federal definition of a credit hour. Converse holds the view that learning outcomes are the most important consideration in assessing the success of academic coursework in all delivery modes. Academic programs are assessed annually at Converse and learning outcomes in each program are assessed as part of a regular cycle, where each degree program is fully reviewed at least once every three years.

The slightly shortened in-class time (the fifty-minute instructional period) for traditional, synchronous delivery modes reflects the needs of complex schedules and student movement between classes without interfering with the intended learning outcomes and student achievement in each course. Converse understands the “Guidelines for Flexibility in Interpretation” of the federal standard in the *SACSCOC Policy Statement*, including that the federal definition “does not dictate particular amounts of classroom time versus out-of-class student work.”⁶ Converse documents student learning outcomes and believes that the totality of in-class and out-of-class time in its official policy best serves the institutional mission and intended outcomes of the curriculum.

2. Procedures for Approval of Courses and Academic Credit

The procedures for the approval of courses at Converse College are specified in Section IX. A. of the *Converse College Faculty Handbook*. At Converse, approval for undergraduate courses begins with course proposals in academic departments or program areas and review by the appropriate academic dean, proceeds to the appropriate curriculum review committee, to the Faculty Senate, and finally to the general faculty meeting as a committee of the whole for final approval. For graduate courses, approval begins in academic departments or programs, proceeds to the Graduate Dean, who submits the proposal to the Graduate Curriculum Steering Committee. The Steering Committee examines the course rationale, assignments, grading policy, course content, and returns the course proposal for modification or recommends it to the Graduate

⁵ See *SACSCOC Policy Statement on Credit Hours* (June 2011; edited January 2012, at <http://www.sacscoc.org/pdf/081705/Credit%20Hours.pdf>), p. 1.

⁶ *Ibid.*

Council for approval. If approved by the Graduate Council, the course then goes to the graduate faculty meeting as a committee of the whole for final approval.

As part of the course approval process, the academic deans and appropriate curriculum review committees determine the appropriate level of academic credit to be granted. This determination incorporates an examination of the intended learning outcomes for the proposed course and the amount and difficulty of work a student is expected to complete within the specified amount of academically engaged time.

B. CURRICULAR PROGRAMS COMMITTEE

1. Membership

The Provost acts as chair. The Registrar, Associate Vice President for Academic Affairs, Dean of the School of Humanities, Sciences and Business, the Dean of the School of the Arts, and the Dean of Education and Graduate Studies serve as *ex officio* members. In CPC, *ex officio* members do not have voting privileges. (See Article VI, Section 5 of the Senate Charter.)

2. Responsibilities

[1] The Curricular Programs Committee weighs all significant proposed additions, deletions, or changes in the undergraduate curriculum in light of the stated purposes of the College, the needs of the students, and the ability of the affected departments or areas to support their curricular offerings.

[2] The Committee responds to student petitions. On those petitions which fall within existing policy established by the faculty in areas such as overloads, course exemptions, and Directed Independent Studies, the Provost may take action or may refer the petition to the Committee for final action. Petitions which raise issues outside the scope of established policy are referred to the Faculty Senate with the Committee's recommendation.

[3] The Committee keeps minutes of its actions and the major points considered on file in the office of the Provost. These minutes are accessible to any faculty member.

4] Procedures of the Curricular Programs Committee follow:

a. A member of the Committee records the minutes of the meeting. These minutes are given to the administrative assistant in the Office of the Provost, who will forward the minutes and other documents to the President of the Senate.

b. The Committee refers all approved and rejected curricular proposals to the Faculty Senate as seconded motions, where any Senator may move, with second, to reconsider the decision of the Curricular Programs Committee. The President of the Faculty Senate brings actions of the Curricular Programs Committee before the Senate for questions, discussion, or debate. The chair of the Curricular Programs Committee, or the designated representative, is present to answer questions and to discuss issues with members of the Senate and attending faculty.

c. Curricular actions referred to the general faculty come in the form of a seconded motion after the faculty has the opportunity to read the proposals prior to the meeting. For each curricular

action, the Senate President calls for any questions, comments, or motions. If no motions are forthcoming, the actions are considered endorsed by the general faculty and this constitutes formal faculty action. If motions are duly made and seconded from the floor, they are decided by a simple majority vote of the eligible faculty voting.

d. The Committee may invite faculty members to their meetings in order to clarify curricular proposals or to respond to questions the Committee may have.

e. Any faculty member who wishes to attend a Committee meeting in order to discuss a curricular proposal under review may do so.

C. DEGREES AND REQUIREMENTS

1. REGULAR DEGREES

All degrees are conferred by the College upon the recommendation of the faculty and with the approval of the Trustees. The degrees bear the signature of the Chair of the Board, the Secretary of the Board, the President of the College, and the Provost.

2. HONORARY DEGREES

The conferral of an honorary degree by the College is for the purpose of recognizing and honoring outstanding achievements by individuals in the areas of the Arts, Sciences, Education, Humanitarianism, Community Service, Government, or Commerce. As a distinguished institution dedicated to the education and advancement of women, the selection process should give special consideration to the achievements of women, especially Converse graduates.

While it is recognized that the awarding of an honorary degree may sometimes be advantageous to the College, and that these factors may play a part in the selection process, it is to be understood that honorary degrees are not to be awarded primarily on these grounds. It is expected that the degree recipients will have demonstrated individual achievements sufficient to merit such an award independently of any other “advantages” to the College.

3. SECOND BACCALAUREATE DEGREE

1. Converse does not grant to an individual two baccalaureate degrees of the same kind, e.g., two B.A. or two B.Mus. degrees.
2. Students who wish to add another major program to a degree already completed may do so, but this accomplishment is recognized only by notation on the permanent record card, not by issuance of a second diploma.
3. A person who wishes to take at Converse a baccalaureate degree of the same kind as one previously completed at another college is eligible under the same conditions as those that apply to students working for a second Converse baccalaureate degree.
4. A student can earn a second baccalaureate degree in Arts & Sciences by satisfying the following requirements:

- a. the major requirements for the second degree;
 - b. the residence requirement of a minimum of 42 hours at Converse; and
 - c. the grade point average required for graduation.
5. Any issue concerning the acceptability of previously earned credits, such as their appropriateness to the second degree or the length of time since their completion, should be referred to the Registrar.

D. REQUIREMENTS FOR GRADUATION

1. **Payment of fees and fines:** In addition to academic and residence requirements, the College requires as a condition for graduation the payment of all fees and fines owed to the College, and the performance of any obligation, such as an exit interview, connected with a student loan.
2. **Residence requirement:** The residence requirement for the baccalaureate degree is a minimum of forty-two semester hours, which must be the terminal hours of the degree program.

Exceptions:

- a. Upon approval of a petition to the appropriate dean, a student may be permitted to complete up to six of the last forty-two hours at another accredited institution.
 - b. A student who will have a total of at least two academic years at Converse is required to complete only the last thirty hours at the College; and, upon approval of the appropriate dean, a student may be permitted to complete six of the last thirty hours at another institution. During the academic year students in residence at Converse will be allowed to take courses at other institutions with the approval of their adviser, the Registrar, and the appropriate dean. Grades earned in these courses will not affect the grade-point average earned at Converse College. Students taking courses at other institutions while in residence at Converse are governed by the overload regulations in the Converse College Undergraduate Catalog. These students must also meet the residence requirements for the bachelor's degree as stated in the *Catalog*.
 - c. Students participating in any approved articulation program with another institution (for example, dual degree programs) may be exempted from the residence requirement as provided for in the articulation agreement.
3. **The Major Program:** The student must complete all the requirements of a double major or a major and a minor or a single major (including the Individualized Major) before graduation. These requirements must be observed:

- a. A double major consists of the course requirements for the major in each of two academic areas.
- b. The major and a minor consist of two parts:
 - [1] a major of 24 to 42 hours in one discipline, except for certain block programs specifically approved by the faculty; or
 - [2] a minor, which consists of at least 18 hours in a discipline other than that of the major.
- c. a single major consists of 24 to 42 hours except for a faculty approved block program and the Individualized Major Program. Except in those faculty- approved majors requiring more than 42 hours, if a student takes more than 42 hours in one discipline, the hours over 42 will not count toward hours for graduation.
- d. All work for the double major or major and minor or single major must be completed at Converse. Any exceptions to this rule, other than those specified in this *Handbook* and in the *Converse College Undergraduate Catalog*, must be approved by the department chair concerned.
- e. The student may select one of the major/minor options above at the end of the freshman year or during the sophomore year. The student then completes the declaration form, obtaining the required signatures. Students must arrange and pursue the work of the double major under the direction of the chair of the department of one of the majors; work in a minor is directed by the chair of the department of the minor.
- f. Courses taken for credit in the major, minor, or in a career preparation area, and which also count for GEP credit, may be used to satisfy both requirements.
- g. Cross-listed courses and courses that are required for more than one major may count toward the satisfaction of the major requirements in two majors. There is a limit of four courses on this allowance.
- h. Students with interdisciplinary academic interests linking at least three departments may design degree programs that reflect those interests. Individualized Majors must be designed in conjunction with the student's academic advisor and with the approval of the department chair in each participating department. After departmental approval, students must submit their proposal for approval by the Curricular Programs Committee. Students must complete the design and approval process prior to the end of the sophomore year.

This program is designed for highly motivated students. Each IM proposal must show a clear theme that justifies granting an exception to single or dual major programs and must provide a list of proposed courses linked by that theme. The Curricular Programs Committee must approve any subsequent changes in the approved list of courses. All students choosing the IM option must complete

1. All GEP requirements
2. At least sixteen major courses (at least five courses in each of three disciplines), including a seminar-level course in at least two different disciplines
3. A capstone project linking all disciplinary areas of the Individualized Major, designed by the student with the advice of faculty members in each area. A presentation of the project will be scheduled during the spring term of the senior year, with all members of the college community invited to attend. A committee composed of the student's academic advisor and the department chair in each participating department will evaluate the capstone project. The project will be graded as high pass, pass, or fail, with a "pass" or better required for graduation. The capstone project will be given three credit hours as Directed Independent Study.

Individualized Major students will be encouraged to incorporate collaborative undergraduate research and Honors work in their course of study.

Due to the number of requirements involved, students completing degrees in professional programs (B.M., B.F.A.) will not be able to complete an IM. However, students may combine areas of music or art in IM programs aiming at completion of a B.A. degree, with the approval of the Dean of the Petrie School of Music (for Music) or the Chairperson of the Department of Art and Design (for Art).

- i. There are special provisions for "departmentally-developed, interdisciplinary minors" (IDM's):
 - [1] An IDM shall consist of a minimum of 21 hours distributed among two or more disciplines.
 - [2] No course may count as both a major requirement and an IDM requirement if the student's major discipline overlaps with the IDM.
 - [3] If the student's major discipline overlaps with the IDM, then she shall be limited to a maximum of 42 hours in one discipline.
 - [4] Proposed IDM shall have a logical, coherent focus, and proposals for an IDM shall specify which courses in the disciplines involved qualify for the program.
 - [5] Each proposed IDM will have a designated advisor who will advise student requirements and standards, and certify successful completion.
 - [6] Each proposed IDM shall be submitted to and approved by the Curricular Programs Committee.

The two suggested guidelines for the IDMs are:

[1] Since the IDM will not be under the control and standards of an individual department, all students in the program shall be required to complete an interdisciplinary comprehensive requirement, either oral exam or paper.

[2] In order to avoid expanding and fragmenting the curriculum base, proposed IDMs shall include extant courses rather than courses created exclusively for the IDM.

- j. Any student wishing to change her major or minor must complete the proper form, available in the office of the Registrar, in consultation with the major professor. Any student changing degrees, e.g., from a B.A. to a B. Mus. or vice versa, must also complete the proper form, available in the Office of the Registrar.
4. **Amount and quality of work:** The requirements for the bachelor's degree include the completion of a minimum of 120 semester hours and a grade-point average of at least 2.0 on the number of hours attempted. In addition, the student must have a 2.0 average or better in both the major and the minor. Note: For students who entered Converse in 1978 or earlier and who received two hours credit for the Freshman Lecture Course, the requirement is 122 hours.
 5. **Application for the degree:** All students expecting to graduate at the regular commencement exercises at the end of the academic year must apply for a diploma at the Registrar's office no later than the end of the last week of the fall term.
 6. **Early commencement participants:** Under certain conditions, students who have not completed the degree requirements are allowed to participate in graduation exercises. The following regulations govern this privilege:
 - a. A student must be present and participate in the graduation ceremony.
 - b. Only students who lack no more than four credit hours to meet the minimum hour requirement for the degree are eligible. Students must arrange to take the remaining hours prior to the end of the spring term of the following academic year. The residency requirement that a student may take no more than six of the last forty-two hours of course work at another institution would apply to all students who are participating as early commencement candidates.
 - c. To qualify, a student must achieve a cumulative grade point average of 2.00 and a grade point average of 2.00 in the major(s) by the end of the spring term in which she applies for early commencement.
 - d. In case of illness or emergency students may appeal to a committee composed of the Faculty Senate President, the student's Academic Adviser and the appropriate Academic Dean.
 - e. In the official commencement program, these special commencement candidates are identified with an asterisk and a statement appears at the end of the roster of graduates defining the status of these students. The statement is worded: "Early

commencement participants who will complete their requirements during the following academic year”.

- f. The early commencement participants receive blank diplomas at the May exercises; contingent upon the completion of all requirements, they receive their official diplomas at the official commencement ceremony following their completion of all requirements.
- g. An early commencement student who fails by the end of the following academic year to achieve the required grade point average or fails to meet the required number of hours for graduation, is automatically disqualified from receiving the official diploma until the academic deficiencies are removed.
- h. Students who apply for early commencement do so with the understanding that participation in the exercises is regarded by the College as unofficial and as ceremonial and symbolic; students may not consider or present themselves as graduates of the College in any official sense until the Registrar of the College has certified that the students have met all the requirements for graduation.
- i. Students who participate in early commencement cannot be recognized as qualifying for honors at graduation.

E. COURSES AND ACADEMIC WORK

1. Classroom Procedures for Academic Work

These procedures protect the freedom granted the student body under the Honor Tradition and assure self-protection and consideration of others. A violation of any of these procedures is a violation of the Honor Tradition.

- a. Cell phones and similar communication devices may not be used in the classroom unless specifically permitted by the individual faculty member or as part of a College-approved accommodation plan.
- b. Children are not allowed in classes at Converse College.
- c. Pets are not allowed in classes at Converse College.
- d. Quizzes and Examinations:
 - i. Giving or receiving knowledge about a quiz or examination before, during, or after a testing situation or attempting to do so is a violation of the Honor Tradition.
 - ii. Unless prohibited by the individual faculty member, students are permitted to make use of old quizzes or old examinations in preparation

for quizzes and examinations. They may also study the classroom and laboratory notes of others.

- iii. At no time during an examination period is a student permitted to comment to another student about the level of difficulty, specific content, or the general nature of any final examination she has seen or taken. This prohibition applies even when the other student is not enrolled in the course concerned. Discussing examinations in any way is a violation of the Honor Code.
 - iv. Examinations or quizzes must be taken in a classroom within the building in which they are administered or in another place designated by the instructor.
 - v. There should be no supervision in a proctoring sense and the instructor should be free to come and go as desired.
 - vi. Students may leave the examination at will, but they are subject to the fixed time limit of the examination or quiz period.
- e. Only work carrying the pledge shall be graded.
 - f. Improper removal of any library book or material and removal without permission of any laboratory material or equipment violates the Honor Tradition.

2. The Honor Tradition and Academic Work

A complete statement of the Honor Code and policies to be followed by faculty can be found on the Converse College website; the Honor Code policies and practices stated in the Student Handbook are incorporated as part of this Faculty Handbook.

3. Student Withdrawal from Courses

- a. Students may withdraw from a course with a notation of “W” up to two weeks prior to the last day of regular terms and four days prior to the last day of class in January Term. No one may withdraw from a course after these deadlines and receive the notation of “W.”
- b. Withdrawals from individual courses have no impact upon a student withdrawal from the college (meaning withdrawal from all of a student’s courses). In all instances of withdrawal, applicable policy is an administrative decision, not a faculty prerogative.

4. Quality points are assigned as follows:

Grade	Quality Points
A	4.00 per semester hour

A-	3.75 per semester hour
B+	3.25 per semester hour
B	3.00 per semester hour
B-	2.75 per semester hour
C+	2.25 per semester hour
C	2.00 per semester hour
C-	1.75 per semester hour
D+	1.25 per semester hour
D	1.00 per semester hour
D-	.75 per semester hour
F	0 per semester hour

In courses designed to be graded “Pass/fail” no quality points are granted for a “Pass,” whereas a “fail” is regarded as hours attempted and failed. The failing grade reduces the student’s grade-point ratio, but the passing grade has no effect. For classification purposes only, the student is granted the credit hours at the rate of two quality points per hour when the grade is passing and these hours count toward the total needed for graduation.

5. Incomplete grades:

- a. Course requirements are meant to be completed within the term. The student’s failure to complete course requirements within the term is not sufficient reason for assigning the grade of incomplete.
 - b. At the instructor’s discretion, illness, injury, or family emergency may be grounds for assigning a grade of incomplete or a health withdrawal. If the grade is an incomplete, a contract will specify the work to be completed and the date by which the work must be submitted to the instructor. A copy of the contract will be retained by the student and by the instructor and a copy will be sent to the Registrar. A form for the contract is supplied by the Registrar.
 - c. A grade of I automatically becomes an F unless the deficiency is removed by the end of the next long term.
 - d. When an external evaluation is required for an internship and the instructor cannot obtain the evaluation by the end of the term, a grade of incomplete may be assigned. A senior enrolled in an honors course during the fall or short term is eligible for the grade of incomplete until the thesis is completed.
 - e. In cases of unusual circumstances, the completion date on the contract may be extended by the instructor who will inform the Registrar, in writing, of the completion date and the reasons for the extension.
6. A student failing a course may be permitted to take the second term, if the course failed is the first term of a continuous course, or the next higher course in the subject only with the approval of the department chair concerned.

7. “Pass/Fail” grading and limits:

- a. Regular courses specified by the Converse faculty as eligible to be offered on a pass/fail basis and under conditions of student eligibility specified by the Converse faculty.
- b. Courses, such as student teaching, in which it can be demonstrated that another method of evaluation is superior to a letter grade, may be offered on a pass/fail basis. In such cases, the Curricular Programs Committee should examine the methods of evaluation as part of the course proposal.
- c. Off-campus courses not under the immediate supervision of faculty, e.g., internships and practicum, may be offered on a pass/fail basis.
- d. The “Pass/fail” grade does not substitute for adequate academic supervision and control of a course.
- e. A Converse student taking a course on another campus, e.g., in cooperative programs, summer school, *etc.*, may not take the course on a “Pass/Fail” basis unless it is available only on that basis.

F. REPORTS AND TRANSCRIPTS

1. Mid-Term Grades: These grades are reported to the Registrar for all undergraduate students.
2. Fall, Spring, and Short Term Grades: At the end of the fall and short terms, grades are reported to the Registrar via the on-line grade entry system.
3. Posting Grades: Because of federal regulations concerning the privacy of student records, grades may not be posted or papers or examinations left in a room or hallway for individuals to collect. These restrictions also apply to grades or papers identified by numbers or by any other code.

G. DIRECTED INDEPENDENT STUDY

Directed Independent Study is both necessary and desirable at Converse; some prudence, however, is essential to insure academic quality and administrative efficiency in this area of the curriculum. Faculty should keep DIS obligations within a reasonable and manageable range, given the demands of the regular teaching load. DIS assignments requiring additional payment to the faculty member must be approved in advance by the appropriate academic dean.

1. The College offers Directed Independent Study according to these general principles:

- a. DIS courses are not considered a part of a faculty member's normal teaching load unless scheduled and advertised, e.g., some "special topics" courses.
 - b. When a regular, full-time undergraduate needs a DIS course, it may be provided if both the adviser and the instructor approve. Such courses are offered with no additional charge to the student and no extra remuneration for faculty.
 - c. Students may take no more than two DIS courses toward hours for graduation. Exceptions to this must obtain prior approval of the appropriate dean.
 - d. DIS courses may be offered to Converse II students if the adviser, the instructor, and the appropriate academic dean approve. Such courses require higher than normal fees from students and offer faculty additional remuneration.
 - e. Graduate students may undertake a DIS course with approval of the instructor, department chair, and Dean of Graduate Education. Such courses require higher than normal fees from students and offer faculty additional remuneration.
2. These conditions, qualifications, and procedures control enrollment in Directed Independent Study:

While the College cannot guarantee that students can be offered a DIS in an existing course, under unusually compelling circumstances a student may request such a course. Typically, a request from a student should be made only:

- a. If a course is required for a graduating senior but is not scheduled so that one or more students can take it;
 - b. If a student has an unalterable schedule conflict in the major or minor sequence;
 - c. If a student needs a course to correct an out-of-sequence program;
 - d. If a student has compelling personal circumstances-such as a health problem;
3. Procedures
- a. Students should secure a Directed Independent Study form from the Registrar's Office and complete the form prior to registration. A syllabus for the course is required. One copy should be filed with the Registrar and one with the instructor. A student is not enrolled in a DIS until all required approvals are secured and the completed form and syllabus are filed with the Registrar.
- [1] If the course is a DIS in a regular departmental offering the schedule of conferences should show a minimum of twelve contact hours per 3-credit course.

[2] If the course is a DIS in Special Topics, a 400 or 500 level offering, the schedule of conferences should show a minimum of six contact hours per 3-credit course.

- b. Students who cannot secure the support of a faculty member may discuss individual problems with the adviser first, the department chair second, and the appropriate academic dean last.

4. Fees

These policies concerning fees are currently in place:

- a. Converse II and graduate students pay per credit hour for a DIS course.
- b. Faculty are remunerated for Converse II and graduate DIS courses at a specified rate per credit hour.

5. Directed Independent Study Off Campus

- a. Permission to take an off-campus DIS must be obtained from the Curricular Programs Committee.
- b. The petition must have the approval of the directing instructor and the department chair.
- c. Normally the maximum credit allowed for an off-campus DIS is four semester hours.
- a. The course must involve a final examination and/or a term paper. The directing instructor keeps student papers for submission to the appropriate academic dean upon request.

H. INTERNSHIPS

An internship is a work experience that may or may not carry academic credit. Credit bearing internships require a syllabus. Faculty and students should consult the *Center for Professional Development* for specific information about internships.

I. ACADEMIC POLICIES FOR STUDY/TRAVEL

The College supports study/travel programs as an important academic experience for Converse students. Travel itself is a valuable educational experience, but when that travel is combined with rigorous academic components including classroom instruction, reading research projects, writing assignments, and/or creative projects, student learning is greatly enhanced. For that reason, the academic content of all study/travel courses falls under the purview of the Curricular Programs Committee which will monitor programs to ensure that they meet Converse's standards for academic rigor, clear grading policies, and some level of consistency across the College.

Faculty leaders are responsible for submitting consent/release forms and the detailed itinerary to the Director of International Study and to the Provost.

J. HONORS

1. Graduation with Honors: Students graduate with honors from Converse according to the following distinctions: cum laude, 3.50 but less than 3.75; magna cum laude, 3.75 but less than 3.90; summa cum laude, 3.90. These standards refer to the Converse grade-point average; to qualify, a student must have a minimum of 60 hours of work at Converse or in Converse programs.
2. Graduation with Honors in a Specific Field:
 - a. Honors work carries a maximum of six hours of elective credit allocated at the discretion of the department.
 - b. Each department may have additional guidelines which supplement and further define the procedures and qualifications for honors work.
 - c. Each department that does establish its own procedural and substantive guidelines for honors work should submit these guidelines to the Nisbet Honors Program, which will act as a central repository for the guidelines. These guidelines should include criteria by which honors work will be graded.
 - d. Each student has an advisory committee of faculty members who guide her as she develops her project or prepares for her performance. See below.
3. Student eligibility
Because of the distinction that Honors conveys and the amount of effort required, only exceptionally qualified and extremely committed students should attempt an honors project. To qualify, students must have an overall GPA of 3.25 and a GPA of 3.50 in her major field by the end of fall term of her junior year. In exceptional cases, a student who does not meet these GPA criteria may petition for permission from the relevant academic dean.
4. Project
 - a. This program enables qualified students to pursue additional independent and intensive work within their major area. Generally, the project will be a research paper that follows the discipline's guidelines for superior research. In creative fields, such as music, theater, and applied art, creative projects are appropriate. Interdisciplinary projects are also encouraged.
 - b. The project should be a substantial project planned so that it can be done in the time available using the resources available. The quality rather than the amount of work is the major evaluative criterion. A research paper should generally be from twenty to forty pages. Departments using performance standards should establish criteria that require a substantial project of superior quality.
 - c. An interdisciplinary project should reflect the disciplinary standards involved. While such a project works particularly well for a double major, other students may engage in such work.
 - d. Each department establishes its own presentation standards consistent with those of the discipline. Documentation within a paper should follow a recognized style sheet. The final paper should be clearly written and carefully proofread.

5. Advisory Committee Composition and Duties
 - a. The committee consists of five members. Two or three members come from the relevant department, with one serving as the director of the project. One or two come from related areas. One comes from an unrelated discipline. In some instances, one member in the discipline or a related area may come from another institution. Interdisciplinary projects should have representatives from the disciplines involved, but should still include one member from outside the disciplines. The student, in consultation with her director, proposes the list of committee members. For music performance, the student's director and the Director of the School of Music select members from within the School of Music.
 - b. The committee advises the student, monitors her progress, and evaluates her project.

6. Timeline

Student's Junior Year

Friday after Fall Break: The Nisbet Honors Program or the Associate Provost for Student Success will contact all juniors in the HP who seem to qualify by their overall GPA to do honors in field (3.25 GPA overall, 3.5 in major).

January term, last day of classes: Working with a faculty mentor, student submits to her major department her proposal for a senior honors project. Faculty provide feedback and accept, accept with required revisions, or reject the proposal.

Spring term, 2nd Friday: Student submits a revised proposal with a suggested list of committee members to the HP directors.

Spring term, Friday after break: Student submits a 1-page progress report to her department and to HP directors. If her progress is acceptable, her name, tentative title, and suggested committee list then go to the relevant dean.

Spring term, Friday after break: The School of Music sends to the HP directors and Provost the names of students who will be participating in its performance-oriented honors-in-field projects.

Spring term, first May faculty meeting: The Provost announces the names of students accepted to do honors in field to the faculty.

Summer: Student works on project and checks in with mentor.

Student's Senior Year

Fall Term, 3rd Friday after classes begin: Student submits to her committee and HP directors a 1-page update on her progress.

Fall Term, Last day of classes: Student submits a 1-page update to the same group.

January Term, Last day of classes: Student submits a 1-page update again.

At this point a project may (and should) be terminated if the committee believes the student is not making suitable progress. The student should be reminded that the final draft of the project is due the Friday after Spring Break. At this stage, committee members may ask to see progress that goes beyond a 1-page update (e.g. a rough draft of the thesis or certain sections of the thesis).

Spring Term, Friday after Spring Break: The student submits her final project to her committee and arranges for public presentation. The committee will have two weeks to review the final project and provide comments, suggested revisions and final acceptance. For performance projects, other arrangements may be made for the due

date. *Spring Term, 3rd Friday after Spring Break*: Committee forwards its tentative evaluation to HP directors. If the project is tentatively accepted, the student continues with her plans for public presentation.

Spring Term, last week of classes: For written projects, student and her faculty director contact the head librarian about arrangements for binding and processing the thesis.

The student is responsible for learning about the library's requirements and for delivering the appropriate number of copies of her thesis in the required form. Student submits a correct electronic copy to the HP directors. Committee submits its final evaluation to the HP directors, the relevant dean, and the Registrar.

Spring Term, second May faculty meeting: The Provost announces the names of students who will receive honors in field at graduation.

7. Evaluation Procedures

- a. An honors project should adhere to the discipline's standards for superior work exhibiting originality of thought and creativity of effort. Such work may be a research paper, an original work, a one-woman show, or a performance, but in any case should display the highest standards expected of undergraduate work in the discipline. A project that is purely secondary in nature, such as a literature review, is generally not suitable for honors designation unless it develops a new interpretation or breaks new ground.
- b. Using departmental guidelines, the thesis committee evaluates the project and tentatively accepts or rejects it.
- c. If the committee tentatively accepts the project, the student arranges for public presentation. This presentation is not intended as a "defense" like a dissertation defense, but as a discussion of themes raised by the project. The presentation is open to Converse students, faculty, staff, and the general public. This presentation enables the student to present her work clearly and intelligibly to the wider community. In music performance, the public performance satisfies this requirement.
- d. Following the oral presentation and discussion, the committee makes a final decision regarding the project's acceptability for honors and reports the final evaluation to the HP directors, the relevant dean, and the Registrar.

8. Class Honors

In each of the first three classes returning to Converse, the three students with the highest average are designated as "Class Honor Students," a total of nine students. In case of a tie for the year, the cumulative average breaks the tie. These names are announced either at the opening Convocation in the fall or another suitable time.

9. The Dean's List

Eligibility for the Dean's List, prepared at the end of each fall and spring term, is based on the following criteria:

- a. The student must be full-time;
- b. The student must have no incomplete grades in that term;
- c. First year freshmen must have a 3.4 GPA that term;
- d. All other full-time students must have a 3.6 GPA in that term.

- e. A Dean's List is determined for the fall term and the spring term. To be eligible for the Dean's List a student must be a degree candidate and take at least nine semester hours of academic courses during the term. The Dean's List does not include those students working toward a graduate degree.

K. AWARDS, PRIZES, RECOGNITIONS

1. The following awards or scholarships are presented on Awards and Scholarship Day:

- a. Recognition of Mortar Board Members
- b. Recognition of Gamma Sigma Members
- c. Recognition of Alpha Lambda Delta
- d. Chemistry, including the CRC Freshman Chemistry Achievement Award, and the American Chemical Society Outstanding Senior Award-
- e. Theatre, including Excellence in Theatre Awards
- f. Dance, including Excellence in Dance Awards, dedication and outstanding newcomer
- g. Recognition for Alpha Psi Omega

- h. Music

[1] Pi Kappa Lambda Initiates

[2] Pi Kappa Lambda Awards

[3] Delta Omicron

[4] Hardy-McAlpine Award

[5] Presser Scholar

- i. Literary Awards

[1] Genevieve Parkhill Lykes Creative Writing Prize for Best Fiction

[2] Agnes Petty Pringle Award: a scholarship awarded on the basis of academic merit to a rising senior majoring in English

- h. Art (Excellence in Art Studio, History, Education, and Interior Design)

- i. Political Science

[1] The James F. Byrnes American Government Award (to politics student demonstrating aptitude, interest, and excellent achievement in the field of political science).

[2] Model League of Arab States Awards

- j. Special Education
 - [1] Bill Halligan Award (to outstanding graduating senior in Elementary /Early Childhood Education. Presented in honor of Dr. William W. Halligan, Jr., former Chair of the Education Department and former Registrar of Converse College.)
 - [2] Josephine Prall Award (to the outstanding graduating senior in the Deaf Education Program. Sponsored by Converse alumnae of the Deaf Education Program.)
 - [3] Charles Lea Center Award (to the outstanding Special Education major in the senior class, with a major in either Learning Disabilities or Mental Retardation. Recipient chosen by the Charles Lea Center on recommendation of the Converse faculty.)
 - [4] Close Foundation Deaf Education Scholarship
 - k. Social Sciences, recognition of new members of Pi Gamma Mu.
 - l. Religion, recognition of new members of Theta Alpha Kappa
 - m. Physical Education, Henrietta Browning Sportsmanship
 - n. American Legion Award
 - o. Faculty Memorial Scholarship (Selected by Faculty Senate and typically given in memory of recently deceased and/or retired faculty and/or staff)
 - p. Who's Who Among American Universities and Colleges
 - q. Education
 - r. Phi Sigma Iota, International Foreign Language Honor Society Inductees
 - s. Strom Thurmond/Holly Richardson Scholarship
 - t. J. Lacy McLean Award
 - u. Henry Edmund Ravenel Scholarship
 - v. Philosophy and Religion Department Awards
2. The following awards are presented at Commencement or another appropriate occasion:
- a. Mary Mildred Sullivan Award to a citizen; Nominations for the Mary Mildred Sullivan are solicited by the Awards and Honorary Degrees Committee. The

citizen recipient of the Mary Mildred Sullivan Award is decided by the Committee on Trustees of the Board of Trustees before April 1st.

- b. **Mary Mildred Sullivan Award to a senior;**
Nominations for the Mary Mildred Sullivan Award are solicited by the Awards and Honorary Degrees Committee. The Committee's recommendation is made to the Provost. Selection is made by the Provost, the Dean of the School of Humanities, Sciences, and Education, the Dean of the School of the Arts, the President of the Faculty Senate, and the President.
- c. **Gamma Sigma Award, in memory of Dr. Elford C. Morgan, is presented to the student with the highest academic achievement in the School of Humanities and Sciences over a four-year period**
- d. **Pi Kappa Lambda Award to the senior with the highest scholastic record in the Petrie School of Music**
- e. **The Curriculum Innovation Award**
Nominations for the Curriculum Innovation Award are solicited by the Provost. Selection is made by the Provost, the Dean of the School of Humanities, Sciences, and Business, the Dean of the School of the Arts, the Dean of the School of Education and Graduate Studies, the President of the Faculty Senate, and the President.
- f. **The Scholarly and Creative Achievement Award**
Nominations for the Curriculum Innovation Award are solicited by the Provost. Selection is made by the Provost, the Dean of the School of Humanities, Sciences, and Business, the Dean of the School of the Arts, the Dean of the School of Education and Graduate Studies, the President of the Faculty Senate, and the President.
- g. **The O'Herron Award**
Nomination for the O'Herron Award are solicited by the President. Selection is made by the Provost, the Dean of the School of Humanities, Sciences, and Business, the Dean of the School of the Arts, the Dean of the School of Education and Graduate Studies, the President of the Faculty Senate, and the President.
- h. **The Kathryne Amelia Brown Award**
Nominations for the Brown Award are solicited by the Awards and Honorary Degrees Committee. The Committee's recommendation is made to the Provost. Selection is made by the Provost, the Dean of the School of Humanities, Sciences, and Business, the Dean of the School of the Arts, the Dean of the School of Education and Graduate Studies, the President of the Faculty Senate, and the President..

3. Gamma Sigma Society: Student members are recognized at Award's Day.

The Gamma Sigma Society, the honorary scholarship society of the College of Liberal Arts and Sciences of Converse College, was organized on April 23, 1923, by faculty members of Phi Beta Kappa. The purpose of the society is to encourage scholarship among the students of Converse College and to honor by election to membership in the society those seniors, not to exceed ten percent of the graduating class, who have demonstrated superior scholastic attainment throughout their entire college course. They must have taken 3/4 of their course work in the liberal arts and must have attained a minimum grade point ratio of 3.1. Faculty and staff members are eligible for election to membership if they belong to Phi Beta Kappa or Sigma XI.

The administration of the Society, including election to membership, is directed by members who have active faculty or staff status.

4. Procedures:

- a. The citizen recipient of the Mary Mildred Sullivan Award is decided by the Committee on Trustees of the Board of Trustees before April 1st.
- b. For the purpose of selecting the recipients of the American Legion Award and the Mary Mildred Sullivan Award (student), the incumbent Executive Board of the Student Government Association joins the Awards and Honorary Degrees Committee as voting members. The selection should fall after the annual Student Government elections.
- c. The nomination committee, plus the faculty adviser in the case of student groups, is responsible for the financing, purchasing, engraving, and presenting of the awards.
- d. The Provost, the Dean of the School of Humanities, Sciences, and Business, the Dean of the School of the Arts, the Dean of the School of Education and Graduate Studies, the President of the Faculty Senate, and the President are responsible for the groups accomplishing their tasks.

L. POLICY ON STUDENT RECORDS

1. In handling student records Converse complies with the provisions of the Family Educational Rights and Privacy Act of 1974.
2. Use of Student Records: The administration, faculty, and staff must protect the confidential nature of student academic and personal records.
3. Release of Student Records: Student records, except for Directory Information, are released only to appropriate administrative officers and faculty with a clear need for such information, and to the student. Release of these records to other persons such as parents, employers, prospective employers, other colleges, or

governmental and legal agencies occurs only with the express written approval of the student or former student or upon subpoena.

4. Rights of Students and Their Parents:

- a. Under the conditions to be stated, the student is allowed to inspect any of her records with the following exceptions:

[1] Faculty records made and used in pursuit of faculty's duties in instruction;

[2] The confidential files of medical and counseling staff of the College, except as required by law;

[3] The record or minutes of deliberations of disciplinary bodies of the College, or any other record or document not required by law to be divulged to student or parent. Furthermore, the student is not allowed access to any confidential financial record of the parent in possession of the College.

- b. The student may withhold disclosure of any category of Directory Information.

6. Procedures for the Exercise of Rights:

- a. To inspect any college record, available under the provisions of the Family Educational Rights and Privacy Act of 1974, the student or parent must make the request in writing to the Registrar. When the individual has been properly identified to the Registrar, the Registrar sets a date for inspection of the record. If the record is not under the supervision of the Registrar, the Registrar arranges for the inspection with the appropriate officer. Inspection is allowed as soon as possible and in all cases within 45 days as required by the Family Educational Rights and Privacy Act of 1974.
- b. If a student requests a record correction, the Registrar or appropriate officer collects the necessary information and corrects the record if the information is unchallenged. If an officer of the College challenges the proposed correction, a hearing is called. A special committee, consisting of the President, the academic deans, the Dean of Students, and three faculty members, conducts the hearing. For the hearing, the Registrar serves as an ex officio committee member.

M. COOPERATION WITH WOFFORD

Through a program of cooperation between Converse and Wofford Colleges certain courses of instruction at each institution are open to students of the other institution on a space available basis. The program, reviewed annually, may be terminated at the end of any academic year by either institution.

Section X: GOVERNANCE

I. FACULTY SENATE

A. ESTABLISHMENT

On September 18, 1964, the Converse General Faculty voted to adopt a plan, proposed by the Eight-year Plan Committee, for a Faculty Senate. The Senate was established on September 25, 1964, when the faculty elected the membership.

B. MEMBERSHIP

See Articles I and II of the charter, following, and Amendments VII, VIII, XVI, XXI, XXII, and XXV.

C. CHARTER OF THE FACULTY SENATE

Article I. Constituency (See Amendments VII, VIII, XVI, XXI, XXII, XXV, and XXIX)

Section 1. The general faculty will elect Senate members to terms of three years. The faculty will be arranged in eight divisions for the purpose of elections. These divisions should correspond to the ratio nearest to one representative for every five full-time faculty in the division. The total membership of the Senate is thus determined by the number of representatives from the divisions. (See Section 2, below, for exceptions.) The current constituency of the Senate by division is as follows:

Division	Number of Senate Places
I. Art, Theatre	2
II. Economics and Business, Psychology	2
III. History & Politics, Religion & Philosophy	2
IV. English, Foreign Languages	2
V. Biology, Chemistry, Math, Physics, & Computer Science	2
VI. Education	3
VII. School of Music	3
VIII. Library	1
Total	17

Section 2. In order to meet population shifts in the faculty, the Senate shall reapportion itself every fifth year from the passage of this Amendment (XVI, 3/11/75), in the month of April, to correspond to the nearest ratio of five full-

time faculty members per representative in each academic division, subject to the following:

- a. If reapportionment results in the deletion of one or more representatives from an academic division, the representative(s) holding the senate seat which will expire soonest shall be allowed to remain on the Senate until the expiration of his or her term at which time the position will be abolished.
- b. If reapportionment results in the right of an academic division to have one or more additional representatives, it shall be the power of the Senate to assign to that new representative(s) a term of one, two, or three years in order to preserve the rotation of five senators each year.

Article II. Eligibility for Election

To be eligible for election to the Senate a faculty member must:

- a. Hold the rank of Assistant Professor, Asst. Librarian or above;
- b. Be a full-time faculty member or, with the exception of professional librarians, one who is tenured or who will become eligible for tenure;
- c. Have completed at least one academic year of service on the Converse faculty, exclusive of summer school; and
- d. Not hold an administrative position. These qualifications will be waived only if a division does not have a number of eligible faculty members in excess of the number necessary to fill the apportioned positions. See Amendments IV and IX below. Full-time faculty status is understood to mean that the person holds a salaried faculty position and teaches not less than the equivalent of 7 courses or 21 credit hours per academic year. Equivalence to teaching load to be determined by criteria in "Teaching Loads" section of this handbook or by the appropriate academic dean. After serving a three-year term, a senator will not be eligible for reelection for a period of one year.

Article III. Method of Election

The members of the Senate will be elected by majority vote of the general faculty in April. See Amendments II and X, below.

Article IV. Officers

The Senate will have a President and a Secretary and a President pro tempore. The President will be elected yearly by the Senate from among the members of the Senate. The Secretary will be appointed by the President from among the members of the Senate. The President pro tempore shall be appointed from the members of Senate by the President to preside at meetings or portions of meetings when the President cannot be present or when the President wishes to yield the responsibility of chairing in order to participate in discussion. Any senator, except the secretary, upon agreeing may serve as President pro

tempore for any number of meetings that the President shall designate or until the time that the President resumes the responsibility of chairing a meeting.

Article V. Quorum

A quorum of the Senate will consist of nine members.

Article VI. Powers and Functions

Section 1. The Senate will be authorized to create ad hoc subcommittees from its membership for the efficient conduct of business and to include in the membership of these subcommittees such persons as may be desired, whether members of the Senate or not.

Section 2. The Senate will act with full authority for the general faculty in those matters within the province of the Senate. In none of its activities will the Senate go beyond the scope of authority assigned the general faculty in the Bylaws of the Board of Trustees, nor will it infringe upon any of the powers and responsibilities exercised by the administration. The President of the Senate, or a substitute authorized by her or him, will make a monthly report to the general faculty of all action taken by the Senate. Normally the general faculty will neither approve nor disapprove action of the Senate, but upon a motion in the faculty sustained by a majority vote, any action of the Senate can be reversed or amended. Furthermore, the Senate will be ready at any time to take instructions from the general faculty. A minority in the Senate will have the right to appeal a senate decision to the general faculty on a petition supported by as many as four senate members.

Section 3. The Senate will act in an advisory capacity to the President of the College, the academic deans, and the administration generally. It will also serve as an authorized representative of the general faculty in communications with the Board of Trustees, such communications to be made only with the knowledge and consent of the President of the College, who is the legally constituted Chair of the Faculty.

Section 4. The Senate will formulate the policy for class attendance and exercise general supervision over class attendance regulations. The Class Attendance Committee existing prior to the 1964-65 session has been abolished and the routine of administering attendance regulations will be exercised by the academic deans, who will make periodic reports, as requested, to the Senate. The Chapel and Assembly Attendance Committee existing prior to the 1964-65 session has also been abolished. Regulations concerning chapel assembly attendance will be established as heretofore by the Administrative Council and the Dean of Students will administer these regulations under supervision of the Administrative Council.

Section 5. The Senate will take over and extend the powers and functions formerly exercised by the Curriculum Committee of Arts and Sciences. In addition to the powers of the former Curriculum Committee in the area of the General Education Program, the Senate will have the right to express faculty approval

or disapproval of all proposed changes except such routine alterations as do not materially affect the educational program. Specifically, the Senate will exercise jurisdiction of the general faculty over additions to or deletions from the major programs. To provide efficiency and economy of operation, a Curriculum Committee will be set up within the Senate in accordance with the following plan: The President of the Senate will appoint one faculty member from each of the following divisions: Fine Arts, Social Sciences, Humanities, Languages, Natural Sciences, and Education. Three of these representatives are to be appointed from the Faculty Senate and the remaining positions are to be filled from the general faculty of these divisions. The Dean of Arts and Sciences and the Head Librarian are ex officio members of the Committee. All actions of the Curriculum Committee affecting the general educational program or referred to it by the general faculty or Faculty Senate will be subject to the approval of the Senate and the general faculty. When, and only when, the Senate addresses itself to curricular issues, the Dean of Arts and Sciences will assume temporary status as a voting member of the Senate. When the Senate acts upon proposed curricular changes in Arts and Sciences outside of the General Educational Program, only those senators representing Academic Divisions I through VI and Division VIII will participate in the voting, and only faculty in Arts and Sciences will vote among the general faculty. (See changes in Faculty committees, 1994-5 Handbook)

Section 6. The Senate will absorb the functions of all the faculty committees existing prior to 1964-65, except Social Interests. Hence, in addition to the specific powers designated above, the Senate will concern itself with the following questions: educational policies and goals, intellectual life of the campus, relationships of the faculty with the trustees, administration, and student body, financial interests of the faculty (salary, fringe benefits, tenure, promotions, teaching load, etc.), academic freedom, and academic ethics and responsibilities

Article VII. Amendment Procedure

(Adopted by the Faculty Senate on February 23, 1965.) A motion of amendment to the Charter of the Faculty Senate shall carry in the Senate if, and only if, it receives the support of two-thirds of the regular members of the Senate. A motion of amendment which has carried in the Senate shall be presented to the general faculty for ratification and shall be considered ratified if, and only if, it receives the support of three-fourths of the voting members of the general faculty.

Amendments approved by General Faculty 9/18/65.

- I. See Article IV for text of this amendment.
- II. Term of the Senate: The Senate will remain in office until such time it is reconstituted in accordance with Article III. In April or May of each year, the President of the outgoing Senate will call and conduct the first meeting of the

incoming Senate for the purpose of electing a President of the Senate. See Amendment XI, below.

- III. This amendment, limiting the consecutive terms of Senate officers to two, was nullified by Amendment XX, below.
- IV. Supplement to Article II: If in any year the number of eligible faculty members within a division does not exceed the number of senate vacancies as determined by Article III, the entire faculty within that division shall become eligible.

Amendments approved by General Faculty 5/25/68.

- V. The number of consecutive terms of the Senate President will be limited to two. (See Amendment III, above.)
- VI. A Senate Resolutions Committee will be established as a standing subcommittee of the Senate.
- VII. Article I (Constituency) is amended as follows: History is moved from Division II to Division III and the representation of Division III is increased to five senators, while Division II retains its representation of two senators. In effect, the total membership of the Senate is increased to fifteen. It is provided that those senators from History now representing Division II serve out their terms in that division and that the representation of Division II be increased to three senators in 1968-69. After the expiration of the aforementioned terms, the representation of Division II will return to two senators and that of Division III will be expanded to five.

Amendments approved by General Faculty 3/4/69.

- VIII. The first sentence of Article I was extended by the addition of the phrase “for terms of three years.”
- IX. See Article II for text of this amendment. The qualifications for membership on the Senate were reduced and the wording of the provisions for waiving the qualifications was altered.
- X. See Article III for text of this amendment. The time for election of the Senate was moved from September to the preceding April.
- XI. The second sentence of Amendment II was revised as given in the text to conform with Amendment X.
Amendments approved by the General Faculty 2/9/71.
- XII. The size of the present Curriculum Committee will be enlarged to eight members. These members to consist of two faculty members each from Humanities, Social Sciences, and Natural Sciences and one faculty member

each from Fine Arts and Education/Physical Education. Five of these members, one from each division, are to be appointed from the Faculty Senate and three members at large to be appointed from the faculty.

Amendments approved by the General Faculty during 1971-72.

XIII. The wording of Article II (3) concerning eligibility for election was changed. 9/7/71.

XIV. Article VI, Section 5, was amended to provide for inclusion of the Librarian on the Curriculum Committee. 2/16/72.

Amendments approved by the General Faculty 4/3/73.

XV. Article II was amended by addition of the following provision: “ A faculty member who has served on the Senate at least six consecutive years shall have the right to withdraw his or her name from the ballot for the next two consecutive senate elections.” This amendment was nullified by Amendment XXVI below.

Amendments approved by the General Faculty during 1974-75.

XVI. Article I was amended to provide for a redistribution of senate into seven divisions, including professional librarians in a newly constituted Division VI and it further provided for reappointment of senate seats every five years. 3/11/75.

XVII. Article II was amended by a temporary provision making professional librarians eligible for senate membership. 4/1/75.

XVIII. Article VI, Section 5, was amended to change the membership of the Arts and Sciences Curriculum Committee and redefine its functions. 5/6/75.

Amendment approved by General Faculty 3/16/75.

XIX. Article II, Eligibility for Election, was amended to include the following changes:

- (1) the addition of professional librarians among those eligible for election to the Senate;
- (2) the exclusion from eligibility of those holding administrative positions at the level of Division Head or above;
- (3) a definition of “full-time faculty status.”

Amendment approved by the General Faculty 4/12/77.

XX. The Senate is allowed the option of electing its President for a third successive yearly term. Amendments approved by the General Faculty 4/4/80.

XXI. Article I, Section 1: Politics is moved from Division II to Division III. (After Politics was combined with History into one department [1976-77], the faculty approved the senate proposal [3/9/78] that teachers of Politics primarily would remain in Division II for purposes of representation on the Senate. By this amendment, Politics is moved to Division 111, restoring its unity with History. No change resulted in the number of representatives of either Division II or Division 111.)

XXII. Article I, Section 1: The total membership of the Senate will be determined by the number of senate representatives of the several divisions. (Prior to this amendment, the total number of senators was arbitrarily fixed at 15.)

Amendment approved by the General Faculty 10/13/92

XXIII. Supplement to Article IV: The appointment of a President pro tempore when deemed necessary by the President of the Senate. (Approved by the General Faculty 10/13/92)

Amendments approved by the General Faculty 3/2/93.

XXIV. Supplement to Article VI: Section 5, Faculty of the School of Music will not vote on curricular proposals in Arts and Sciences unless the proposals affect the General Education Program.

XXV. Article I, Section 1: Professional Librarians were moved to a newly constituted Division VIII.

XXVI. Article II was amended by the addition of the following provision: After serving a three-year term, a senator will not be eligible for re-election for a period of one year.

XXVII. Article II was amended by the additional provision: The terms of newly elected Senators will start with the last scheduled senate meeting in May.

Amendment approved by the General Faculty on 10/7/97.

XXVIII. Supplement to Article VI, Section 5: The Senate shall vote on each individual curricular log and that those votes appear in the Senate minutes.

Amendment approved by the General Faculty on 12/2/97.

XXIX. In addition to the Senate Rules of Discussion as adopted 9/17/92, the current edition of *Robert's Rules of Order* shall serve as the guideline for conduct of Senate business.

XXX. The Tenure, Appointment and Promotions Committee will include at least one representative from each of the three schools: the School of Arts, the School of Education, and the School of Sciences and Humanities.

XXXI. A School of the Arts Curriculum Committee (SCHOOL OF THE ARTS CC) will be formed, consisting of six members (three from the Petrie School of Music, two from the Art Department, and one from the Theater Department for a two year trial period) chosen by the President of the Faculty Senate in consultation with the Dean of the SCHOOL OF THE ARTS. The Dean of the School of the Arts will serve as chair of the SCHOOL OF THE ARTS CC. All BFA and BM proposals approved by the SCHOOL OF THE ARTS CC will be sent to the SCHOOL OF THE ARTS faculty as seconded motions. Faculty approved BFA and BM proposals will then be sent to the CPC for information only. All proposals related to the BA degree will go from the SCHOOL OF THE ARTS areas directly to the CPC. Any PSOM proposal, regardless of degree affiliation, must receive a majority vote of the PSOM faculty before it can be sent to the SCHOOL OF THE ARTS CC or CPC.

XXXII. In the *Faculty Handbook*, the following shall be added to Section VI, Regulations Governing Tenure and Promotion, B., Evaluation for Tenure, that all annual dean's evaluations and all annual chair's evaluations be included in tenure applications, and that in the event that a chair's or dean's letter or set of student evaluations is missing, the candidate should explain the absence in the narrative. Further that the following shall be added to Section VI. C., Evaluation for Promotion, that all annual dean's evaluations and all annual chair's evaluations be included in promotion applications, and that in the event that a chair's or dean's letter or set of student evaluations is missing, the candidate should explain the absence in the narrative. Further, that all candidates for promotion who have previously applied unsuccessfully for promotion should include a copy of the previous TAP Committee's letter and should address in their narrative the areas in which they have worked to improve. Further, that if promotion candidates previously have been promoted at Converse, that subsequent promotion application files should include student evaluations for all courses since the last promotion. (5/6/10)

Amendment approved by the General Faculty 5/14/10

XXXIII. The Curricular Programs Committee will expand to include a representative from each division of the Faculty Senate.

XXXIX. The following amendment to **Article III Method of Election**, was approved by the General Faculty on May 7, 2019.

All senators will be elected by their divisions. The Senate divisions are listed in Section X, C, Article I, Section 1 (pg. 116 of the online Faculty Handbook). Election procedures will proceed as follows:

- a. Senate elections for the following year will be held at the May faculty meeting. A ballot of eligible candidates, by division, will be presented to the faculty. Each faculty member will vote for a member (s) of their division only. Election to the Senate will be based on the candidate with the most votes in each division election. If there is more than one seat to be filled in the division, the candidate with the second highest vote count will be elected to the Senate.
- b. New members of the Senate will be announced during the May faculty meeting and will begin their service for the following year at the last half of the last Senate meeting of the year.

D. SENATE COMMITTEES

All Standing Committees, plus their Chairs, (with the exception of the Tenure, Assessment and Promotion Committee) will be appointed by the President of the Faculty Senate in consultation with the Deans of the School of Humanities, Sciences, and Business, the School of the Arts (or designee) and the School of Education and Graduate Studies. The President of the Faculty Senate will circulate a survey of committee preferences during the spring semester, with actual appointment occurring after the Senate elections and the election of a new Senate president. Major Standing Committee appointments will be for three years, with each committee consisting of between seven and nine members.

Each committee chair will be responsible for submitting a written report of the committee's activities to the Faculty Senate president and the Chief Academic Officer NO LATER than one week after the end of each long semester. Committees may be asked for interim reports when needed. After review by the Senate, reports will be posted for the information of all faculty.

1. CURRICULAR PROGRAMS COMMITTEE (CPC)

Responsibilities and Description

To supervise the curriculum and special academic programs (such as Freshman Honors and foreign study), to hear student appeals for exceptions to curricular requirements and to refer all approved and rejected proposals to the Faculty Senate as seconded motions, where any Senator may move, with second, to reconsider the decision of the CPC.

Membership: To include a representative from each division of the Faculty Senate. (The Provost acts as chair; the Registrar, Associate Provost for Student Success, Dean of the School of Humanities, Sciences, and Business, the Dean of the School of the Arts, and the Dean of the School of Education and Graduate Studies serve as *ex officio* members. In CPC, *ex officio* members do not have voting privileges.)

2. SPECIAL LECTURES COMMITTEE (SLC)

Responsibilities and Description

To provide disbursement of funds in support of honoraria and travel expenses for guest lecturers or speakers in classes, labs, programs or other related academic

events or functions. Funds may be requested by submitting a formal application to the committee for review and appropriate action.

Membership

To be appointed by the faculty senate president as noted above.

3. FACULTY ENVIRONMENT COMMITTEE (FEC)

Responsibilities and Description:

To monitor the various aspects of the total environment in which faculty of the College carry out their responsibilities of teaching and mentoring students, service, and research. It can serve as a think-tank for issues related to benefits, retirement, the work/life experience, and communication between faculty and administration; advocate meritorious proposals that improve the work/life environment for faculty and academic professional staff. The committee works collaboratively with the Senate and the Administration to take steps to improve the faculty environment in areas such as: the basic terms of faculty employment, fringe benefits, faculty compensation and retention, faculty contracts and the facilities and equipment on which faculty rely.

The FEC will meet with the Provost and the president at least once each long semester to discuss issues relating to faculty environment which have been channeled through the Senate. In addition, the FEC will meet with the vice president for administration and the director of human resources each spring semester to review proposed changes to the employee benefits package for the coming year.

Membership:

To be appointed the president of the Faculty Senate. The chair of the FEC committee, also appointed by the senate president, will be a member of the Faculty Senate. The Provost and the director of human resources shall serve as ex officio members of the FEC.

4. TENURE, ASSESSMENT AND PROMOTION COMMITTEE (TAP)

Responsibilities and Description

To assess faculty for tenure and promotion according to the procedures and guidelines outlined elsewhere in this handbook, presenting recommendations to the administration regarding each candidate's application. The TAP Committee may also advocate proposals for revisions to TAP procedures to the Faculty Senate.

Membership

To consist of six tenured faculty at associate rank or higher, including librarians at associate rank or higher, with at least one representative from each of the three schools: the School of Arts, the School of Education and Graduate Studies, and the School of Humanities, Sciences, and Business elected at-large by general faculty, chaired by President of Senate. Under no circumstances will any Senate division be represented by more than two members on TAP.

TAP nominations will be made at the March Faculty Meeting. An open nomination period will then continue for the next two weeks, excluding Spring Break, during which time nominations may continue to be made to the President of the Faculty Senate by letter or email.

5. FACULTY DEVELOPMENT COMMITTEE (FDC)

Responsibilities and Description

To coordinate faculty development through research grants, leaves, and sabbaticals; to prepare and announce materials for research and development; to select faculty and faculty projects to receive funding provided by the various trusts and funds available to the College, focusing primarily upon curriculum or program development, and improvement of teaching and scholarly research.

Membership

To be appointed by the faculty senate president as outlined above. The Provost shall serve as an ex-officio member of the committee.

6. UNDERGRADUATE ADMISSION COMMITTEE (UAC)

Responsibilities and Description

To recommend and evaluate undergraduate and Converse II admissions policy and to assist in reviewing applicants for undergraduate and Converse II admission. The committee shall meet with the director of admissions and the chair of the retention committee at least four times per year with a minimum of one meeting in each long semester, to monitor the status of admission numbers, compliance with admission standards, policies, and procedures, and aspects of the admission process which bear on retention.

Membership:

To be appointed by the Faculty Senate president as outlined above. The chief academic officer, the director of admissions, the chair of the retention committee (an administrative committee), and the director of Converse II shall serve as ex-officio members of the UAC.

7. AWARDS AND HONORARY DEGREES COMMITTEE (AHD)

Responsibilities and Description

AWARDS: To solicit nominations and select recipients for the following scholarships or awards:

- Mary Mildred Sullivan (non-student and student)
- American Legion (student)
- J. Lacy McLean (student)
- Ravenel Scholarship (student)
- Kathyryne Amelia Brown Award for Teaching (faculty)
- Strom Thurmond/Holly Richardson (student)

In selecting recipients for the Mary Mildred Sullivan (student), the American Legion and the J. Lacy McLean Awards, the newly elected Executive Board of the Student Government Association joins the Awards Committee as voting members. The vote falls after the annual Student Government elections.

Criteria for each award will be sent to the General Faculty and Staff no later than March 15 of each year.

Criteria for each award, except the Mary Mildred Sullivan adult, will be sent to the four major student organizations, SGA, SCA, SAC, and AA, no later than March 15 of each year. (Because these organizations have class representatives, they most widely represent the student body.) Any member of the student body may submit a nomination to any of the above organizations. The President of the organization will send these nominations to the chair of the Awards Committee.

For all awards, nominations must be submitted in writing, should include reasons why the individual should receive the award, and should be signed.

Upon selection of the nominees, the chair of the Awards Committee will submit these recommended nominations to the following offices:

- Mary Mildred Sullivan (non-student) to the Office of the President to be presented at May Commencement. This recipient must be present to accept the award.
- Mary Mildred Sullivan (student) to the Office of the President to be presented at May Commencement.
- American Legion to the Office of the Dean of Students to be presented at Awards Day.
- J. Lacy McLean to the Office of the Dean of the School of Humanities and Sciences to be presented at Awards Day.
- Strom Thurmond/Holly Richardson to the Office of the Dean of the School of Humanities and Sciences to be presented at Awards Day.
- Ravenel Scholarship to the Office of the Dean of the School of Humanities and Sciences to be presented at Awards Day.
- Nominees for the Kathryn Amelia Brown (faculty) award are submitted to the chair of the Awards and Honorary Degrees Committee. The chair selects and meets with 3 former recipients of the award and reviews all nominations. They select up to 3 individuals to be considered for the award. They present these names to the Provost and the deans who select the recipient. The recipient is named at the May Commencement. Past recipients are not eligible for this award.

Information concerning the nominees for all awards is confidential. All submitted nominations become the property of the committee and are kept confidential.

For all awards the Committee maintains a statement of eligibility, the nature of the award, by whom it is presented, the time of presentation, the recipients, and other pertinent information to be filed in the Office of the President. This file includes a section on past practices for award to faculty.

Each responsible office and the faculty adviser in the case of student groups, oversees the financing, purchasing, engraving, and presenting of the awards.

The Awards Committee is at liberty to ask

- a. the Public Relations Office to solicit nominations from the community for the Mary Mildred Sullivan Adult Award.
- b. any faculty member to attend the Awards Committee meetings to solicit additional information regarding a nominee
- c. the Committee uses its own resources and those of the Office of Career Services to help students prepare applications and get ready for interviews.

The dean of the school of humanities and sciences, the dean of the School of the Arts, and the dean of the school of education and graduate studies direct the performance of these procedures and coordinate the annual program on Awards Day.

In the event that no nominations are submitted or the Awards Committee determines that there are no worthy recipients, the awards do not have to be given annually.

DEADLINE FOR NOMINATIONS IS APRIL 1.

HONORARY DEGREES: To meet with three members of the Board of Trustees and the Chairman of the Board and the President to select candidates for Honorary Degrees, according to the following guidelines:

Each spring term, the Committee will solicit nominations for the following year from trustees, faculty / administration and alumnae and students. These nominations must be in writing and contain information and evidence supporting the accomplishments and merits of the nominee. The Committee will keep these nominations on file and active for a period of three years from the time of their receipt. They will continue to receive consideration throughout this period. After three years has elapsed, subsequent consideration will depend on a new nomination of the candidate.

During the following fall term, the Committee will review the nominations of all active candidates and may select a small number of the most worthy to recommend to the general faculty. The supporting documentation for those recommended will be distributed to the general faculty at least two weeks in advance of their action. Those endorsed by the general faculty (by simple majority of those present), along with the supporting documentation, will be submitted to the Board of Trustees for their action during their winter meeting.

Honorary degrees can only be conferred on individuals who have received the endorsement of both the general faculty and the Board of Trustees.

Honorary degrees will ordinarily be conferred during graduation exercises, although this is not intended to preclude the possibility of conferring such a degree during a convocation or Founder's Day ceremony.

Membership:

To be appointed by the Faculty Senate President according to the procedures outlined above.

Revised by vote of the faculty—February 6, 2013

II. OTHER ACADEMIC COMMITTEES

A. GRADUATE ADMISSIONS

Responsibilities

1. Members (representing each specific graduate program) screen applicants for their area and recommend full admission, provisional admission, rejection or deferment with specific recommendations for future consideration.
2. The committee members who are present vote on the adviser's recommendation. The committee also discusses and votes on graduate admission policies.

B. GRADUATE COUNCIL

Responsibilities and Description

To supervise the Graduate Programs of the College of Arts and Sciences. Membership is comprised of Dean of Arts and Sciences, Dean of School of Music, Dean of Students, Dean (Chair) and Associate Dean of Education and Graduate Studies, Dean of Admissions, Registrar, Librarian, Chair of Education Department and one graduate adviser from each of the graduate programs in the College of Arts and Sciences.

III. PROVISIONAL COMMITTEES

The following committees exist only when the situations described in their responsibilities arise.

A. INSTITUTIONAL REVIEW BOARD FOR RESEARCH

Responsibilities and Description:

Converse College abides by the principles of the relevant federal regulations governing research involving human subjects, including clinical research. We agree that review independent of the investigator is necessary to safeguard the rights and welfare of human subjects of research investigations. The Institutional Review Board will review and endorse or disapprove proposed investigations involving human subjects before they begin, to insure safeguards. The membership of this Board is appointed by the Provost. Reviews and decisions will be carried out in reference to:

1. the rights and welfare of the individuals involved;
2. the appropriateness of the methods used to obtain informed consent; and
3. the risks and potential benefits of the investigations. We will provide advice and consultation to investigators on matters of employing human subjects involved in investigations. Converse will keep records of group reviews and decisions on the use of human subjects and of informed consent.

B. FACULTY INVESTIGATING COMMITTEE

Responsibilities and Description

To inquire into faculty dismissal cases based on “unfitness” or “misconduct,” following any administrative actions to release a faculty member with tenure or prior to the expiration of a contract, to effect an adjustment or to determine whether formal proceedings should be initiated. (Refer to “Dismissal of a Faculty Member” for further information.); to consist of three faculty members recognized for their character and objectivity, appointed by the President of the Senate.

C. FACULTY HEARING COMMITTEE

Responsibilities and Description

To follow up on the work of the Faculty Investigating Committee, examining the defense statement of the accused faculty member contesting a faculty dismissal and to conduct a hearing. (Refer to “Dismissal of a Faculty Member” for further information; to consist of three faculty members, different from those of the Faculty Investigating Committee, appointed by the President of the Senate.)

IV. ADMINISTRATIVE COMMITTEES

A. THE STUDENT SUCCESS COMMITTEE

Responsibilities and Description

This committee appointed by the President of the College oversees retention activities on the campus. Membership is comprised of the Provost, Associate Vice President for Academic Affairs, Dean of Professional Development, Dean of Community Life, Dean of the School of Humanities, Sciences, and Education, Dean of the School of the Arts, Associate Vice President for Enrollment Management or his/her designee, Registrar, and Director of Counseling Services.

Section XI. INFORMATION TECHNOLOGY SERVICES

A. ELECTRONIC COMMUNICATIONS

The College maintains standards of conduct that apply to all employees. The violation of certain standards may result in suspension or dismissal. These violations include such things as the misuse of computer data, software, or electronic mail; unauthorized attempts to access or copy computerized data or software; unlawful use or copying of copyrighted materials, breach of software confidentiality and ownership agreements.

Converse College's telephone service and electronic mail are provided for the purpose of conducting College business. Personal use of telephones and electronic mail should be restricted to incidental and emergency use. Employees must pay any charges related to personal calls to the appropriate departmental administrator. Reimbursement of personal charges is required.

The College may access its electronic communications system and obtain the communications within the system, without notice to users of the system, in the ordinary course of business when the College deems it appropriate to do so. The reasons for which the College may obtain such access include, but are not limited to: maintaining the system; preventing or investigating allegations of system abuse or misuse; assuring compliance with software copyright laws; complying with legal and regulatory requests for information; and ensuring that the College's operations continue appropriately during an employee's absence.

The College may store electronic communications for a period of time after the communication is created. From time to time, copies of communications may be deleted.

The College's guideline prohibiting harassment, in its entirety, applies to the use of the College's electronic communications system. No one may use electronic communications in a manner that may be construed by others as harassment or offensive based on race, national origin, sex, sexual orientation, age, disability, religious beliefs, or any other characteristic protected by federal, state, or local laws.

Since the College's electronic communications system is for College business use only, the system may not be used to solicit for religious or political causes, outside organizations, or other personal matters unrelated to the College.

No one may access, or attempt to obtain access to, another's electronic communications without appropriate authorization.

The proper use of electronic mail should be the subject of careful judgment. Misconduct of any kind will be met with appropriate disciplinary action. Employees found in violation of these guidelines shall be subject to disciplinary action from the college according to approved faculty and staff procedures.

B. COMPUTER SYSTEMS SECURITY

All servers (computer systems) at Converse College that have files and programs stored on them shall be, considered confidential and private. All users are given their own network storage space which they may use for storing document files as well as other directories assigned according to their needs.

1. Campus Technology Services has the responsibility for safeguarding the confidentiality and privacy of the programs and files on the servers and personal computers. This responsibility is to be shared by all users.
2. In an effort to safeguard the college's systems and data, the password policy described below has been in effect since January 2013. Password authentication is linked to our web portal, <http://my.converse.edu>, to the standard Converse log in account, so that your username and password will remain the same for logging in to your email account, your campus computer, and the web portal.

To change your password, please visit <https://helpdesk.converse.edu> and click the Password Manager link. There are 2 key tasks to do there. First, log in and change your password. Second, answer a few questions and set up your account so that you can retrieve your password if you have forgotten it. It only takes a few minutes.

If you are having trouble figuring out a password that is easy-to-remember but difficult to hack, there is a tool on the website.

3. In order to avoid infecting your computer and possibly the network with malware, please make sure that when clicking on a link within an email, the link matches the sender and that the message is coherent. Check to make sure that the link is taking you to a place you should go or need to go.
4. When you enter sensitive or private information on a website that the web address at the top (the "url") begins with https and not http. The "s" indicated a secure page.
5. The absence of security protection on a file or resource shall not imply permission to access that file or resource.
6. Everyone must ensure that all reasonable measures are taken to restrict access to files containing confidential information, and that all applicable laws and standards are followed.
7. Campus Technology Services must be notified by the Human Resources Office immediately upon the termination of an employee or by the Registrar's Office of a change in student status of any individual that has access to Converse College computer systems. This will allow for the deletion of the stated person's user account thus protecting the security of Converse College computer systems and files.
8. These guidelines shall apply to all persons, including students, faculty, staff, and others.

9. These guidelines shall apply to all programs and data files within any computer system, whether the files belong to a student, faculty member, staff member or any other member of the Converse College community.
10. Anyone who has knowledge of an attempt by anyone to violate this guideline shall make known this violation to Campus Technology Services.
11. Any person guilty of violating the security of any files or programs shall be subject to disciplinary action from the College according to approved faculty and staff procedures.

Password Policy

1.0 Purpose

This policy establishes conditions for use, and requirements for appropriate creation and management of Converse College system passwords.

2.0 Scope

This policy applies to anyone who has a user account with Converse College.

3.0 Policy

In order to protect the integrity of Converse College systems and users, it is necessary to create a password that would be difficult for someone to guess in an effort to gain unauthorized access to a user's Converse College account and systems.

A password must be:

1. Changed every 180 days
2. At least eight (8) characters in length
3. At least one (1) must be numbers
4. At least one (1) must be a capital letter
5. At least one (1) must be a lowercase letter.
6. At least one (1) special character (!@#\$%^&*)
7. It must be significantly different from previous password.
8. It cannot be the same as the user ID.
9. It cannot include the first, middle, or last name of the person issued the user ID.
10. It should not be information easily obtainable about the user. This includes license plate, social security, telephone numbers, or street address.
11. Safeguarded by not writing it down or storing it in a public place where others might acquire it.
12. Must never be communicated in personal, email or phone conversation.

Passwords should not be shared. However, Campus Technology Services may ask users for their passwords in order to complete certain user requested services. The request will NEVER be unsolicited. Once the service is completed, the user should change their password.

All use of a Converse College account is to be performed by the person assigned to that account.

Account owners are held responsible for all activities associated with their accounts.

4.0 Services

Changes to passwords can be completed at any time using <https://www.converse.edu/password>.

If you have lost or forgotten your password, please visit the Campus Technology Help Desk in Kuhn 336.

C. USE OF SOFTWARE

1. Converse College has licensed copies of computer software from a variety of publishers. Licensed and registered copies of software programs have been placed on computers within the organization and appropriate backup copies made in accordance with the licensing agreements. No other copies of this software or its documentation may be made without the express written consent of the software publisher.
2. Converse College will provide copies of legally acquired software to meet all legitimate needs in a timely fashion and in sufficient quantities for all of our computers. The use of software obtained from any other source could present security and legal threats to the College, and such use is strictly prohibited.
3. In some cases, the license agreements for a particular software program may permit an additional copy to be placed on a portable computer or home computer for business purposes. Employees will not make such additional copies of software or documentation for the software without the approval of the College's Campus Technology Services.
4. The unauthorized duplication of copyrighted software or documentation is a violation of the law and is contrary to established standards of conduct for Converse College employees. Employees who make, acquire, or use unauthorized copies of computer software or documentation will be subject to discipline, up to and including termination of employment.
5. Converse College reserves the right to protect its reputation and its investment in computer software by enforcing strong internal controls to prevent the making or use of unauthorized copies of software. These controls may include frequent and periodic assessments of software use; announced and unannounced audits of college computers to assure compliance; the removal of any software found on the College's property for which a valid license or proof of license cannot be determined; and disciplinary action including termination in the event of employee violation of this guideline.

Voice Mail

Faculty are strongly encouraged to set-up their voice mail identifying themselves with a brief, welcoming message. Setting up your Converse voice mail account has many steps. You are encouraged to allow sufficient time for navigating through the set-up process. To be set-up you will need to key in 2090. If you are asked for a security code right away, notify Campus Technology at helpdesk@converse.edu.

Course Information Electronically

Moodle or email should be used to distribute syllabi, handouts and other course related information. Each course in the Registrar's database has a Moodle shell. You are automatically enrolled in that shell as the professor, and the students enrolled in the course are automatically enrolled in the shell as well. To use Moodle, point a Web browser to moodle.converse.edu, and log in with the same username and password you use for my.converse.edu. You can also reach Moodle from my.converse.edu; follow one of the links that appear on the lower left of the page after you log in to my.converse.edu. Once you are logged in, you can find detailed instructions for making your Moodle course visible to students at <http://moodle.converse.edu/moodle2/mod/page/view.php?id=14039>. That page is part of a free course, "Moodle at Converse<<http://moodle.converse.edu/moodle2/course/view.php?id=244>>", which has instructions for most things that faculty (and students) want to do on Moodle. For additional help, please contact the Director or Assistant Director of Distance Education.

D. ALLOCATION AND USE OF INFORMATION TECHNOLOGY RESOURCES

Use of the main computer for administrative functions will be determined by the Director of Campus Technology Services in consultation with the offices needing available resources.

Laboratories in the Mickel Library, Phifer, Carmichael and Kuhn exist for faculty and students in all areas of the College's curriculum. The Carmichael lab is for student use only. Classes may not meet in the Carmichael lab.

1. Rules for computer labs
 - a. Use of the labs is restricted to Converse students, faculty and staff.
 - b. No food or drink of any kind is permitted in any part of the lab.
 - c. Any vandalism or stealing of any laboratory property will be treated as an Honor Code violation.
- 2.. Lab Schedules: Contact the Registrar's Office for current schedules.
- 3.. Procedures for Reserving the Kuhn lab

Send a written request to the Registrar's Office at least *two weeks* prior to the dates requested. Include the contact person's name and phone number, the purpose for

reserving the lab, when the lab is needed, and the software and hardware requirements for the meeting. He/she will send a written response to the contact person indicating whether the request was approved, and indicating whether or not the lab is available for the requested dates and times.

Guidelines for the scheduling process

- a. Priority for reserving the lab will be given to computer-oriented, academic classes that maintain a class schedule for the entire semester.
- b. Other reservations will be given, within reason, on a first-come first-served basis, to other Converse- sponsored activities.
- c. Time slots allotted per week will be limited according to the time available for student access.

4. Addition of software in the labs

No new software will be added in the lab for individual demonstrations or workshops. New software will be added for classes if the written request is delivered to Campus Technology Services six weeks prior to the beginning of the semester in which the software is needed.

5. Lab Assistants

Campus Technology Services staffs labs in order to assist students and maintain computers. These assistants are required to wear a badge as identification while working in the labs. They also have the opportunity to learn the current software provided in the labs and to experience the daily operations that take place in a computer environment. While working in the labs, the lab assistants' duties include:

- a. Assisting any student with questions or problems that may arise.
- b. Dusting off all hardware and keyboards.
- c. Becoming familiar with all software programs used in the labs.
- d. Reporting any hardware malfunctions to Campus Technology.
- e. Maintaining a work-like atmosphere.

6. Computers in the Writing Center

Computers in the Writing Center are for the use of the Writing Center. Anyone wishing to use these computers should check with the Director of the Writing Center.

Section XII. **MISCELLANEOUS INFORMATION**

A. TEXTBOOKS

Faculty must list all required textbooks with the bookstore used by the College, observing the deadlines announced by the Registrar. Publishers request that faculty deal directly with them for complimentary desk copies.

B. CALENDAR & EVENTS

The responsible person should include the event on the Converse Events Online Calendar.

1. Anyone responsible for scheduling an event which requires stage arrangements, such as microphones, chairs, a lectern, etc., must complete a work order and send it to Facilities Management.
2. Dates of events are to be submitted to the online College Calendar of Events.
4. To arrange for meal service in either the Main or the Private Dining Room, faculty and administration communicate directly with the Food Service.
5. Departmental committees and similar meetings are left to the discretion of the respective group, with effort made to avoid conflicts with regularly scheduled meetings and events.

C. DINING ROOM

Faculty and administrative staff may buy breakfast and lunch in the College Dining Room at published rates. Inquire in Food Service Office.

D. FIELD TRIP POLICIES

1. All field trips, including mileage reimbursement, must be budgeted within departmental budgets.
2. All courses which have off-campus field trips should include that information in the College Catalog as part of the course description.
3. All courses which have field trips should detail requirements in syllabi. The relationship of the field trips to the course grade should be clearly stated. Furthermore, if students must share in the cost of these field trips, the approximate cost to the student and tentative dates should be stated in the syllabus.

4. All field trips must have appropriate faculty supervision to minimize the liability of the College and the faculty member.
 5. The College requires that the appropriate dean's office be notified of all field trips in advance of the field trip.
 6. A signed waiver of liability form is required for students for all field trips. The faculty member must keep them on file until the trip is completed.
6. The College van may be reserved for field trips. It is the College's policy to verify each driver's name, birth date and driver's license number, and this information must be approved and on file with the Director of Risk Management. Faculty members should acquaint themselves with the suggested accident procedures located in the glove compartment. No person is permitted to drive the van unless he/she has completed the required safety course. (Contact the Director of Risk Management for information.)

E. LIBRARY

1. Faculty Loans

Regular faculty members may check out books, scores, CDs, LPs, DVDs, and VHS tapes for an extended loan period. All items should be returned to the Library by the due date. Notices will be sent to faculty as a reminder to return borrowed items at the end of each term. Reference materials and periodicals may be checked out for short-term use with special permission.

2. Course Reserves

- a. All materials that are to be placed on RESERVE for a course should be given to the Circulation Supervisor at least five (5) days before students need access to them.
- b. Students should request reserve material by professors' name, course, and item title.
- c. Music faculty should supply their students with call numbers of the scores, CDs, and LPs that they have placed on RESERVE.
- d. A list of reserve items for each professor/course is available through the Library's online catalog. From the Library's homepage, click on "MARIE: Online Catalog."
- e. Types of reserves are:
 - i. *Library Use Only*. This reserve status allows materials to be checked out for a four-hour period. Items must remain in the Library.
 - ii. *Overnight*. This reserve status allows materials to be checked out and returned before closing time the next day.
 - iii. *Three Day*.
 - iv. *Five Day*.
- f. Faculty may have items removed from RESERVE by contacting the Circulation Supervisor. Reserve items are automatically removed at the end of each term. Faculty should pick up any personal reserve items at the circulation desk.

3. Interlibrary Loan

- a. Requests for articles, books, or other items that the Library does not own are accepted from current faculty, administrators, staff, and students of the College. The purpose of interlibrary loan service is to meet research needs, rather than personal reading interests. Fulfillment of requests is dependent upon the free availability of items from other libraries.
- b. To place a request, click on the “Interlibrary Loan” link available on the Library’s homepage.

4. PASCAL Delivers

- a. “PASCAL Delivers” is a statewide, rapid book-delivery service available to current faculty, administrators, staff, and students of the College.
- b. To request items:
 - i. Search the PASCAL catalog through the “Interlibrary Loan” link on the Library’s homepage.
 - ii. Select the title and click “Request this item.”
 - iii. Select “Converse College” from the drop-down menu.
 - iv. Enter borrower’s name and library barcode number.
 - v. Click “Submit.”

5. Ordering Books and Other Materials for the Collection

Faculty members may request the purchase of books, DVDs, scores, CDs, and other library materials with the approval of their department chair (or his/her designee). Such requests must be submitted to the Library between July 1st and April 1st in order to provide enough time for purchase and payment within the fiscal year. Book request cards are available in the Library.

6. Allocation of Funding for Books and Other Library Materials

Each academic department receives a portion of the book budget based on established criteria, including size of department, number of students, and average cost of material by subject area. Part of the budget is reserved for reference works and standing orders. Scores and recordings are charged to separate accounts. NEH and other endowed funds are allocated according to grant requirements.

Academic journals and other periodicals are provided in a number of formats, including electronic, print, and microform. Recommendations for the purchase of subscriptions to new periodical databases and/or individual titles are considered in accordance with the continuity of the collection and the availability of funds. Subscriptions are paid from periodicals, online materials, and other relevant accounts (excluding book funds).

7. Information Literacy

Library instruction sessions may be arranged by contacting the Coordinator of Reference & Collections or the Director of the Mickel Library.

F. INJURY

Faculty who are injured while on the job or conducting business for Converse should report the injury to their supervisor within twenty-four hours.

G. NOTARY PUBLIC

An employee who is an appointed Notary Public may not charge a fee for notarizing documents for Converse College employees/students during regular business hours on campus.

H. PARKING

1. Parking is available free of charge for Converse College employees. Employees must obtain a parking permit from the Public Safety Office. The employees must park only in designated parking areas.
2. Unauthorized parking in reserved spaces, handicapped spaces, or in restricted zones will result in a parking fine and/ or having the vehicle towed at the employee's expense.
3. Further details on parking can be obtained from the Public Safety Office and its publications on parking rules and regulations.

Parking permit must be surrendered upon termination of employment with Converse College.

I. PERSONAL PROPERTY

The employee should take necessary precautions to protect your personal items in your building and in your car or college owned or leased vehicles against possible pilferage. The College does not accept irresponsibility for losses.

J. RECREATIONAL FACILITIES

The recreational facilities of the College are available to faculty and their families at times not conflicting with scheduled student classes and functions.

K. RENTAL AND /OR USE OF CAMPUS FACILITIES

Rentals and/ or use of facilities are by written contract with the Business Office.

L. WORK ORDERS

All work orders must be submitted to the Facilities Management Department.

- M.** Key Requests forms are available online and require the approval of the appropriate dean and/or the Provost.