

SECTION VIII

Administrative and Professional Faculty Personnel Regulations

1. Introduction

The administrative professional faculty of the University is the body of all persons holding administrative or professional appointments with faculty rank. Definitions for the administrative /professional faculty positions are given in the Governor's Consolidated Salary Authorization for Institutions of Higher Education. These definitions state:

- a. Administrative Faculty Positions: Administrative Faculty positions require the performance of work directly related to the management of the educational and general activities of the University, department or subdivision thereof. Incumbents in these positions exercise discretion and independent judgment and generally direct the work of others. The organization reporting relationship normally does not go lower than two levels below the president.
- b. Professional faculty Positions: Professional faculty positions require advanced learning and experience acquired by prolonged formal instruction and/or specialized work experience. Incumbents in these positions regularly exercise professional discretion and judgment and produce work that is intellectual and varied in character.

Changes in administrative and professional faculty personnel regulations and information are authorized by the president after consultation with the provost and the chief of staff or the appropriate vice president(s) and University constituencies.

Appointments which will include academic department affiliation must include participation of the academic department in the selection process and the concurrence of the appropriate academic dean and the provost prior to including academic department affiliation in the employment offer. Recommendation for appropriate academic rank must be processed through the provost prior to referral to the president.

- c. Each administrative appointee serves at the pleasure of a responsible official. Administrative and professional faculty are, in their administrative or professional faculty employment status, employees at will; accordingly, the University may terminate such appointments at any time, without notice, and without stating reasons.
- d. If the terminated individual holds rank in an academic department (i.e., holds concurrent membership on the instructional faculty) at the effective date of termination, the individual's employment status as a member of the instructional faculty does not necessarily terminate as well. As such, at the conclusion of the administrative appointment, the individual's salary will return to the original instructional faculty salary at the time of the appointment plus an amount equivalent to the average adjustment to faculty compensation that accrued during the administrative appointment. If at the conclusion of the administrative appointment, the faculty rank has changed, the salary shall reflect the newly earned rank. The provost may recommend a higher salary adjustment to the president for final approval. This instructional faculty employment status of the subject individual is governed by the applicable provisions of instructional faculty section of this *Handbook*.

2. Authorization of Positions

The chief of staff, with the approval of the president, authorizes all new and replacement full-time administrative and professional positions. The final approval of candidates to fill such position(s) is made by the president, provost, or chief of staff and reported to the Board of Visitors by the president.

- a. Non-Discrimination and Equal Opportunity
Christopher Newport University, an equal opportunity employer, is fully committed to access and opportunity for all persons.
- b. Procedures for Recruiting and Initial Appointment of Full-time Administrative/Professional Faculty

- 1) Establishment of Positions

Requests for new or replacement positions are initiated by the supervisor and are reviewed by the dean or department head. If the dean or department head concurs there is a need for a new or replacement position, the dean or department head forwards the request to the vice president/chief of staff/provost. If the vice president/chief of staff/provost agrees and if there are sufficient financial resources to support the position, the new or replacement position will be created.
- 2) Recruitment Phase
 - a) Initiation of Search Process

Once a position has been established, the department supervisor secures permission to recruit by completing page one of the Form AP-15F (Position Information and Recruitment/Advertising) and obtaining the appropriate signatures. For administrative professional faculty the levels of review would include the following: director/supervisor, vice president/provost/chief of staff, and chief budget officer. The director of faculty recruitment will obtain signature from director of Title IX and equal opportunity prior to posting.
 - b) Appointment of Search Committee

The supervisor appoints a search committee of at least three. Committee membership must be finalized prior to the receipt of applications by the committee; new members should not be added after the committee has begun the process of reviewing applications. The chair of the search committee will communicate with the director of faculty recruitment to discuss the requirements of the position, to write the advertisement, and to discuss where the placement of the advertisement will be most effective. The director of faculty recruitment will place all advertisements; therefore the search committee must make sure that any necessary contact information for any publication, website, etc. is brought to the director's attention.
 - c) Scope of Search

Unless there are exceptional circumstances, all searches will be national in scope. Searches may be limited to the local area with the prior express approval of the director/supervisor, vice president or chief of staff, provost, and the director of faculty recruitment. In exceptional circumstances, an appointment may be made without a search. The requestor must fill out the *Request To Modify Instructional and Administrative/Professional Faculty Search Process Form* and attach the following: a memorandum which provides a detailed explanation as to why the search process should be waived; a current cv/resume from the person to be appointed; and at least three reference checks and/or letters of recommendation for appointees who are not CNU Fellows or CNU employees. This form must then be approved and signed by the dean vice president, university counsel, and provost or chief of staff.
 - d) Processing of Applications

All applications will be sent to the director of faculty recruitment who will be responsible for acknowledging receipt of each candidate's application and who will also request voluntary EEO information of each candidate (race, gender, age, and disability status) upon closing date of the position. The director of faculty of recruitment will maintain a database of the EEO data of each candidate. The director of Title IX and equal opportunity will have access to all EEO data none of which will be disclosed to the search committee.
- 3) Screening Phase
 - a) Review of Applications by the Search Committee

The director of faculty recruitment will forward the applications to the search committee once they are all processed and as soon as possible after the date that the application review is to begin as stated in the position advertisement. An *Applicant Flow Log* that lists all of the candidates alphabetically will also be included with the applications. If an application is missing any materials, it is recommended that the search committee contact the candidate and ask them to forward the missing materials. The search committee should take caution and only talk to the candidates about the missing information and avoid any conversation that would take the form of

an interview no matter how informal. Once the applications are received, all members of the search Committee will individually review each one. The search committee will not at any time have direct knowledge of the race, gender, age, or disability status of any candidate. The search committee will then meet to discuss all applications. During this meeting, the search Committee, by consensus if possible, will divide the applications into three categories as noted on the *Applicant Flow Log*: (1) initial non-selection (definite rejections), (2) additional consideration but not selected (possible interviews), and (3) selected for preliminary interview (telephone or Skype interviews).

- b) Selecting Persons for a Preliminary Interview
If the number of preliminary interviews is at least three, then those persons are to be interviewed. If the number of telephone interviews is less than three, the search committee will reevaluate the persons in the possible interviews category. Once the search committee is in agreement with the selections for each category, the appropriate column by each candidate will be checked on the *Applicant Flow Log*. The appropriate dean or department head will review the search committee's selections after receiving a completed copy of the *Applicant Flow Log* and address any concerns that may have arisen with the search committee. Once the appropriate dean or department head has approved the selections, the persons who were chosen may be contacted for a preliminary interview. All preliminary interviews should use the same channel for communication, e.g., telephone, Skype, etc. The search committee will then conduct the interviews, using the guidelines provided by the director of faculty recruitment. Committees are encouraged to use a standardized set of interview questions, to be supplemented as appropriate with individualized additional questions.
 - c) Selecting Persons for a Campus Interview
Once the search committee has conducted all preliminary interviews, a minimum two candidates will be selected for campus interviews. After the search committee is in agreement with the selections for campus interviews, the appropriate column (selected for campus interview) will be checked on the *Applicant Flow Log* and forwarded to the appropriate dean or department head for review. Once the appropriate dean or department head has approved the selections and addressed any concerns that may have arisen with the search committee, the persons that were chosen may be contacted for a campus interview. The search committee is responsible for making sure that the appropriate dean or department head are also scheduled to meet with each administrative/professional candidate that is being interviewed on campus.
 - d) Exceptions to the Preliminary Interviews
With proper authorization, the search committee may forgo the preliminary interviews. Express prior approval of the provost/appropriate vice president, and director of faculty recruitment is required.
- 4) Interviewing Phase
 - a) Search Committee Interviews
The search committee will then conduct the interviews, using the guidelines provided by the director of faculty recruitment. Committees are encouraged to use a standardized set of interview questions, to be supplemented as appropriate with individualized additional questions. After conducting the interviews, the search committee will then make a recommendation the search committee chair will forward a hiring recommendation to the director of faculty recruitment. The director of faculty recruitment will complete the AP-15F Form and obtain the appropriate signatures.
 - 5) Offer and Appointment Phase
 - a) Extending the Offer
The director of faculty recruitment will extend the offer for employment to the administrative professional faculty. If the candidate selected by the search committee does not accept the employment offer, the search committee will be asked if it would like to make another recommendation from the persons that were interviewed. It will be the responsibility of the

director of faculty recruitment to fill out the last section of the *AP-15F Form Extending the Offer*. The director of faculty recruitment will be responsible for sending the non-selected candidates a letter informing them that the position has been filled once a signed *Letter of Appointment* is received back from the selected candidate. All of the application materials received from each candidate that are in the possession of the search committee will be returned to the director of faculty recruitment. The director of faculty recruitment will place these materials in the search folder and is responsible for its proper storage.

b) Appointment

The successful candidate will be offered a letter of appointment. The Board of Visitors has delegated to the president the authority to act on its behalf, as the final authority on the appointment of full-time, salaried members of the Administrative Professional faculty of the University. All actions taken under this authority shall be reported to the board of visitors.

c) Background Checks

All contracts and letters of appointment are contingent upon the completion of a satisfactory background check to be conducted by the University upon receipt of the candidate's authorization as outlined in the Christopher Newport University Criminal History Background Check Policy.

6) Non-Faculty Hiring

The recruiting and hiring procedures for classified and hourly positions are promulgated and governed by the Commonwealth of Virginia as set forth in the policies of the Department of Human Resources Management. Any questions regarding this hiring process should be directed to Christopher Newport University's Office of Human Resources.

3. Administrative and Professional Faculty Grievances

Administrative and professional faculty members who consider themselves to have suffered material professional detriment as a result of an action, decision, or recommendation of their administrative supervisor may seek recourse by:

- a. Requesting reconsideration by the official making the decision or recommendation or taking the action in question.
- b. Failing resolution in Step a), submitting a written request for reconsideration or reversal of the action, decision, or recommendation at successively higher administrative levels through the presidential level. Matters concerning compensation and termination are not grievable under this section.

The Board of Visitors, at its discretion, may hear appeals, of full-time administrative and professional faculty on decisions of the president on matters subject to discretionary review as established by Board policy. The Board's discretionary review must be sought in writing within five (5) working days of the presidential decision for which discretionary review is sought.

4. Types of Leave of Absence

a. Annual Leave

1) Introduction:

Annual leave for twelve-month administrative and professional faculty is credited at the beginning of the fiscal year as though it were accrued as follows:

a) For new administrative and professional faculty members hired on or after July 1, 2010:

- (1) For zero years to less than three years of CNU service (as defined in 4a, 1c) at the rate of four hours each pay period (96 hours credited on July 10).
 - New Appointments made after the beginning of the fiscal year will be provided annual leave based on the accrual rate of four hours for each remaining pay period of the fiscal year.
- (2) For three years or more of full-time CNU service (as defined in 4a, 1c) at the rate of eight hours each pay period (192 hours credited on July 10).

- Administrative and professional faculty members hired before July 1, 2010 are credited at the beginning of the fiscal year as though it were accrued at the rate of eight hours each pay period (192 hours credited on July 10).
- c) CNU service includes service in a *full-time* instructional faculty position, a *full-time* administrative and professional faculty position, or a *full-time* classified position.

The approval of annual leave shall be subject to such scheduling as to insure minimum disruption of the normal operation of the University. No more than ten days or 80 hours of unused leave may be carried forward into the next fiscal year, unless an exception has been granted by the president. Annual leave will be prorated during the approved leave of absence for partial pay for educational and research purposes (professional development). Annual leave will not accrue while on leave without pay. Note: If the AP faculty member selects the VSDP program, the 32 hours of family personal leave included with that program will be deducted from the non-VSDP annual leave allotments amount once the employee begins to earn 192 hours of annual leave.

2) Leave Payout:

Employees in the first year of administrative or professional faculty employment will not be paid for unused leave upon separation from the University. After the first year of administrative or professional faculty employment, employees will be paid for up to 80 hours of unused accrued leave upon separation from full-time employment from CNU unless the employee is grant funded and grant funds are not available. Payment is calculated by adding four or eight hours for each completed pay period, based on an accrual rate determined from Section 4.a., the number of leave hours carried over from the previous fiscal year, less the number of annual leave hours taken. The payment rate will be determined by converting the annual salary to an hourly rate. Under unique and extraordinary circumstances exceptions granting more than 80 hours leave may be given by the president. There is no leave payout when an AP employee accepts a classified or instructional faculty position at CNU.

b. Holidays

Officially designated holidays by the University will generally be observed with no deductions against leave accounts. However, an office or department may need to be open based on unique service needs as approved by the chief of staff or provost, or appropriate vice president. Annual leave may be granted during this period at the discretion of the supervisor.

c. Administrative Leave

Administrative leave may be granted with full pay for any absence necessary for serving on a jury, attending court as a witness under formal subpoena, or appearing before an administrative agency under subpoena. Leave with pay can be granted at the discretion of the chief of staff, provost, vice president, or president where the charging of annual leave would be unfair to the employee due to the nature of the absence.

d. Leave with Full or Partial Pay for Educational and Research Purposes (Professional Development)

- 1) Introduction: Leave of this kind is intended to permit administrative and professional faculty to devote their full energies to the development of knowledge and skills that will benefit the University. Such development will ordinarily take the form of pursuit of graduate study which will better-prepare the individual to be effective in his or her present position, which will prepare the individual for advancement in his or her present career path, and/or which will prepare the individual to serve the University effectively in a new career path. Leave of this kind requires that the recipient be engaged throughout the period of leave in fulltime study and professional development. In particular, individuals who are granted such leave are prohibited from engaging in any employment or other activity of a remunerative nature during the period of leave. Leave of this kind must be taken for all or part of one fiscal year and, once granted, cannot be granted again until the grantee has completed at least six consecutive years of active, full-time, post-leave service to University. Administrative and professional faculty considering this leave should consult with Human Resources concerning benefits during this leave status.

- 2) Selection and Timetable:
 - a) Administrative and professional faculty requesting such leave must prepare a statement (not to exceed 1,000 words) describing the activity to which the individual will commit if such leave is granted. The statement should begin with a clear, succinct, and cogent statement describing the purpose of the leave and the benefits, which will accrue to the University if the leave is granted. Beginning and ending dates of the proposed leave must be specified. If the leave involves formal enrollment in graduate courses, the courses and the semester and institution of each enrollment must be specified. If the activity is intended to lead to a graduate degree, the name of the degree, the name of the institution to confer the degree, and the date of expected receipt of the degree must be specified. The applicant must specify the fraction of salary being requested and provide appropriate justification for support at this level. A current curriculum vita of the applicant must accompany the statement.
 - b) No later than January 7 of each fiscal year, the Office of Human Resources will issue a timetable for the consideration of requests by administrative and professional faculty for leave of this kind in the next fiscal year. No later than February 7 of the same fiscal year, applicants must submit the materials described in the preceding section, together with statements of support or non-support from all members of the applicant's reporting line through the provost or vice presidential level, as appropriate. The statement of support or non-support from the applicant's immediate supervisor must include a plan and related costs for compensating for the applicant's absence should the requested leave be granted. The statement of support or non-support from the provost or appropriate vice president must assign a priority level (1, 2, 3, etc., with 1 being the highest priority) to each application from that office's jurisdiction.
 - c) No later than February 14 of the same fiscal year, the Office of Human Resources will refer the applications to the Administrative and professional faculty Peer Review Committee, which will judge the merits of each application, render a statement of support or non-support for each, and assign a priority number to each without regard to the vice presidential jurisdiction in which it originated. The administrative and professional faculty Peer Review Committee will report these results to the Office of Human Resources, together with all application materials, no later than March 7 of the same fiscal year.
 - d) No later than March 14 of the same fiscal year, the Office of Human Resources shall render a judgment of support or non-support for each application, assign his own priorities, and communicate his findings, together with the application documents and the findings of the administrative and professional faculty Peer Review Committee to the president of the University.
 - e) The president shall render a decision as to which applications shall be approved and shall have appropriate resolutions granting leave prepared for consideration of the Board of Visitors at its next meeting.
- 3) Obligations of the Recipient.
 - a) Upon completion of a leave for educational/research purposes, the recipient shall, within 30 days, prepare a report on his or her accomplishments during the period of leave. The report shall take note of and explain any differences between actual accomplishments and those anticipated in the application for leave.
 - b) Any recipient of such leave shall be obliged to remain in the employ of the University for a period following the leave, which must include two complete fiscal years. Failure to satisfy this requirement can result in the employee being required to repay to the University all cost of salary and fringe benefits provided during the period of leave. This requirement shall be waived, however, if the individual leaves the employ of the University at the University's behest.
- e. Sabbatical Leave
Members of the administrative and professional faculty are also eligible for consideration for sabbatical leave. (See index: Sabbatical Leave)

- f. Sick Leave with Full or Partial Pay (Virginia Sickness and Disability Program Participants-VSDP)
The University grants sick leave with full or partial pay based on the type of plan selected by the administrative and professional faculty member. If the administrative and professional faculty member participates in the Virginia Sickness and Disability Program (VSDP), eligibility, program requirements and leave provisions are governed by the Commonwealth of Virginia. For more information, visit the Virginia Retirement System website at <http://www.varetire.org/members/disability/vsdp/index.asp>.
- g. Sick Leave with Full or Partial Pay (Non Virginia Sickness and Disability Program Participants-VSDP)
- 1) Sick Leave with Pay Short-Term (Non VSDP)
It is the policy of CNU to pay administrative professional faculty members for sick leave when taking less than or equal to 5 continuous working days.
 - a) Sick leave may be used for employee's illness or non-work related injury which renders the employee unable to attend work. A supervisor may request a health care provider's certification of the medical condition.
 - b) Peer coverage for work is provided by co-workers while on sick leave.
 - c) Benefits are provided in accordance with the Commonwealth of Virginia requirements.
 - d) Supervisors are responsible for monitoring short-term sick leave.
 - 2) Sick Leave with Pay Extended (Non VSDP).
It is the policy of CNU to pay administrative professional faculty members when taking six or more continuous working days of sick leave provided by the following schedule:
 - a) For less than one year of CNU service (as defined in 2e), no extended sick leave is provided. (This is consistent with administrative and professional faculty members who participate in VSDP.) However, annual leave may be used.
 - b) For between 1 year and less than 10 years of CNU service (as defined in 2e), 90 calendar days of paid extended sick leave.
 - c) For between 10 years and less than 20 years of CNU service (as defined in 2e), 180 calendar days of paid extended sick leave.
 - d) For 20 years and above of CNU service (as defined in 2e), 270 calendar days of paid extended sick leave.
 - e) CNU service includes service in a *full-time* instructional faculty position, a *full-time* administrative and professional faculty position, or a *full-time* classified position.

In all circumstances, the following conditions apply:

- a) The University requires that a request for extended sick leave be supported by a health-care provider's certification of the medical condition of the person affected to include the date when the serious condition began and the probable duration of the condition from the licensed treating professional.
- b) Medical certification requires the completion of the U.S. Department of Labor Form WH-380. This form is located on the CNU Human Resources website at <https://interweb.cnu.edu/hr/forms/index.aspx>
- c) An intermittent leave or reduced schedule request necessitated by planned medical treatment must include the expected treatment dates and duration of treatment.
- d) An intermittent leave or reduced schedule request necessitated by an employee's own health condition must include a statement of the medical necessity for the leave and the expected duration.
- e) NOTE: When possible, the employee should provide certification in advance of, or at the commencement of, the requested leave. When that is not possible, certification must be provided reasonably soon after the leave begins.
- f) Requests for Second and Third Opinions:
 - (1) The University may require, at its own expense, a second opinion from its designated or approved health-care providers. (This health-care provider cannot be one who is employed by the University on a regular basis).

- (2) When the second opinion differs from the first, the University may, at its own expense, require a third opinion from a health-care provider designated or approved jointly by the employee and the University. The opinion of the third health-care provider shall be considered final and binding upon the employer and the employee.
- (3) The University may require an employee to report periodically during the leave period on his or her leave status and intention to return to work, and to provide subsequent re-certifications on a reasonable basis.
- (4) Please note that a request for re-certification every four to six weeks is considered reasonable.

Work coverage for extended sick leave is usually provided by the supervisor. In these types of leave situations, temporary pay is rarely given. It is expected that the manager use existing resources to cover the absence. Employee benefits are provided in accordance with the Commonwealth of Virginia requirements. It is strongly recommended that the administrative professional faculty member purchase the University sponsored long-term disability package upon hire at the University.

3) Sick Leave with Pay Extended and FMLA Eligible (Non VSDP)

It is the policy of CNU that while an administrative and professional faculty member is out on extended sick leave with pay and is eligible for family and medical leave that the extended sick leave run concurrently with FMLA. Once the amount of extended sick leave provided by the University has been exhausted, the administrative and professional faculty member can supplement the amount of FMLA time remaining, if any, with existing accrued annual leave. Benefits are provided in accordance with the Commonwealth of Virginia requirements. The incumbent's position may be recruited and filled at University discretion when extended sick leave and FMLA have been exhausted.

4) Leave without Pay – Family Medical Leave (Non VSDP)

The University grants leave in compliance with the Family and Medical Leave Act (FMLA) that requires the University give eligible administrative and professional faculty up to twelve (12) weeks of unpaid, job-protected (for continuing positions), leave during any calendar year for; the birth, adoption, or foster care of a child; serious health condition of the employee; or the serious health condition of an immediate family member. Employees are eligible for FMLA if they have been employed with CNU for at least 12 months and have worked 1,250 hours during the prior 12-month period.

Administrative and professional faculty taking leave under the FMLA have a guaranteed right to return to their same or equivalent position and pay (based on position availability). Health benefits may continue during the leave at the same level and conditions as if the administrator had continued to work. The administrator must give 30 days advance notice to the provost or vice president of the need to take FMLA leave, unless emergencies or unforeseen events preclude such advance notice.

A request for leave due to a serious health condition must be supported by a certification from the health care provider. This requirement includes the administrator's or family member's health care provider. The certification for a family member should include a statement from the health care provider that the administrator is needed to care for the family member. Certification forms are available in the Office of Human Resources.

5. Performance Planning and Evaluation

This policy delineates the method for performance planning and annual evaluations of administrative and Professional Faculty. This policy applies to all administrative and professional faculty members and all those who supervise administrative and professional faculty members. Each administrative and professional faculty member's performance will be formally evaluated annually. Policy requirements, processes, and timelines can be found on the CNU Human Resources website at <https://interweb.cnu.edu/hr/policyproced/index.aspx> Required forms for both processes can be found at <https://interweb.cnu.edu/hr/forms/index.aspx>.

6. Promotions in Academic Ranka. Introduction

The faculty is arranged in a hierarchical system of academic ranks, representing successively higher experience, accomplishments, expectations, and recognition.

For administrative and professional faculty members these ranks are: professor, associate professor, assistant professor and instructor. Position, degree of responsibility, level of relevant education, and experience are factors in establishing rank. Deficiencies in some respects may be balanced by unusual excellence in others. The standards and procedures given in this section apply only to administrative and professional faculty who do not hold their faculty rank in an academic department of the University. administrative or professional faculty holding rank in an academic department (i.e., holding concurrent instructional faculty appointments) must have candidacies for promotion in academic rank considered in accordance with the provisions of this *Handbook*. (See index: Academic Rank)

b. Academic Rank Promotional Procedures

A member of the administrative or professional faculty who wishes to be considered for promotion in academic rank should notify the appropriate, immediate administrative supervisor. The formal request for promotion should be accompanied by a file of materials (dossier) to support the candidacy. The dossier can include any supportive materials that the candidate deems appropriate, but it must contain both documentation that the minimum requirements for the rank sought have been satisfied, and information sufficient to permit those involved in the review of the candidacy to apply the "evaluation standards" specified for the rank sought. The provost or appropriate vice president is responsible for determining any additional procedures for candidates within that officer's jurisdiction.

The files of those candidates being recommended for promotion are submitted to the provost after the appropriate review in their division. Candidates for promotion must have a recommendation for or against promotion from their vice president, before their dossier is submitted to the provost. Within the Academic Affairs Division, the appropriate director must recommend for or against promotion prior to submission to the provost. The deadline for submission to the Office of the provost is established annually by the provost.

The provost will forward the dossier and recommendations to the administrative and professional faculty Peer Review Committee (APFPRC). This five-person campus-wide committee serves as an advisory committee to the provost. As such, members of the Committee, including the chair, are appointed by the provost on an annual basis.

The APFPRC submits recommendations and priorities to the provost who recommends to the president. Recommendations may be either for or against promotion. The names of those candidates that the president recommends for promotion will be submitted to the Board of Visitors for final action.

c. Academic Rank Promotional Standards

Academic rank is bestowed by the Board of Visitors, consistent with the following criteria:

1) Instructor

An instructor normally holds at least the master's degree. Evidence or promise of competence in service is expected of faculty at the rank of instructor.

2) Lecturer

A lecturer normally holds the terminal degree. Duties in addition to instruction are assigned by the department chair. These duties may include service and professional development.

3) Assistant Professor

a) An assistant professor must hold at least a master's degree and should have successfully completed at least 30 hours beyond the master's degree. In exceptional cases, evidence of equivalent experience appropriate to the position may be presented in lieu of the 30 hours. Such evidence will be reviewed by the APFPRC and its recommendation as to whether or not the minimum

qualifications for promotion have been met will be included as part of its recommendation to the provost.

b) Evaluation Standards

A candidate for promotion to assistant professor will be judged according to:

- (1) evidence of exemplary performance in the candidate's position;
- (2) evidence of professional development including but not limited to the following activities: membership in professional organizations, attendance at professional meetings, professional presentations, professional publications, relevant research, grants development, etc.;
- (3) evidence of service to the University as appropriate for the position such as teaching and serving on committees;
- (4) evidence of service to the community in providing professional expertise in any way that promotes a positive image of the University; and
- (5) evidence of a history of predominantly positive evaluations.

4) Associate Professor

a) An associate professor should hold a terminal degree, or a functional equivalent as authorized by the provost, but must have:

- (1) at least 30 hours of graduate work beyond the master's degree;
- (2) at least four years of relevant university experience at the rank of assistant professor; and
- (3) a total of six years of relevant university experience.

b) Evaluation Standards

A candidate for promotion to associate professor will be judged according to:

- (1) evidence of exemplary performance as an assistant professor;
- (2) evidence of continuing professional development (see index: professional development);
- (3) evidence of outstanding service to the University (see index: service);
- (4) evidence of outstanding service to the community in providing professional expertise in any way that promotes a positive image of the University;
- (5) evidence of a history of predominately positive evaluations; and
- (6) extent to which minimal qualifications in 3)-a) are exceeded.

5) Professor

a) A professor must have:

- (1) at least a terminal degree (see index: terminal degree);
- (2) at least seven years of relevant university experience at the rank of associate professor; and
- (3) a total of twelve years of relevant university experience.

b) Evaluation Standards

A candidate for promotion to professor will be judged according to:

- (1) sustained evidence of successful compliance with the expectations of the rank of associate professor;
- (2) sustained evidence of truly outstanding professional effectiveness;
- (3) sustained evidence of widely respected professional development (see index: professional development).
- (4) sustained evidence of leadership and high achievement on academic and administrative service (see index: service);
- (5) sustained evidence of great stature as a member of the University and academic community;
- (6) evidence of outstanding service to the community in providing professional expertise in any way that promotes a positive image of the University;
- (7) evidence of a history of strongly positive evaluations; and
- (8) extent to which minimal qualifications in 4)-a) are exceeded.

7. Administrative Actions for Inappropriate Conduct on the Part of Administrative and Professional Faculty

a. Examples of Unsatisfactory Behavior

- 1) Failure to perform satisfactorily one's duties, follow instructions, comply with established written policy, or otherwise fail to maintain professional standards of conduct.
 - 2) Acts of violence or harassment; unauthorized use of drugs or alcohol; unauthorized use of, misuse of, or willful or negligent damage to state or employee property, equipment or facilities.
- b. Purposes
- 1) These sanctions are designed to protect the rights of administrative and professional faculty and to assure compliance with University rules and policy and public law.
 - 2) The sanctions provide directors, deans, vice presidents, provost and the chief of staff with guidelines to follow when an administrator's conduct is inappropriate or in violation of the policies of the University.
 - 3) This process also defines the measures, which are appropriate in relation to the offense.
- c. Sanctions
- 1) Introduction
There are four types of sanctions. These sanctions are not progressive or sequential; rather, the seriousness of the offense(s) will determine the sanction which is initiated. Dismissal need not be preceded by any of these lesser sanctions.
 - 2) Admonition
 - a) An admonition is warranted when an administrator's behavior is of such a nature that it is likely to or does reflect unfavorably upon the office or the University or on the administrator's professional status.
 - b) The director, dean, vice president, provost or chief of staff is responsible for orally admonishing the administrator and keeping a memorandum of the substance and date of the discussion.
 - 3) Written Warning
 - a) A written warning is issued when unacceptable behavior continues after admonishment or when an administrator's misbehavior is of a more serious nature to such a degree that a written warning is appropriate.
 - b) The director, dean, vice president, provost or chief of staff is authorized to issue written warnings.
 - c) An appeal, is permitted to the next higher level, but not beyond the appropriate vice president or the provost
 - d) The written warning will include descriptions of the unacceptable behavior and those actions necessary to correct or eliminate the problem, a reasonable time within which those actions must be taken, and the consequences of failure to take those actions.
 - 4) Suspension
 - a) Suspension, with or without loss of pay, occurs when an administrator's misbehavior continues after written warnings, or when the misbehavior is of such a nature that immediate suspension is warranted.
 - b) Only the appropriate vice president, provost, chief of staff or the president are authorized to impose this sanction.
 - c) If a vice president, the provost or the chief of staff has taken the action an appeal, is permitted to the president.
 - d) The president has the final authority.
 - 5) Dismissal
8. Library Faculty
- a. Definition: Library faculty are a special category of administrative and professional faculty. The library faculty includes the University librarian (library director) and all other professional librarians who hold the MLS or equivalent degree and whose assigned responsibilities in the library require the attainment of the MLS degree or its equivalent. The university librarian is a member of the administrative faculty; all other members of the library faculty are members of the professional faculty.
 - b. Precedence: Unless otherwise specified in the individual's employment contract or letter of appointment, for library faculty the provisions of this subsection take precedence over those of all other subsections of

Section VII with which they might differ. Otherwise, the regulations applicable to library faculty are those specified in Section VII for all administrative and professional faculty. All matters of interpretation involving this subsection shall be decided by the provost.

- c. Employment Status: Library faculty are employees by contract rather than employees at will. For full-time, salaried library faculty, contracts of employment normally extend from July 1 through June 30 of the following calendar year, with nonrenewal decisions requiring notification to the employee to that effect being given no later than the April 1 immediately preceding the expiration of the final contract. Contracts of employment which begin on a date other than July 1 will normally expire on the next June 30 and are not subject to the April 1 nonrenewal notification deadline. Library faculty serving on part-time, temporary, or other wage (as opposed to salaried) employment may be employed by contract for specified periods of time; such employment terminates automatically at the expiration of the applicable contract, with no notice of termination required.
- d. Relationship to the Instructional Faculty: Inasmuch as the University library is a unit in the budgetary program of “academic support” rather than the budgetary program of “instruction,” library faculty are not members of the instructional faculty and their positions are not tenure-eligible. However, because library faculty play a key professional role in support of the instructional program of the University, it is appropriate that Library Faculty participate in the governance of the University in a fashion consistent with this role. Accordingly, library faculty may serve as members of committees and other bodies of governance of the instructional faculty. The conditions of such membership, if and when it occurs, are determined by the provost, acting on the recommendation of the Faculty Senate.
- e. Academic Freedom: The provisions of the Board of Visitors’ policy on academic freedom are applicable to members of the library faculty.
- f. Participation in Academic Ceremony: Library faculty shall participate with the instructional faculty in all formal, academic University ceremonies and, when appropriate, shall do so in appropriate academic regalia.
- g. Emeritus Status: Library faculty shall be eligible for consideration for emeritus status, as that term is defined for the instructional faculty in Section XII. The process of consideration shall be as defined in Section XII, subsection 11, with the library faculty as a whole substituting for the academic department and with the University librarian substituting for the college dean.