# TABLE OF CONTENTS

**CHAPTER 1: INTRODUCTION** ......................................................................................... CH 1, P 1

1.1 ACKNOWLEDGEMENTS ......................................................................................... Ch 1, p 1
1.2 PREFACE TO THE FACULTY HANDBOOK .......................................................... Ch 1, p 2
1.3 UNIVERSITY ACCREDITATION ............................................................................ Ch 1, p 2
1.4 AFFIRMATIVE ACTION/NON-DISCRIMINATION STATEMENT ......................... Ch 1, p 2
1.5 APPROVAL OF CHANGES TO THE NCCU FACULTY HANDBOOK ................. Ch 1, p 2
   1.5.1 Proposing Changes ......................................................................................... Ch 1, p 2
   1.5.2 Presenting Proposed Changes to the Faculty Senate ........................................ Ch 1, p 3
   1.5.3 Faculty Senate Approval ................................................................................ Ch 1, p 3
   1.5.4 General Faculty Approval .............................................................................. Ch 1, p 3
   1.5.5 Board of Trustees Approval .......................................................................... Ch 1, p 4
   1.5.6 Approval by UNC General Administration and the Office of the President ...... Ch 1, p 4
   1.5.7 Other Changes to the Faculty Handbook ....................................................... Ch 1, p 4
1.6 DISCLAIMER ........................................................................................................ Ch 1, p 4

**CHAPTER 2: HISTORY AND GOVERNANCE** ............................................................... CH 2, P 1

2.1 THE HISTORY AND GOVERNANCE OF THE UNIVERSITY OF NORTH CAROLINA ......................................................................................... CH 2, P 1
   2.1.1 The History and Mission of the University of North Carolina ......................... Ch 2, p 1
   2.1.2 The University of North Carolina Board of Governors .................................. Ch 2, p 1
   2.1.3 The Office of the President and General Administration of the University of North Carolina ................................................................. Ch 2, p 1
   2.1.4 Faculty Assembly of the University of North Carolina ................................... Ch 2, p 1
2.2 THE HISTORY AND GOVERNANCE OF NORTH CAROLINA CENTRAL UNIVERSITY ................................................................. CH 2, P 1
   2.2.1 The History of North Carolina Central University .......................................... Ch 2, p 1
   2.2.2 The Mission of North Carolina Central University ........................................ Ch 2, p 1
   2.2.3 The Board of Trustees of North Carolina Central University ....................... Ch 2, p 1
   2.2.4 Chancellor and Senior Leadership of North Carolina Central University .......... Ch 2, p 1
   2.2.5 Academic Organizational Structure ............................................................... Ch 2, p 1
2.3 SHARED GOVERNANCE ...................................................................................... CH 2, P 3
2.4 STATEMENT OF PROFESSIONAL ETHICS FOR THE FACULTY ............... CH 2, P 3
   2.4.1 Preamble ....................................................................................................... Ch 2, p 3
   2.4.2 The Profession ............................................................................................... Ch 2, p 3
   2.4.3 Students ........................................................................................................ Ch 2, p 3
   2.4.4 Colleagues .................................................................................................... Ch 2, p 4
   2.4.5 The University .............................................................................................. Ch 2, p 4
   2.4.6 The Community ............................................................................................. Ch 2, p 4
   2.4.7 Personal Relationships in the Workplace ....................................................... Ch 2, p 4
2.5 CONSTITUTION AND BYLAWS OF THE FACULTY SENATE ................. CH 2, P 5
   2.5.1 Constitution of the Faculty Senate ................................................................. Ch 2, p 5
   2.5.2 Bylaws of the Faculty Senate ........................................................................ Ch 2, p 12
CHAPTER 3: ACADEMIC FREEDOM, FACULTY RIGHTS, AND APPOINTMENT, REAPPOINTMENT, PROMOTION, AND TENURE POLICIES AND PROCEDURES

3.1 FREEDOM AND RESPONSIBILITY IN THE UNIVERSITY COMMUNITY .......................... Ch 3, p 1
3.2 ACADEMIC FREEDOM AND RESPONSIBILITY OF FACULTY ................................... Ch 3, p 2
3.3 ACADEMIC TENURE ................................................................. Ch 3, p 2
3.3.1 In General ................................................................. Ch 3, p 2
3.3.2 Tenure in Relation to Faculty Ranks ...................................... Ch 3, p 5
3.3.3 General Provisions ........................................................ Ch 3, p 8
3.3.4 Resignation ............................................................. Ch 3, p 14
3.4 PROMOTION/TENURE PORTFOLIO REQUIREMENTS ........................................... Ch 3, p 14
3.4.1 Mandatory Items ........................................................ Ch 3, p 14
3.4.2 Effective Dates ........................................................ Ch 3, p 15
3.5 REAPPOINTMENT, NONREAPPOINTMENT, AND REQUIREMENTS OF NOTICE AND REVIEW FOR TENURE TRACK FACULTY ...................................................... Ch 3, p 16
3.5.1 Notice of Reappointment or Nonreappointment ......................... Ch 3, p 16
3.5.2 Impermissible Reasons for Nonreappointment ......................... Ch 3, p 16
3.5.3 Review of Nonreappointment Decisions ................................... Ch 3, p 17
3.5.4 Appeal to the Board of Governors ........................................ Ch 3, p 19
3.6 TERMINATION OF FACULTY EMPLOYMENT ...................................................... Ch 3, p 19
3.6.1 Reasons Justifying Termination and Consultation Required ........... Ch 3, p 19
3.6.2 Termination Procedure .................................................... Ch 3, p 20
3.7 POST-TENURE REVIEW POLICY .......................................................... Ch 3, p 23
3.7.1 Preface ........................................................................... Ch 3, p 23
3.7.2 Basic Elements of the PTR Policy ......................................... Ch 3, p 24
3.7.3 Establishment of the Post Tenure Review Committee and Role of the Unit Chair ... Ch 3, p 25
3.7.4 PTR Evaluation Timetables, Procedures, and Processes ............... Ch 3, p 26
3.7.5 Results of Post-Tenure Review ............................................ Ch 3, p 27
3.7.6 The Development Plan ..................................................... Ch 3, p 27
3.7.7 The Role of the Dean ..................................................... Ch 3, p 28
3.8 DUE PROCESS BEFORE DISCHARGE OR THE IMPOSITION OF SERIOUS SANCTIONS .................................................. Ch 3, p 28
3.9 SPECIAL (NON-TENURE TRACK) FACULTY ................................................. Ch 3, p 31
3.9.1 Rights of Special Faculty Members ......................................... Ch 3, p 31
3.9.2 Fixed-Term Special Faculty Appointments ................................ Ch 3, p 32
3.9.3 Special Faculty Appointments ............................................... Ch 3, p 32
3.9.3.1 Clinical Faculty, Artist in Residence, Writer in Residence, Professional in Residence Appointments ................................................ Ch 3, p 32
3.9.3.2 Research Faculty ..................................................... Ch 3, p 34
3.9.3.3 Visiting Faculty ....................................................... Ch 3, p 36
3.9.3.4 Adjunct Faculty ....................................................... Ch 3, p 36
3.10 FACULTY GRIEVANCE PROCEDURES ....................................................... Ch 3, p 37
3.10.1 Authority ............................................................ Ch 3, p 37
3.10.2 Request for Redress ....................................................... Ch 3, p 38
3.10.3 Hearing .............................................................. Ch 3, p 39
3.10.4 Report of Findings and Recommendations .............................. Ch 3, p 39
3.10.5 Confidentiality of Proceedings ............................................ Ch 3, p 40
3.10.6 Appeal of the Chancellor's Decision ...................................... Ch 3, p 40
3.10.7 Quorum ....................................................................... Ch 3, p 40
CHAPTER 4: FACULTY RESPONSIBILITY .................................................... CH 4, P 1
4.1 INFORMATION TECHNOLOGY POLICY ........................................ CH 4, P 1
4.2 ATTENDANCE OBLIGATIONS .......................................................... CH 4, P 1
4.2.1 Academic Year and Calendar ................................................... Ch 4, p 1
4.2.2 Commencements and Convocations ........................................... Ch 4, p 2
4.2.3 Class Attendance by Faculty ..................................................... Ch 4, p 2
4.2.4 Adverse Weather ................................................................. Ch 4, p 3
4.3 PEDAGOGICAL REGULATIONS ..................................................... CH 4, P 3
4.3.1 Syllabus Requirements .......................................................... Ch 4, p 3
4.3.2 Classroom Civility and Discipline .............................................. Ch 4, p 4
4.3.3 Obscenity Guidance ............................................................... Ch 4, p 4
4.3.4 Accommodating Students with Disabilities .................................. Ch 4, p 5
4.3.5 Use of Copyright Protected Materials ...................................... Ch 4, p 5
4.3.6 Office Hours and Advising ....................................................... Ch 4, p 5
4.3.7 Evening Course Scheduling and Extended Studies Policy ................. Ch 4, p 6
4.4 ACADEMIC REGULATIONS ............................................................ CH 4, P 6
4.4.1 Class Rosters and Reporting Requirements .................................. Ch 4, p 6
4.4.2 Key Academic Regulations ..................................................... Ch 4, p 7
4.4.3 Privacy and Confidentiality of Students ..................................... Ch 4, p 7
4.4.4 Textbook Adoption ............................................................... Ch 4, p 7
4.4.5 Other Faculty Duties and Faculty Responsibilities .......................... Ch 4, p 8
4.4.6 Faculty Teaching Loads ........................................................ Ch 4, p 8
4.5 FACULTY ACCOUNTABILITY ....................................................... CH 4, P 9
4.5.1 Course and Instruction Evaluation ............................................. Ch 4, p 9
4.5.2 Evaluation of Performance ..................................................... Ch 4, p 11
4.6 TEACHING AWARDS ................................................................. CH 4, P 12
4.7 DESIGNATION OF FACULTY EMERITUS ...................................... CH 4, P 12
4.7.1 Eligibility ................................................................................ Ch 4, p 12
4.7.2 Nomination Process ............................................................... Ch 4, p 12
4.7.3 Nomination Packet ............................................................... Ch 4, p 13
4.7.4 Privileges of Emeritus Status ................................................... Ch 4, p 13
4.8 RESEARCH RELATED POLICIES .................................................. CH 4, P 13
4.8.1 University Policy on Research Involving Human Subjects ............... Ch 4, p 13
4.8.2 University Policy on Research Involving Animals ......................... Ch 4, p 14
4.8.3 NCCU Policy and Procedures on Radiation .................................. Ch 4, p 14
4.8.4 NCCU Policy and Procedures on Ethics in Research ....................... Ch 4, p 15
4.8.5 Grants Management Guidelines ................................................ Ch 4, p 15
4.8.6 The Office of Contracts and Grants ............................................ Ch, p 16
4.8.7 Patent and Copyright Policies (Ownership) ................................. Ch 4, p 16

CHAPTER 5: GENERAL EMPLOYMENT POLICIES ................................... CH 5, P 1
5.1 HIRING AND RESIDENCY REGULATIONS ...................................... CH 5, P 1
5.2 PERSONNEL FILES: REVIEW, RELEASE, INSPECTION .................. CH 5, P 1
5.3 HEALTH AND SAFETY POLICIES ................................................ CH 5, P 1
5.3.1 Adverse Weather .................................................................. Ch 5, p 1
5.3.2 Violence Prevention Plan ....................................................... Ch 5, p 3
5.3.3 HIV Infections/AIDS Policy ................................................................. Ch 5, p 3
5.3.4 Workplace Smoking Policy ................................................................. Ch 5, p 3
5.3.5 Regulations on Seat Belt Use ............................................................... Ch 5, p 3
5.4 CONFLICTS OF INTEREST AND ETHICS POLICIES ..................... Ch 5, p 3
5.4.1 Links to UNC Policy online: ............................................................... Ch 5, p 3
5.5 EQUAL EMPLOYMENT OPPORTUNITIES AND WORK RELATED CONDUCT POLICIES.. Ch 5, p 4
5.5.1 Equal Employment Opportunity (EEO) statement.............................. Ch 5, p 4
5.5.2 Sexual Harassment Policy ................................................................. Ch 5, p 4
5.5.3 Board of Governors Policy on Improper Relationships between Students and Employees .... Ch 5, p 4
5.5.4 Board of Governors Guidelines on Implementing Improper Relationships Policy..... Ch 5, p 4
5.6 POLITICAL ACTIVITIES AND POLITICAL CANDIDACY .................. Ch 5, p 4

CHAPTER 6: FACULTY COMPENSATION AND FRINGE BENEFITS ..........CH 6, P 1
6.1 FACULTY COMPENSATION ................................................................. Ch 6, p 1
6.1.1 Regular Session Salaries ................................................................. Ch 6, p 1
6.1.2 Summer Session Salaries ............................................................... Ch 6, p 1
6.1.3 Overload Contracts ......................................................................... Ch 6, p 1
6.1.4 External Professional Activities for Pay ........................................... Ch 6, p 1
6.1.5 Non-Salary Compensation for Employees Exempt from the State Personnel Act...... Ch 6, p 3
6.2 FACULTY RETIREMENT PLANS AND INFORMATION ................ Ch 6, p 3
6.2.1 Retirement Programs Plans ............................................................. Ch 6, p 3
6.2.2 Social Security ................................................................................. Ch 6, p 6
6.2.3 Phased Retirement .......................................................................... Ch 6, p 6
6.2.4 Voluntary Retirement Savings ........................................................ Ch 6, p 7
6.3 INSURANCE ......................................................................................... Ch 6, p 8
6.3.1 Health Insurance ............................................................................. Ch 6, p 8
6.3.2 Group Life Insurance ...................................................................... Ch 6, p 8
6.3.3 Disability Income Plan of North Carolina ........................................ Ch 6, p 8
6.3.4 TIAA Disability ................................................................................ Ch 6, p 9
6.3.5 NC Flex Benefits Program .............................................................. Ch 6, p 9
6.3.6 Long Term Care Insurance .............................................................. Ch 6, p 9
6.3.7 Liability Protection .......................................................................... Ch 6, p 10
6.3.8 Workers’ Compensation .................................................................. Ch 6, p 10
6.3.9 Survivor Benefits ............................................................................ Ch 6, p 10
6.4 FACULTY LEAVE ................................................................................. Ch 6, p 10
6.4.1 Leaves of Absence ........................................................................... Ch 6, p 10
6.4.2 Serious Illness and Disability Leave ................................................ Ch 6, p 11
6.4.3 Maternity Leave ............................................................................... Ch 6, p 13
6.4.4 Inclement Weather .......................................................................... Ch 6, p 13
6.4.5 Vacation .......................................................................................... Ch 6, p 14
6.4.6 Faculty Military Leave ..................................................................... Ch 6, p 14
6.4.7 Community Service Leave ............................................................... Ch 6, p 14

CHAPTER 7: FACULTY RESOURCES ......................................................... CH 7, P 1
7.1 ACADEMIC COMMUNITY SERVICE LEARNING PROGRAM .......... Ch 7, p 1
7.2 ACCESSING UNIVERSITY FACILITIES ........................................ Ch 7, p 1
7.3 ART MUSEUM ...................................................................................... Ch 7, p 1
7.4 BOOKSTORE ....................................................................................... Ch 7, p 1

2011 NCCU Faculty Handbook, Table of Contents Page iv
7.5 **CAMPUS ECHO (STUDENT NEWSPAPER)** .......................................................... Ch 7, p 1
7.6 **CAREER SERVICES**: .................................................................................. Ch 7, p 1
7.7 **CENTER FOR TEACHING AND LEARNING** .............................................. Ch 7, p 1
7.8 **CENTRAL GRAPHICS AND COPY CENTER** ............................................. Ch 7, p 1
7.9 **DISTANCE EDUCATION** .......................................................... Ch 7, p 1
7.10 **EAGLE CARD** ..................................................................................... Ch 7, p 1
7.11 **EVENING & WEEKEND STUDIES PROGRAM** ..................................... Ch 7, p 1
7.12 **FOOD SERVICES** .............................................................................. Ch 7, p 1
7.13 **HONORS PROGRAM** ....................................................................... Ch 7, p 2
7.14 **INFORMATION TECHNOLOGY SERVICES** ........................................ Ch 7, p 2
7.14.1 Banner Account .................................................................................. Ch 7, p 2
7.14.2 Email Policy ........................................................................................ Ch 7, p 2
7.14.3 Webpage Policy .................................................................................. Ch 7, p 2
7.14.4 ITS Repair .......................................................................................... Ch 7, p 2
7.14.5 Telephone ............................................................................................ Ch 7, p 2
7.15 **INTERNATIONAL PROGRAMS OFFICE OF NATIONAL AND INTERNATIONAL FELLOWSHIPS** ....... Ch 7, p 2
7.16 **JAMES E. SHEPARD LIBRARY** ................................................................. Ch 7, p 2
7.17 **KEYS** .................................................................................................... Ch 7, p 2
7.18 **MAIL CENTER** ..................................................................................... Ch 7, p 3
7.19 **ONLINE TICKET PURCHASES/TICKET OFFICE** ............................... Ch 7, p 3
7.20 **PARKING AND PUBLIC SAFETY** .......................................................... Ch 7, p 3
7.21 **STUDENT SUPPORT SERVICES** ......................................................... Ch 7, p 3
7.21.1 Related Student Links ......................................................................... Ch 7, p 3
7.22 **TRAVEL** ............................................................................................... Ch 7, p 3
7.23 **USE OF THE UNIVERSITY NAME AND LOGO** .................................. Ch 7, p 3
7.24 **USE OF UNIVERSITY VEHICLES** ....................................................... Ch 7, p 3
7.25 **WNCU, 90.7 FM RADIO STATION** ....................................................... Ch 7, p 3
7.26 **WRITING AND SPEAKING STUDIO** ..................................................... Ch 7, p 3
CHAPTER 1: INTRODUCTION

This section of the Faculty Handbook has been developed as a new component intended to offer a prelude to the information relevant for all faculty members. It includes an Acknowledgement of the efforts of individuals, without whose dedication, this work would not have been completed. It also includes a Preface, Statement of Accreditation, Affirmative Action/Non-Discrimination Statement, Approval of Changes, and a Disclaimer.

1.1 ACKNOWLEDGEMENTS

The administration and faculty of North Carolina Central University acknowledge and thank the following for their dedication in the creation of this 2011 edition of the Faculty Handbook:

Vicki L. Lamb, Sociology, Chair
Achameleh A. Debela, Art
Darlene M. Eberhardt-Burke, Human Sciences
Arcelia T. Jeffreys, Physical Education and Recreation
Minnie B. Sangster, Modern Foreign Languages
Deborah E. Swain, Library and Information Sciences
George Wilson, Criminal Justice

In addition, we thank the following persons who worked on the Faculty Handbook and committees from 2006-2008:

George Wilson, Criminal Justice, Chair
Sandra Brunson, Public Administration
John C. Clamp, Biology
Achameleh A. Debela, Art
Sundar Fleming, Business
Brenda Harris, Office of Academic Affairs
Sega Howell, Public Administration
Beverly W. Jones, History
Louise C. Maynor, English and Mass Communication
Laura L. Onafowora, Education
Freddie Parker, History
Ronald G. Penny, Public Administration
Minnie B. Sangster, Modern Foreign Languages
Deborah E. Swain, Library and Information Sciences
1.2 **Preface to the Faculty Handbook**

This Handbook is an updated version of the 1997 Faculty Handbook. The Faculty Handbook has been written by members of the NCCU faculty to provide their colleagues with useful information about the policies and procedures, and services of the university. The University Faculty Handbook Committee is committed to keeping this handbook up-to-date, particularly its on-line version. However, policies are constantly changing; therefore, members of the faculty should consult the online version for links to relevant and current information.

The Office of the Provost and the Faculty Senate welcome your comments, suggestions, corrections, and questions regarding this Handbook. Suggestions for other areas that might be addressed appropriately in this Handbook can be sent to the Faculty Senate Office (facultysenate@nccu.edu).

1.3 **University Accreditation**

North Carolina Central University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (SACS), 1866 Southern Lane, Decatur, Georgia 30033-4097, (404) 679-4501, to award baccalaureate and master’s degrees.

1.4 **Affirmative Action/Non-Discrimination Statement**

North Carolina Central University (NCCU) is committed to the principles of affirmative action and non-discrimination. The University welcomes diversity in its student body, faculty, staff and administration. The University admits or hires, evaluates, promotes, and rewards on the basis of the needs and relevant performance criteria without regard to race, gender, age, disability, national origin, ethnicity, veteran's status, religion, sexual orientation or lifestyle. It actively promotes diversity and respectfulness of each individual.

1.5 **Approval of Changes to the NCCU Faculty Handbook**

In any academic institution the policies and procedures are frequently in the process of review and revision. Thus, it is expected that changes will be made to the Handbook.

1.5.1 **Proposing Changes**

Any full-time, permanent member of the General Faculty may propose a change (or changes) to the Faculty Handbook by submitting it, accompanied by a rationale for its adoption, to the Secretary of the Faculty Senate who will transmit it to the University Faculty Handbook Committee (FHC) for consideration. Proposed changes must be submitted by the last Friday in October to be considered for action during the current academic year. The FHC will consider all suggested changes. The FHC will consult with the NCCU Office of Legal Affairs in the evaluation of suggested changes to ensure consistency with applicable policies, procedures, rules and federal and state law.
At its November meeting the Faculty Handbook Committee will evaluate all properly submitted proposed changes, and determine which changes should be presented to the Faculty Senate for consideration and approval. A proposed draft of changes to the Faculty Handbook will be written by the FHC.

1.5.2 Presenting Proposed Changes to the Faculty Senate

At the January Faculty Senate meeting the Faculty Handbook Committee will present and discuss proposed changes to the Faculty Handbook. The draft of the proposed changes will be made available to members of the Faculty Senate at least 5 business days before the January Faculty Senate meeting.

The members of the Faculty Senate will have 10 business days after the January Faculty Senate meeting to suggest to the FHC any comments, suggestions, or revisions to the proposed draft of changes to the Faculty Handbook. In addition, the Chancellor’s Office and the Office of Academic Affairs will have 10 business days to report comments and suggestions to the revised draft of proposed changes. All suggested changes will be discussed by the Administration and the Faculty Handbook Committee. The Administration also can include changes or revisions that reflect University policy.

1.5.3 Faculty Senate Approval

A revised draft of proposed changes to the Faculty Handbook will be made available to all senators and alternates at least 10 calendar days prior to the February Faculty Senate meeting. The Chair of the FHC will briefly present the proposed changes at the Senate meeting.

A vote will be made following the presentation of the proposed changes to the Faculty Handbook. Faculty Senate approval of changes to the Faculty Handbook will require a simple majority affirmative vote of the senators (or alternates representing absent senators) that are present and voting at the February Senate meeting when a quorum is achieved. Absentee voting will not be allowed.

1.5.4 General Faculty Approval

After approval by the Faculty Senate, changes to the Faculty Handbook must be approved by a simple majority of the General Faculty at the regular March meeting. All full-time permanent members of the General Faculty are eligible to participate in voting approval or disapproval of the changes.

The Faculty Senate-approved draft of proposed changes will be made available to the general faculty at least 10 business days before the March General Faculty Meeting.

Voting will be done by secret ballot and will be managed by the Faculty Handbook Committee in such a way as to ensure that only one vote is cast by each member of the faculty eligible to vote. The schedule and procedure for balloting will be reported to the Senate in advance for its approval.
Verified ballots will be counted within 72 hours after the close of voting, and a written report of the results of the voting will be distributed to all faculty members immediately afterward.

1.5.5 Board of Trustees Approval

The changes to the Faculty Handbook that have been approved by the General Faculty will be submitted by the Chancellor, following his review, to the NCCU Board of Trustees in accordance with the schedule for submitting documents before the April Board of Trustees meeting. The Chancellor will present the proposed changes to the Board of Trustees for their approval.

1.5.6 Approval by UNC General Administration and the Office of the President

Policies adopted by the Board of Trustees regarding academic tenure and promotion shall be effective upon review by the Senior Vice President for Academic Affairs and the Vice President and General Counsel, and approved by the President. The NCCU Provost and Office of Legal Affairs will assist in the process of attaining such approval.

1.5.7 Other Changes to the Faculty Handbook

The Faculty Handbook Committee will make changes to the Faculty Handbook due to changes in The Code or The Policy Manual of the Board of Governors of the University of North Carolina. In addition, the FHC will check and update all links within the Faculty Handbook at the beginning of each academic year. Such changes or updates will be communicated to the University community, and do not require Faculty Senate or General Faculty Approval.

The Code and The Policy Manual of the Board of Governors of the University of North Carolina shall supersede NCCU campus policies.

1.6 DISCLAIMER

The North Carolina Central Faculty Handbook contains University policies, procedures, and other information in effect as of the date of issuance (see date at the bottom of each Faculty Handbook page). Any subsequent changes in policies, procedures, or other information are effective as of the date of action or issuance by the appropriate University body even though such changes have not been distributed as revisions or additions to the North Carolina Central University Faculty Handbook. Revisions of, or additions to, the Faculty Handbook will be issued regularly (usually annually) to Deans, Chairpersons, and Directors. In the interim, every effort will be made to communicate revisions and additions to deans, directors, and chairpersons for communication to faculty and academic staff members.

Although the policies and other statements found herein cover a wide range and variety of subjects, the reader should be aware that there are other important policies and procedures specific to the University's colleges, schools, departments, and other academic units that should be consulted as appropriate.
Although the publisher of this handbook has made every effort to attain factual accuracy herein, no responsibility is assumed for editorial, clerical, or printing errors. The Faculty Handbook cannot and is not intended to address all circumstances related to the faculty member's role at the University, nor is the information contained in the Handbook intended to constitute an express or implied contract of employment with the University.
CHAPTER 2: HISTORY AND GOVERNANCE

Faculty members must have a firm grasp of institutional history and governance in order for them to be most effective in the performance of their duties. This enables them to become fully-contributing and knowledgeable members of North Carolina Central University. Their knowledge must not only encompass the fulfillment of their responsibilities in the classroom but also their membership in the institutional community. To achieve that end, this chapter provides an overview of the primary internal and external constituency, North Carolina Central University and the University of North Carolina System, respectively.

2.1 THE HISTORY AND GOVERNANCE OF THE UNIVERSITY OF NORTH CAROLINA

2.1.1 The History and Mission of the University of North Carolina
http://www.northcarolina.edu/about/mission.htm

2.1.2 The University of North Carolina Board of Governors
http://www.northcarolina.edu/content.php/bog/index.htm

2.1.3 The Office of the President and General Administration of the University of North Carolina
http://www.northcarolina.edu/leadership/ga.htm

2.1.4 Faculty Assembly of the University of North Carolina
http://uncfacultyassembly.northcarolina.edu/

2.2 THE HISTORY AND GOVERNANCE OF NORTH CAROLINA CENTRAL UNIVERSITY

2.2.1 The History of North Carolina Central University
http://www.nccu.edu/aboutnccu/History.cfm

2.2.2 The Mission of North Carolina Central University
http://www.nccu.edu/aboutnccu/mission.cfm

2.2.3 The Board of Trustees of North Carolina Central University
http://www.nccu.edu/administration/bot/index.cfm

2.2.4 Chancellor and Senior Leadership of North Carolina Central University
http://www.nccu.edu/administration/chancellor/index.cfm

2.2.5 Academic Organizational Structure

The Academic Division currently has nine (9) Deans. These deans provide leadership over the School of Business, the School of Law, the School of Education, the School of Library & Information Science, the School of Graduate Studies, University College, the College of Behavioral and Social Science, the College of Liberal Arts, and the College of
Science and Technology. The Director of the Nursing Program provides leadership for all activities within the Nursing program and reports directly to the Vice Chancellor for Academic Affairs.

2.2.5.1 Dean

The responsibilities of the dean of a college or school at North Carolina Central University fall into three basic areas:

1. **College Planning.** The dean is the chief planning officer of the college and works closely with the chairpersons and department faculties to develop plans for the intermediate and long-term development and improvement of the college.

2. **College Operations.** The dean as the chief operating officer of the college has overall responsibility for faculty and personnel procedures, instructional, research and service programs, budget allocations, and management.

3. **Leadership.** The dean provides academic and educational leadership through the personal example of his or her own faculty accomplishments and through systematic communication to the basic constituencies of the college including the faculty of the college/school, students of the college/school, alumni and other former students of the college/school, local community and the academic discipline or profession.

The Dean serves a number of roles including: Educator, Manager, Recruiter, Evaluator, Counselor, Advisor, Planner, Promoter, and Leader.

For more information or updated information regarding Schools or Colleges at NCCU see [http://www.nccu.edu/](http://www.nccu.edu/).

2.2.5.2 Chair/Program Director

Within a college or school, academic unit leaders are selected through a search process. These leaders are chairpersons or program directors. The chairperson or program director is expected to provide academic leadership for the department and to ensure the effective administration of the affairs of the department. The major responsibilities of the chairperson include:

1. Recruiting, hiring, orienting, evaluating and mentoring faculty;
2. Representation of the Department within University administrative and governance structures and with external professional and community groups;
3. Development and review of Instructional Programs;
4. Development of Students including certifying that students meet departmental graduation requirements, paying particular attention to academic advising;
5. Maintaining contact, follow-up, and records of Alumni and
6. Administration of the Department in departmental planning, budgets, activities of support staff, and meetings.
2.3 **Shared Governance**

A document on *Shared Governance* was adopted by the Faculty Assembly of the University of North Carolina in April 2005, and supported by the NCCU Faculty Senate: [http://www.uncfsu.edu/faculty_senate/Policies/gov_standards_final.pdf](http://www.uncfsu.edu/faculty_senate/Policies/gov_standards_final.pdf)

2.4 **Statement of Professional Ethics for the Faculty**

While the Handbook describes the many responsibilities as well as the rights of the faculty, the following statement of professional ethics, adopted by the Faculty Senate on April 16, 1993, should form the underlying foundation for faculty actions.

2.4.1 **Preamble**

We, the members of the faculty of North Carolina Central University, in recognition of our responsibility to provide a quality education for members of the student body and in further recognition of our obligation to conduct ourselves as faculty members in a professional and ethical manner, hereby establish, adopt, and promulgate the following statement of Professional Ethics for the Faculty of the University:

2.4.2 **The Profession**

As faculty members, we are dedicated to the advancement of knowledge. We maintain our commitment to the pursuit of excellence and to the search for truth. To this end, we devote ourselves to the enhancement of our scholarly competence. We accept the obligation to exercise critical self-discipline and impartial judgment in researching, applying, advancing, and imparting knowledge. We practice intellectual honesty. We zealously guard against attempts to infringe upon our academic freedom. We refuse to allow expediency or collateral interests to deter or compromise our freedom of inquiry.

2.4.3 **Students**

As faculty members, we encourage the pursuit of learning and knowledge by our students. We attempt to exemplify the highest standards of scholarship and ethical conduct of our respective disciplines. We demonstrate respect for all students and uphold our roles as intellectual mentors and counselors. We seek to foster an atmosphere of intellectual honesty and academic inquiry. We evaluate the performances of our students accurately, fairly, and impartially. We respect the confidential nature of the relationship between professor and student. We condemn and avoid the exploitation or harassment of any student in any situation, either within or outside the academic setting. We refuse to engage in the discriminatory treatment of students based upon factors such as race, gender, age, national origin, religion, ethnic background, physical disability, sexual orientation, or lifestyle. We acknowledge the significant academic or scholarly assistance
of students and demonstrate by precept and example our utmost respect for the work of others.

2.4.4 Colleagues

As colleagues, we understand and appreciate the benefits as well as the obligations that derive from common membership in the community of scholars. We neither discriminate against nor harass colleagues. We respect and defend the free inquiry of associates. In the exchange of criticism and ideas, we show respect for the opinions of others. We acknowledge the work done by others and strive to be objective in our professional evaluation of our colleagues.

2.4.5 The University

As members of the faculty of this University, we strive above all to be effective teachers and scholars. We take pride in the University and we seek to enhance the image of the University through our scholarship, our teaching, and our service to the University and to our respective communities. We accept our share of the faculty responsibility for the overall governance of the University. Although we observe the rules and regulations that govern the University, we maintain our right to criticize and promote positive changes in the operations of the University. If we engage in work activities outside the University, we understand that we must avoid conflicts of interest and that we must give paramount regard to our responsibilities within the University in determining the amount and character of our outside activities. Further, we acknowledge that when we engage in external activities for pay we must follow policy and procedures governing these activities.

2.4.6 The Community

As members of our respective communities, we enjoy the full rights, privileges, and duties of citizenship. We recognize our obligation to participate in civic and charitable activities, as long as those activities do not interfere with the performance of our responsibilities within the University. We seek to share our knowledge and skills in order to promote the welfare of society in general. We strive to encourage the free exchange of ideas, to further the search for truth and knowledge, and to promote public understanding of the need to protect academic freedom.

2.4.7 Personal Relationships in the Workplace

As faculty members and as individuals, we seek to maintain professional work relationships with students, colleagues, administrators, and staff. We will avoid situations in which personal relationships with other members of the University community affect professional decisions or conduct. We do not engage in acts of favoritism, exploitation, harassment, or discriminatory treatment of anyone in the workplace on the basis of personal relationships. We deem it unprofessional and unethical for any faculty member to be influenced by personal relationships with individuals in the workplace when
making professional decisions that will impact positively or negatively on any individuals in the workplace.

2.5 **CONSTITUTION AND BYLAWS OF THE FACULTY SENATE**

2.5.1 Constitution of the Faculty Senate

**CONSTITUTION OF THE FACULTY SENATE OF NORTH CAROLINA CENTRAL UNIVERSITY**

**PREAMBLE**

The faculty of North Carolina Central University bears a major share of responsibility for the growth, development, and maintenance of the academic, scholarly, and extracurricular programs of the University and, believing that shared governance is vital to the well-being of the University, considers open lines of communication with the administration of the University on all activities and functions within the concern of the faculty to be one of its essential tasks. Consequently, this constitution is based upon and guided by the *Standards of Shared Governance on the 16 UNC Campuses* adopted by the Faculty Assembly of the University of North Carolina in April, 2005.

**ARTICLE I: NAME, PURPOSE, AND AIMS**

**Section 1: Name**

The name of the organization for faculty participation in shared governance at North Carolina Central University will be the “Faculty Senate of North Carolina Central University,” hereinafter called the “Senate.”

**Section 2: Purpose**

The Senate is charged by the UNC Board of Governors to implement the role of the faculty in shared governance by participating fully in advising the administration of the University on the formulation, implementation, review, and application of the policies and regulations governing North Carolina Central University that fall within the faculty’s area of concern.

**Section 3: Aims**

The Senate will work diligently to promote and encourage an atmosphere of understanding, trust, and unity of purpose among faculty, staff, students, administrators, and Board of Trustees of the University that will foster the maintenance of an effective and enlightened University.
ARTICLE II: MEMBERSHIP

Section 1: Categories of Members

The Senate will consist of two categories of members, elected and ex-officio.

Section 2: Eligibility for Membership

a. Any full-time, permanent member of the general faculty as defined in Article I of the Bylaws of the Senate, with at least two years of service on the faculty, including chairs of departments or other academic programs, but excluding currently serving ex-officio members, will be eligible for election to the Senate.

b. The ex-officio members of the Senate will be the Chancellor, the Provost, the vice chancellors, and the deans of the various schools and colleges. Ex-officio members cannot vote on Faculty Senate matters.

Section 3: Responsibilities and Privileges

a. All elected and ex-officio members of the Senate or their alternates or representatives are expected to attend each monthly meeting of the full Senate.

b. Elected members must serve on at least one committee of the Senate.

c. The privilege of voting, either on parliamentary proposals or in elections of officers, is reserved to Elected Members of the Senate or, in their absence, to their designated Alternates. Voting by proxy is not permitted.

Section 4: Election of Members

a. The faculty members of each department or school comprising the University will vote to elect members to represent them in the Senate by the end of February of each academic year. The number of full-time permanent faculty members of a department or school will be used to determine the proportional representation to the Faculty Senate as outlined in Article I, Section 2 of the Faculty Senate Bylaws.

b. Names of all Senators or Senators-elect and their Alternates will be sent to the Chair of the Senate no later than the first week of March in every year. This will be done even if no changes will occur in representation for the following year.

Section 5: Alternates for Elected Members

a. Each department or school will choose an Alternate for each Senator that they elect to the Senate.

b. Qualifications for Alternates will be the same as those for elected members of the Senate.
Section 6: Terms of Members

An elected member of the Senate will serve a term of three consecutive years upon the completion of which s/he will be ineligible to serve again as an elected member until one year has passed. An exception can occur for a Senator from a department or academic program consisting of only one eligible faculty member. The unit’s Senator will continue to serve in the Senate. The term of an Alternate will coincide with that of the Senator with whom the Alternate serves. Alternates are ineligible to serve again as an elected Senator or Alternate until one year has passed after completion of a three-year term as Alternate. The goal is to practice shared governance by inviting other faculty members within a unit to serve on the Faculty Senate.

ARTICLE III: OFFICERS

Section 1: Officers

Officers of the Senate will be a Chair, Vice-Chair, Secretary, and Parliamentarian.

Section 2: Election of Officers

Officers will be elected annually by secret ballot, according to the procedures specified in Article II of the Bylaws. Only elected Faculty Senators are eligible to serve as Officers in the Faculty Senate.

Section 3: Terms of Office

The Chair, Vice-Chair, Secretary, and Parliamentarian each will serve a term of one calendar year (July 1 to June 30) and may be reelected for one additional term.

Section 4: Election of Member to Replace a Newly Elected Chair

After a Chair-elect has begun his or her term of office, the department or school represented by the Chair will elect a replacement to serve a one-year term as Senator in order to assure full voting representation for that department or school in the Senate. This term will count toward that person’s maximum of three continuous years of service as a Senator if this person continues as an elected Senator to represent her or his unit.

Section 5: Vacancies

The Vice-Chair will assume the duties of the Chair in the event of a vacancy in that position during the term of office of the Chair. A new Vice-Chair will then be elected at the next regular meeting following the announcement of such a vacancy.

Section 6: Release Time for Officers

The University will provide a minimum of one-quarter release from her/his academic duties to the Faculty Senate Chair and a maximum of one-quarter release from his/her academic duties to
the Secretary of the Faculty Senate.

**ARTICLE IV: EXECUTIVE COMMITTEE**

**Section 1: Members**

The Executive Committee will consist of all the officers of the Senate in accordance with Article III above. In addition, the outgoing Chair of the Senate will serve as an ex-officio member for one year.

**Section 2: Quorum**

Three members of the Executive Committee will comprise a quorum for conducting business of the committee.

**Section 3: Meetings**

The Executive Committee will meet at least once every month during the academic year.

**Section 4: Responsibilities**

a. The Executive Committee will act on behalf of the Senate when the full Senate is not in session.

b. Members of the Executive Committee will function as official representatives of the Senate in open committee meetings of the NCCU Board of Trustees.

c. The Executive Committee will report on any actions taken by the Executive Committee at the next full meeting of the Senate.

**ARTICLE V: DUTIES OF OFFICERS**

**Section 1: Chair**

a. The Chair will preside over meetings of the Senate and the Executive Committee.

b. After consulting with the Executive Committee, the Chair will appoint members of all standing and ad hoc committees.

c. The Chair will prepare an annual budget request for the funding of Senate operations and submit this request to the Chancellor.

d. The Chair serves as one of NCCU’s three representatives to the Faculty Assembly during her/his term as Faculty Senate Chair.
e. Other responsibilities include attending meetings of the Chancellor’s Cabinet, Academic Planning Council, Council of Deans, University Budget Committee, University Honors and Memorials Committee, and University Planning Committee. The Chair may ask members of the Executive Committee to represent the Faculty Senate at these meetings if the Chair has a schedule conflict.

**Section 2: Vice-Chair**

a. The Vice-Chair will preside over meetings of the Faculty Senate and the Executive Committee in the absence of the Chair.

b. The Vice-Chair serves as the Faculty Senate Chair’s alternate as representative to the Faculty Assembly.

**Section 3: Secretary**

a. The Secretary will keep and prepare all minutes of meetings of the full Senate and the Executive Committee.

b. The Secretary will send the agenda of each regular meeting of the full Senate to all faculty members prior to the meeting.

c. The Secretary will send minutes of Faculty Senate meetings to the Chancellor, deans, Senators, all members of the General Faculty, and Chairs of Faculty Councils or Senates of all of the other constituent institutions of the University of North Carolina.

d. The Secretary will provide all members of the General Faculty and all ex-officio members of the Senate with timely written notice of all meetings of the full Senate.

e. In the absence of both the Chair and Vice-Chair, The Secretary will preside over meetings of the full Senate.

**Section 4: Parliamentarian**

The Parliamentarian will guide the proceedings of the Senate in accordance with the latest edition of Robert’s *Rules of Order*, and the current version of the Faculty Senate Constitution and Bylaws.

**ARTICLE VI: MEETINGS**

**Section 1: Interval of Meetings**

The Senate will convene regular meetings, as specified in the Bylaws. Special meetings may be called by the Chair after consultation with the Executive Committee. The Chancellor may call a special meeting after consultation with the Chair.
Section 2: Quorum

A quorum, which is a simple majority of Senators or their Alternates, must be present in order for a Senate meeting to proceed.

Section 3: Agenda

Any Senator, Alternate, general faculty member, or administrator may submit agenda items in compliance with the Bylaws.

Section 4: Participation in meetings by the General Faculty

Any full-time, permanent member of the general faculty, including fixed-term faculty, will be free to participate in floor discussions during any meeting of the Senate.

ARTICLE VII: REPRESENTATION ON THE FACULTY ASSEMBLY OF THE UNIVERSITY OF NORTH CAROLINA

The Senate will conduct annual elections at a meeting of the General Faculty for the purpose of naming representatives and alternates to the Faculty Assembly of the University of North Carolina in accordance with Article VI of the Bylaws.

ARTICLE VIII: COMMITTEES

Section 1: Standing Committees

Standing committees of the Senate will be the following: Academic Policies Committee; Campus Relations and Welfare Committee; Committee on Committees; Faculty Research and Professional Development Committee; Governance Committee; Honorary Degrees, Memorials, and Special Awards Committee; Campus Facilities Committee; and Faculty Handbook Committee.

Section 2: Membership on Committees

Members of committees will be elected members of the Senate. Alternates may, at the discretion of the Executive Committee, serve on committees.

Section 3: Chairs of Committees

The members appointed to each standing committee will elect a chair and a secretary.

Section 4: Attendance of General Faculty at Committee Meetings

Members of the General Faculty may attend committee meetings unless the meetings have been designated officially as closed meetings under the provisions of the N.C. Open Meetings Law (General Statute 143.318.10, et. seq.).
Section 5: Ad Hoc Committees

The Senate may establish ad hoc committees for special purposes. These committees need not be limited to Senators or Alternates but may include members of the General Faculty with a special interest or having expertise in the work of the committee.

Section 6: Reports of Committees

Each committee will summarize its deliberations and recommendations in regular reports to the Senate, will send an annual written report to the Secretary of the Senate, and will make reports and/or recommendations to the faculty and to appropriate University officials at least once every year. Reports may be submitted electronically.

Section 7: Legality of Actions

The Office of Legal Affairs will advise committee members on questions of legality.

ARTICLE IX: AMENDMENTS TO THE CONSTITUTION

Section 1: Proposal of Amendments

Any full-time, permanent member of the General Faculty may propose an amendment to the Constitution by submitting it, accompanied by a rationale for its adoption, to the Secretary of the Senate, who will transmit it to the Governance Committee.

Section 2: Approval by the Senate

a. Any proposed amendment to the Constitution will be circulated to all Senators and Alternates at least 10 business days prior to Senate debate.

b. Senate approval of an amendment will require an affirmative vote of 2/3 of the Senators or Alternates present and voting at the meeting.

Section 3: Approval by the General Faculty

After approval by the Senate, an amendment must be approved by a simple majority of the General Faculty that participates in voting for the amendment in accordance with procedures contained in Article X, Section 3 of the Bylaws.
2.5.2 Bylaws of the Faculty Senate

BYLAWS OF THE FACULTY SENATE OF
NORTH CAROLINA CENTRAL UNIVERSITY

ARTICLE I: REPRESENTATION IN THE FACULTY SENATE

Section 1: Criteria for Eligibility

For the purpose of representation in the Faculty Senate of North Carolina Central University, hereinafter called the “Senate,” a member of the faculty of a department or school is defined as a person with a full-time, permanent appointment, exclusive of non-teaching administrators.

Section 2: Proportional Representation

A department or school consisting of one to seven full time faculty members will be represented in the Senate by one elected member, a department or school consisting of eight to fourteen full time faculty members will be represented in the Senate by two elected members, and a department or school consisting of fifteen or more full time faculty members will be represented in the Senate by three elected members.

ARTICLE II: ELECTION OF OFFICERS

Section 1: Nominating Committee

A Nominating Committee, consisting of five senators, will be elected by the Senate during its October meeting. Nominations to the committee will be made from the floor. Voting will be by secret ballot. The five members of the committee will be determined by a plurality (i.e., the five nominees receiving the highest number of votes) by the Senators (or their Alternates) present at the October meeting. Once elected, the Nominating Committee will select a chairperson from among its members.

Section 2: Nominations

a. The Nominating Committee will prepare a slate of nominees for offices of the Senate and present it at the March meeting of the Senate.

b. The slate will consist of the names of two nominees for each office who agree to serve in the position; a third nomination for each office may be made from the floor of the Senate at the time when elections are held.

Section 3: Time and Place of Elections

Annual elections for offices will be conducted by the Nominating Committee during the April meeting of the Senate after a quorum has been achieved. If a quorum is not present at this meeting, a special meeting must be called for the purpose of elections.
Section 4: Balloting

Election of one nominee for each office will be determined by a plurality of elected members present at the April meeting and voting by secret ballot.

Section 5: Irregularities in Elections

a. In the event that any election of an officer is found to be invalid owing to noncompliance with any of the sections above or Articles II–IV of the Constitution, a special election for only that office will be conducted by the Nominating Committee during a called meeting of the Senate after a quorum has been achieved.

b. The slate for the special election will consist of the eligible nominees who participated in the election during the April meeting, if they still agree to serve, with nominations being allowed from the floor if necessary. The slate for the new election must consist of at least two but no more than three nominees.

c. Election of one nominee for the office will be determined by a plurality of elected members present at the meeting and voting by secret ballot.

ARTICLE III: RELATIONSHIP OF THE CHANCELLOR TO THE SENATE

As an ex-officio member of the Senate and in accordance with Section 502 D2 of The Code of the Board of Governors of the University of North Carolina, the Chancellor may preside over meetings of the Senate.

ARTICLE IV: MEETINGS OF THE SENATE

The Senate will hold 8 regular meetings, averaging one per month between September 1 and April 30 on dates and at times to be set by the Executive Committee. The place at which any meeting will be held will be sent in writing to all Senators by the Secretary at least one week prior to the date of the meeting, with the exception of special meetings called to address urgent matters.

ARTICLE V: AGENDA FOR MEETINGS

Written copies of items proposed for inclusion in the agenda should be submitted to the Chair and Secretary of the Senate at least two weeks prior to the next scheduled meeting. Any items submitted for the agenda but not included in the next meeting must be described briefly at that meeting by the Chair of the Senate.
ARTICLE VI: REPRESENTATION ON THE FACULTY ASSEMBLY OF THE UNIVERSITY OF NORTH CAROLINA

Section 1: Election

Delegates from North Carolina Central University to the Faculty Assembly of the University of North Carolina, hereinafter called the “Faculty Assembly,” are to be elected at the first General Faculty meeting held during the Faculty Institute at the beginning of the academic year. One alternate for each delegate also will be elected. The election will be supervised by the Chair of the Faculty Senate and conducted by secret ballot. Nominees may be solicited in advance or nominated from the floor. The Chair of the NCCU Faculty Senate serves as one of the university’s delegates to the assembly. The Vice Chair of the NCCU Faculty Senate serves as Alternate for the Senate Chair.

Section 2: Term of Service

Delegates and their alternates are to be elected to terms of three years and may serve no more than two consecutive terms, with the exception of the Faculty Senate Chair and Vice Chair, whose terms on the Faculty Assembly are limited to the length of their terms as Faculty Senate officers. No faculty member is eligible for election as a delegate who has served as a delegate more than six (6) of the preceding nine (9) years. Time spent while serving as an alternate will not be counted in the above limitation.

Section 3: Eligibility

Membership in the Senate is not a criterion for eligibility to serve as a delegate to the Faculty Assembly. Any full-time, permanent faculty member is eligible for election to the Faculty Assembly subject to the limitations contained in section 2 above.

Section 4: Duties

Delegates are to make a full report to the Senate about meetings of the Faculty Assembly.

ARTICLE VII: COMMITTEES OF THE GENERAL FACULTY

Section 1: Committees and their Duties

The following committees are composed of members of the General Faculty, serve the interests of the General Faculty, and report to the Chair of the Faculty Senate or her/his designee. They are to be under the care of the Senate as far as the verification of elections of members and alternates and the facilitation of their initial meeting of the year:

a. Faculty Portfolio Review Committee (formerly Faculty Personnel Committee). Its purpose is to review all portfolios for conferral of tenure and/or promotion that are submitted from members of the faculty each year and recommend approval or disapproval of each personnel
action based on whether portfolios meet the basic criteria established by the academic unit in which each faculty member serves.

b. *Faculty Reappointment, Promotion, and Tenure Appeal Committee* (formerly *Faculty Tenure Committee*). Its purpose is to consider all appeals of denials of reappointment, promotion, or tenure.

c. *Faculty Grievance Committee*. Its purpose is to consider all formal grievances filed by members of the faculty of the University that do not involve denial of reappointment, tenure, or promotion.

**Section 2: Membership**

a. The Committees will each be composed of eleven (11) faculty members with at least one member from each of the professorial ranks. For purposes of these procedures, professorial ranks are to be defined as *tenured* assistant professor, associate professor, and professor.

b. The Colleges of Behavioral and Social Sciences, Liberal Arts, and Science and Technology will each be represented by two (2) members with no more than one member from one department. The School of Business, the School of Education, the School of Law, the School of Library and Information Sciences, and the Department of Nursing will each be represented by one (1) member.

c. The Colleges of Behavioral and Social Science, Liberal Arts, and Science and Technology, and the Schools of Business, Education, and Law will each be represented by one alternate. The School of Library and Information Sciences and the Department of Nursing will each be represented by one alternate when the number of eligible faculty members is sufficient for this to be done. In the Colleges of Behavioral and Social Science, Liberal Arts, and Science and Technology, alternates will not be from the same department as elected members of the Committee.

d. Any member of the General Faculty Committees who becomes an Officer of Administration will thereafter be ineligible to serve as a member of the Committee and a vacancy will be created that is to be filled in accordance with the provisions of Section 4d herein. The definition of an "Officer of Administration" includes deans, department chairpersons, assistant deans, and academic program directors.

e. Any member desiring to resign from a Committee of the General Faculty is to submit a resignation in writing to the chairperson of the Committee. The chairperson is to notify the faculty of the resignation through the Faculty Senate. The vacancy created by the resignation of a member of the Committee is to be filled in accordance with the provisions of Section 4d herein.

f. A member of the Committee may request a leave of absence for a specific period of time from serving as a member of the Committee at any time when the member has or will have a temporary incapacity to serve. The request must be submitted to the chairperson of the Committee in writing and must state the reason for the request and the term for which the leave of absence is requested. If the temporary vacancy makes it impossible for the committee to
convolve a quorum of the Committee, the chairperson must notify the faculty of the temporary vacancy through the Faculty Senate, and the Executive Committee of the Faculty Senate must name one of the elected alternates to fill the vacancy in accordance with the provisions of Section 4d herein.

g. The Committee may decide that a member of the Committee has a temporary incapacity to participate in the deliberations of the Committee if the Committee determines that the member has a conflict of interest with respect to the application (grievance, portfolio review, or RPT appeal) before the Committee. The Committee's determination that a member has a conflict of interest must be made in writing and must be supported by specific findings of fact and conclusions. The Committee's written determination will become part of the record with respect to which the conflict of interest was found. A temporary incapacity to serve based on the Committee's determination that a conflict of interest exists will not create a vacancy on the Committee unless the absence of the member found to have a conflict of interest makes it impossible to convene a quorum of the Committee. In such event, the chairperson of the Committee will notify the faculty through the Faculty Senate that a temporary vacancy exists, and the Executive Committee of the Faculty Senate must name one of the elected alternates to fill the temporary vacancy in accordance with the provisions of Section 4d herein.

Section 3: Terms of Office

a. Terms of office for members and alternates of the three Committees of the General Faculty will be a three (3) year term.

b. Commencement and Expiration of Terms: Terms of office will commence upon approval at the Faculty Institute in the following August by the faculty of a faculty member eligible to serve as a member or alternate of the Committee. Terms of office will expire upon the election of a successor to fill the office held by the member or alternate or automatically when the member becomes ineligible to serve, upon the effective date of resignation from membership on the Committee, or upon the effective date of termination of a temporary appointment, whichever occurs first. If a vacancy is created before the term for which a member was elected expires, the vacancy will be filled for the unexpired term by an alternate chosen by the Executive Committee of the Faculty Senate from the group of elected alternates for that Committee.

Section 4: Election of Members

a. The faculty will elect members and alternates of the three General Faculty Committees in each unit (the Colleges of Behavioral and Social Science, Liberal Arts, and Science and Technology, the Schools of Business, Education, Law, and Library and Information Sciences, and the Department of Nursing) in April of each year. Approval of members and alternates thus elected will be voted by the General Faculty of the University at the Faculty Institute to be held at the beginning of each academic year. All full-time fixed term and tenured or tenure-track faculty are eligible to vote for positions on the three Committees of the General Faculty.
b. Over a three-year cycle, the faculty of the designated units will elect Committee members and alternates as indicated in the chart below.*

<table>
<thead>
<tr>
<th>Year</th>
<th>Portfolio Review Committee</th>
<th>Faculty Reappointment, Promotion and Tenure Appeal Committee</th>
<th>Faculty Grievance Committee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 1</td>
<td>Members</td>
<td>CLA, CBSS, SOB</td>
<td>CST, CLA, SOE, NU</td>
</tr>
<tr>
<td></td>
<td>Alternates</td>
<td>CST, LAW (SLIS)</td>
<td>CBSS, SOB</td>
</tr>
<tr>
<td>Year 2</td>
<td>Members</td>
<td>CBSS, CST, LAW,</td>
<td>CLA, CBSS, SOB</td>
</tr>
<tr>
<td></td>
<td>Alternates</td>
<td>SLIS, CLA, SOE, (NU)</td>
<td>CST, LAW, (SLIS)</td>
</tr>
<tr>
<td>Year 3</td>
<td>Members</td>
<td>CST, CLA, SOE, NU</td>
<td>BSS, CST, LAW, SLIS</td>
</tr>
<tr>
<td></td>
<td>Alternates</td>
<td>BSS, SOB</td>
<td>CLA, SOE, (NU)</td>
</tr>
</tbody>
</table>

*Abbreviations: CBSS: Behavioral & Social Sciences  
CLA: College of Liberal Arts  
CST: School of Science and Technology  
LAW: Law School  
NU: Department of Nursing  
SLIS: School of Library and Information Science  
SOB: School of Business  
SOE: School of Education

c. Upon the election of new members and alternates, the Provost/Vice Chancellor for Academic Affairs will certify to the Chancellor that each faculty member elected is eligible to serve. In the event a faculty member is elected and is ineligible to serve, the College, School, or Nursing Department will elect another faculty member to fill the vacancy prior to the Faculty Institute in August.

d. The Executive Committee of the Faculty Senate is to name an elected alternate to fill a vacancy that may occur on any of the three General Faculty Committees as soon as practicable after notice that such a vacancy exists. If the vacancy is for an unexpired term, the alternate so named will serve on the committee for the remainder of the unexpired term. If a temporary vacancy is created pursuant to the provisions of Sections 2f and 2g herein, the alternate so named will serve during the pendency of the temporary vacancy.

Section 5: Officers

a. The Chair of the Senate will call the initial meeting of each committee at the beginning of the academic year so that the committee may elect its officers and commence its activities. Each committee will elect a chairperson, a vice-chairperson, and a secretary at its first meeting held during the fall semester of each year, and this meeting is to be held no more than two weeks
after the approval of new members. Each officer will serve a term of one year. The term of each officer will expire upon the expiration of the officer's term as a member of the committee or upon the election of a successor to serve in the office held by the member.

b. At the initial meeting of each committee at the beginning of the academic year, the members of the committee will choose three meeting dates and times during the Fall semester, being careful to take into account the teaching schedules of all members. At a meeting during the first two weeks of January, three meeting dates and times during the spring semester will be selected, taking into account the teaching schedules of all members. It is understood that it may be necessary for each committee to hold additional meetings as dictated by the work of the committee.

c. The chairperson will serve as the official convener of the committee and will perform all functions necessary for the committee to conduct its business.

d. The vice-chairperson will serve as chairperson in the absence of the chairperson.

e. For each Committee the secretary will be the official record keeper and will be the official custodian of the records of the committee. The secretary is responsible for conveying copies of all committee minutes and other records to the Faculty Senate Office, which serves as a permanent repository of these sensitive documents. The secretary will serve as the chairperson in the absence of both the chairperson and the vice-chairperson.

The secretaries of the Faculty Grievance Committee and the Faculty Reappointment, Promotion, and Tenure Appeal Committee are responsible for reporting to the Chair of the Faculty Senate or her/his designee each appeal within 5 business days from the date that it is received by the chair of the committee. The chair of these committees will make progress reports every 10 business days thereafter to the Chair of the Faculty Senate or her/his designee, who will maintain a register of active appeals and work with the committee chairs to avoid undue delays in processing appeals.

The Secretary of the Portfolio Review Committee will maintain a log in which committee members are to record the time spent reviewing portfolios and participating in other committee business and will provide this information to the Chair of the Faculty Senate or her/his designee by the end of December each year.

f. The Chair of the Faculty Senate or her/his designee will maintain a record of time spent by the members or alternates of the General Faculty Committees and prior to July 1 each academic year will write a letter to the supervisors of committee members and alternates to be placed in their personnel files to be considered in performance evaluations, Promotion and Tenure reviews, and Post Tenure Review recommendations.

**ARTICLE VIII: RESOLUTIONS, RECOMMENDATIONS, AND ACTIONS**

**Section 1: Status of Actions, Resolutions, or Recommendations**

An action, resolution, or recommendation will be considered an official action, resolution, or recommendation of the Faculty Senate upon its adoption or approval by the Faculty Senate.
Section 2: Reports of Actions, Resolutions, or Recommendations

Immediately upon adoption or approval, the Chair of the Senate will report all official senate actions, resolutions, or recommendations to the Chancellor. Furthermore, the Chair will report to the Senate any action taken by the administration on any official Senate action, resolution, or recommendation.

ARTICLE IX: DUTIES OF COMMITTEES

Consistent with its general purpose and the Senate Bylaws, the committees will work alone or in appropriate formal or informal collaboration with other committees to address matters that fall within areas of concern to the faculty. The duties of the standing committees will be the following:

a. The Academic Policies Committee will recommend new academic policies or changes in existing policies. The committee will also recommend solutions for problems involving the academic standards of the University covered by existing policies.

b. The Campus Relations and Welfare Committee will review matters related to the well-being of students and faculty or relations between faculty, students, staff, and administrators. The committee will make recommendations for actions that will contribute to the satisfaction of faculty and students with the University environment.

c. The Faculty Research and Professional Development Committee will review policies related to professional growth in the areas of research, teaching and service and will recommend new policies or changes in existing policies. The committee will also examine specific issues of professional development such as: funding for research and professional development, provision of release time, library resources, course loads, professional leaves, support staff, on-and-off campus seminars, and the development of promotion/tenure portfolios.

d. The Committee on Committees will determine the need for new committees, changes in function and/or names of existing committees, and the dissolution of committees. This committee will meet at least once a year with the Governance Committee to ensure consistency between the two committees.

e. The Governance Committee will review the Constitution and Bylaws of the Senate at least once in every year, propose amendments when necessary, and manage all aspects of submission and approval of amendments. It will oversee all other matters that pertain to the structure and function of the Senate. In addition, the committee will ensure that a record of the terms and tenures of officers and Senators is maintained and plan a recognition service for them during the April meeting of the Senate. The committee will meet at least once a year with the Committee on Committees to ensure internal consistency between the two committees.
f. The *Honorary Degrees, Memorials, and Special Awards Committee* will nominate and recommend approval of individuals as recipients of honorary degrees, memorials, and special awards. In addition, this committee will make recommendations for approval or disapproval of the naming of buildings or other facilities of the University in honor of individuals or other entities, such as the Golden Leaf Foundation. The consideration and recommendations made by this committee will in accordance with established criteria.

g. The *Faculty Handbook Committee* will annually receive and review proposed changes to the Faculty Handbook. The process for submitting and approving changes to the Faculty Handbook is described in Chapter 1, Section 1.5. In addition, the Faculty Handbook Committee will make changes to the Faculty Handbook as necessary due to changes in *The Code* or *Policy Manual* that are enacted by the University of North Carolina Board of Governors. The chair of the Faculty Handbook Committee must be a tenured faculty member.

**ARTICLE X: AMENDMENTS**

*Section 1: Proposal of Amendments*

Any full-time, permanent member of the General Faculty may propose an amendment to the Bylaws by submitting it, accompanied by a rationale for its adoption, to the Secretary of the Senate, who will transmit it to the Governance Committee.

*Section 2: Approval of Amendments to the Bylaws*

The Senate may approve any amendment to the Bylaws by vote of a simple majority following presentation of the amendment during a regular meeting of the Senate at which a quorum is achieved.

*Section 3: Procedures for Approval of Amendments to the Constitution by the Faculty*

a. All full-time, permanent members of the General Faculty will be eligible to participate in voting for approval or disapproval of amendments to the Constitution or Bylaws.

b. Balloting will be done by secret ballot and will be managed by the Governance Committee in such a way as to ensure that only one vote is cast by each member of the faculty eligible to vote. The schedule and procedure for balloting will be reported to the Senate in advance for its approval.

c. Proposals for amendments that have been approved by the Senate and ballots for voting will be presented to the faculty by the Governance Committee in such manner as to ensure that all members eligible to vote receive them.

d. Faculty members will have two calendar weeks (14 days) to examine the amendments and submit their vote.
e. Verified ballots will be counted within 72 hours after the close of voting, and a written report of the results of the voting will be distributed to all faculty members immediately afterward.
CHAPTER 3: ACADEMIC FREEDOM, FACULTY RIGHTS, AND APPOINTMENT, REAPPOINTMENT, PROMOTION, AND TENURE POLICIES AND PROCEDURES

COPY OF TENURE REGULATIONS AS APPROVED BY
THE BOARD OF GOVERNORS OF THE UNIVERSITY
OF NORTH CAROLINA, FEBRUARY 13, 1976.

AND AS AMENDED, MAY 4, 1982
AS FURTHER AMENDED, NOVEMBER 14, 1984
AS FURTHER AMENDED, XXXX

TENURE POLICIES AND REGULATIONS OF
NORTH CAROLINA CENTRAL UNIVERSITY

3.1 FREEDOM AND RESPONSIBILITY IN THE UNIVERSITY COMMUNITY

It is crucial that there be a shared mutual understanding of what constitutes academic freedom and faculty rights in a higher education institution. The overarching guidelines and mandates and the policies and procedures that undergird these are largely determined by NCCU and the UNC System. Let it be herein noted that academic freedom is a privilege, not a right. In this chapter, a delineation of the much-prized academic freedom accorded to faculty is provided. Additionally, faculty rights as observed in the institution are described.

North Carolina Central University is dedicated to the transmission and advancement of knowledge and understanding. Academic freedom is essential to the achievement of these purposes. This institution, therefore, supports and encourages freedom of inquiry for faculty members and students, to the end that they may responsibly pursue these goals through teaching, learning, research, discussion, and publication, free from internal or external restraints that would unreasonably restrict their academic endeavors.

North Carolina Central University shall protect faculty and students in their responsible exercise of the freedom to teach, to learn, and otherwise to seek and speak the truth.

Faculty and students of this institution shall share in the responsibility for maintaining an environment in which academic freedom flourishes and in which the rights of each member of the academic community are respected.
3.2 **ACADEMIC FREEDOM AND RESPONSIBILITY OF FACULTY**

It is the policy of North Carolina Central University to support and encourage full freedom, within the law, of inquiry, discourse, teaching, research and publication for all members of the academic staffs of this institution. Members of the faculty are expected to recognize that accuracy, forthrightness, and dignity befit their association with this institution and their position as men and women of learning. They should not represent themselves, without authorization, as spokespersons for North Carolina Central University.

North Carolina Central University will not penalize or discipline members of the faculty because of the exercise of academic freedom in the lawful pursuit of their respective areas of scholarly and professional interest and responsibility.

3.3 **ACADEMIC TENURE**

3.3.1 **In General.**

Academic tenure refers to the conditions and guarantees that apply to a faculty member's employment. More specifically, it refers to the protection of a faculty member against involuntary suspension or discharge from employment or reduction in rank by North Carolina Central University except upon specified grounds and in accordance with the procedures provided in Section 3.5 and against termination of employment except as provided for in Section 3.6.

Academic tenure for faculty members is intended to secure their academic freedom and to help the institution attract and retain faculty members of high quality. While academic tenure may be withheld on any grounds other than those specifically stated to be impermissible under Section 3.5.2, a conferral of tenure requires an assessment of the faculty member's demonstrated professional competence, her/his potential for future contribution, and institutional needs and resources.

3.3.1.1 **University-Wide Minimum Requirements for Academic Tenure and Promotion**

*To be in effect for tenure-track faculty initially hired on or after July 1, 2011. Therefore, faculty members hired before July 1, 2011 are not required to fulfill these requirements but must adhere to the department-level requirements.*

---


2 "Department" is used herein as a generic term for departments, professional schools, and other academic units to which faculty appointments are made; "chair," as a generic term for department chair, deans of professional schools, and any other heads of academic units to which faculty appointments are made.
A. Minimum criteria for tenure and promotion: Faculty members must fulfill the following University-wide minimum criteria for tenure and promotion:

1. **Teaching:** Faculty must receive a favorable evaluation from their department. The department will consider, among other things, the Student Ratings of Instruction (SRI) evaluations, peer evaluations, and annual reviews.

2. **Research:** Faculty must have at minimum two peer-reviewed publications or equivalent scholarly or creative works published or produced while a faculty member at NCCU. Research is defined as scholarly inquiry within an academic discipline, or across disciplines, as recognized by and supported within the institution. Research creates new knowledge, understanding, methods, products, potential grant applications, and/or contributions to the continuing professional growth and development of faculty and students. In the arts, academic outcomes include performances, exhibitions, and portfolios.

3. **Service:** Faculty must engage in service beyond departmental committee work. Service is defined as work to advance the mission of NCCU. Faculty can fulfill service requirements through providing service to: (1) NCCU at the College and/or University levels; (2) their academic discipline at the state, national, and/or global levels; and (3) the community.

B. External Review: Faculty making application for promotion and tenure must prepare portfolios for external review by at least two persons from institutions other than NCCU. The purpose of the external review is to allow individuals not affiliated with North Carolina Central University to evaluate whether the candidate has fulfilled the applicable University and departmental criteria for tenure and/or promotion. The NCCU departmental criteria for tenure and/or promotion must be included in the portfolio sent to the External Reviewers. The External Reviewers must be instructed to evaluate the faculty member’s submitted works based only on the NCCU University and the candidate’s departmental criteria for tenure and/or promotion.

1. **Initiation of the External Review:** The External Review Process (ERP) will begin during the Spring semester for faculty submitting portfolios for tenure and/or promotion. For Assistant Professors, the ERP will begin during the Spring semester of the first year of the second three-year contract. For Associate Professors, the ERP will begin during the Spring semester of the first year of the three-year contract. For non-tenured Professors, the ERP will begin during the Spring semester of the first year of the three-year contract (see Section 3.3.2, parts (2), (3), and (4) for details about contract lengths, by rank, for tenure-track faculty).

2. **Submission of names of External Reviewers:** By March 15th the names of possible External Reviewers must be submitted by the faculty member and members of the department to the department chair.
3. **Selection of External Reviewers:** The Office of Academic Affairs will provide university-wide criteria for the selection of External Reviewers. By March 30th the department chair, in consultation with the dean, will select 2 - 3 reviewers from the submitted lists.

4. **Reviewer contact:** During the first week in April the department chair is to contact the potential External Reviewers to request their participation in the EPR. The department chair must continue to contact potential reviewers until the minimum number of reviewers has agreed to participate.

5. **Scholarly Research/Creative Activity Portfolio:** Between April 20th and May 10th the faculty member must submit to the department chair copies of her/his complete portfolio for promotion and/or tenure to be sent to the External Reviewers. The portfolio may be submitted via electronic or paper format following the guidelines established by the Office of Academic Affairs.

6. **External Review:** By May 15th the department chair will send the portfolios to the External Reviewers with instructions on how to conduct the reviews. A form letter, developed by the Office of Academic Affairs, will be used by all departments to ensure conformity of instructions to External Reviewers.

7. **Receipt of Reviews:** On August 10th the External Reviews are due to the department chair. The reviews are to be duplicated by the department and included in the faculty member’s completed portfolio for tenure and/or promotion. The External Reviews will be part of the NCCU internal review and evaluation of portfolios for tenure and/or promotion (See Section 3.3.3.1).

### 3.3.1.2 Department-Level Requirements

Departments are required to establish criteria for hiring, reappointment, promotion, tenure, and post-tenure review. *Departmental criteria for tenure and promotion must, at minimum, include University-wide criteria for tenure and promotion and may exceed such criteria.*

After a department has approved changes in the unit’s criteria for hiring, reappointment, promotion, tenure, and post-tenure review such criteria must then be submitted to the college dean for review and approval.

After the dean’s review, the changes, along with the dean’s comments regarding said criteria, are to be submitted to the Office of Academic Affairs for final review and approval. The Office of Academic Affairs can return the document to the department for revision or reconsideration of stated criteria.
After the Office of Academic Affairs has approved the established or updated departmental criteria all tenured and tenure-track faculty are required to acknowledge receipt of the updated departmental criteria.

3.3.1.3 College-Level Requirements

Colleges may establish criteria for reappointment, promotion, tenure, and post-tenure review. College-level criteria for tenure and promotion must, at minimum, include University-wide criteria for tenure and promotion and may exceed such criteria.

After the college-level criteria are approved they are to be submitted to the Office of Academic Affairs for final review and approval. The Office of Academic Affairs can return the document to the college for revision or reconsideration of stated criteria.

After the Office of Academic Affairs has approved the established or updated college criteria all tenured and tenure-track faculty are required to acknowledge receipt of the updated college criteria.

3.3.2 Tenure in Relation to Faculty Ranks.

Academic tenure, as herein described, pertains exclusively to the employment of faculty members by appointment to specified faculty ranks. Such appointments may be for probationary terms ("probationary term appointment"); or they may be continuous until resignation, retirement, or death ("appointment with permanent tenure"). Details regarding notice of decisions of reappointment and nonreappointment are specified in Section 3.5.1.1.

The faculty ranks to which appointments may be made and the incidents of academic tenure applicable to each are:

(1) Instructor. Effective for persons initially hired on or after July 1, 2011. This rank is appropriate for one appointed to the faculty with the expectation that in normal course s/he will progress to the professorial ranks in this or another institution. The rank of instructor is only appropriate for a person who was recruited for an assistant professor position but when initially hired lacks one or more required qualifications expected by her/his department or school for appointment to a professorial rank, such as a specific academic degree.

Initial appointment to the rank of instructor is for a probationary term of one year. The instructor may be reappointed successively for two additional one year terms, for a total of three such terms. At least 90 calendar days before the end of the first term and 180 days before the end of the second consecutive term, a decision shall be made and communicated in writing to the instructor as to whether upon expiration of that term s/he will be reappointed at the rank of instructor for another term, promoted to the rank of assistant professor, or not reappointed. At least 12 months before the end of a third
successive term a decision shall be made and communicated in writing to the instructor as to whether upon expiration of that term s/he will be promoted to the rank of assistant professor, or not reappointed. *No reappointment to the rank of instructor may be made after three years’ employment at that rank.* The rank of instructor is not eligible for tenure consideration.

Promotion at any time from the rank of instructor to that of assistant professor constitutes an initial appointment at the latter rank, with the incidents described for that term in Section 3.3.2(2) hereof. An appointment or reappointment at the rank of instructor may be made on the specified condition that automatically upon completion of the deficit requirements, such as conferral of a specified academic degree, the instructor shall be reappointed at the rank of assistant professor. In such cases the effective date for the appointment at the rank of assistant professor shall be retroactive to the effective date of the current appointment as instructor, or to the July 1 or January 1 immediately preceding the conferral of the specified academic degree or other qualification deficiencies, whichever is nearest in point of time.

(2) Assistant Professor. The initial appointment to the rank of assistant professor is for a probationary term of two years effective either July 1 or January 1. In the first semester of the second year of the initial two-year appointment, at a time designated by the Office of Academic Affairs, the assistant professor is required to submit a reappointment portfolio to the department chair. The process for reappointment is presented in Section 3.3.3.1. At least 180 days before the end of the initial two-year appointment a decision shall be made and communicated in writing to the assistant professor as to whether s/he will be reappointed upon expiration of the current term. The decision shall be made and communicated in the manner provided in Section 3.3.3.1. If a decision to reappoint is made the assistant professor is thereupon reappointed for a probationary term of three years at the rank of assistant professor.

During the first semester of the second year of the initial three-year appointment, at a time designated by the Office of Academic Affairs, the assistant professor is required to submit a reappointment portfolio to the department chair for a second three-year appointment. The process for reappointment is presented in Section 3.3.3.1. Before the end of the second year of the first three-year term as assistant professor a decision shall be made and communicated in writing to the assistant professor as to whether s/he will be reappointed upon expiration of the current term. The decision shall be made and communicated in the manner provided in Section 3.3.3.1. If a decision to reappoint is made the assistant professor is thereupon reappointed for a second probationary term of three years at the rank of assistant professor.

Between April 20th and May 10th in the second semester of the first year of the second three-year appointment the assistant professor is required to submit a portfolio for External Review, as designated in Section 3.3.1.1(B).
During the first semester of the second year of the second three-year appointment, at a time designated by the Office of Academic Affairs, the assistant professor is required to submit a portfolio for consideration of tenure and promotion to the department chair. The review process for promotion and/or tenure is presented in Section 3.3.3.1.

Promotion without tenure at any time from the rank of assistant professor to that of associate professor constitutes an initial appointment to the three-year term at the latter rank, with the incidents described for that term in Section 3.3.2(3).

(3) Associate Professor. When a faculty member's initial appointment by the institution is to the rank of associate professor, the appointment is to a probationary term of two years effective either July 1 or January 1. In the first semester of the second year of the initial two-year appointment, at a time designated by the Office of Academic Affairs, the associate professor is required to submit a reappointment portfolio to the department chair for a three-year appointment. The process for reappointment is presented in Section 3.3.3.1. At least 180 days before the end of the initial two-year appointment a decision shall be made and communicated in writing to the associate professor as to whether s/he will be reappointed upon expiration of the current term. The decision shall be made and communicated in the manner provided in Section 3.3.3.1. If a decision to reappoint is made the associate professor is thereupon reappointed for a probationary term of three years at the rank of associate professor.

Between April 20th and May 10th in the second semester of the first year of the three-year appointment the associate professor is to submit a portfolio for External Review as designated in Section 3.3.1.1(B) for associate professors initially hired on or after July 1, 2011.

During the first semester of the second year of the three-year appointment, at a time designated by the Office of Academic Affairs, the associate professor is required to submit a portfolio for consideration of tenure and promotion to the department chair. The process for promotion and tenure is presented in Section 3.3.3.1. Before the end of the second year of the three-year term, a written decision shall be given the associate professor whether s/he will be recommended for permanent tenure at the same or higher rank when her/his current term expires or not reappointed.

Promotion at any time from the rank of associate professor to that of professor confers permanent tenure from the effective date of the promotion. Since promotion from associate professor to professor includes a recommendation for tenure, it must be approved by the President and the Board of Governors.

(4) Professor. When a faculty member's initial appointment by the institution is to the rank of professor, the appointment is to a probationary term of three years effective either July 1 or January 1.
Between April 20th and May 10th in the second semester of the first year of the three-year probationary term the professor is to submit a portfolio for External Review as designated in Section 3.3.1.1(B).

During the first semester of the second year of the three-year probationary appointment, at a time designated by the Office of Academic Affairs, the professor is required to submit a portfolio for consideration of tenure to the department chair. The process for tenure is presented in Section 3.3.3.1. Before the end of the second year of this term, a written decision shall be given the professor whether, when her/his current term expires, s/he will be recommended for permanent tenure or not reappointed.

The decision shall be made in the manner provided in Section 3.3.3.1. If a decision not to grant tenure is made but not communicated as herein required, the Chancellor is to offer a terminal appointment of one academic year.

3.3.3 General Provisions

3.3.3.1 Initiation, Review, and Approval of Appointments, Reappointments, Promotions, and Tenure.

New faculty must be provided with a current copy of the department’s or school’s Reappointment, Promotion, and Tenure (RPT) criteria with the original letter of appointment or within the first sixty (60) days of employment.

At the end of each Spring semester, department chairs are required to conduct annual evaluations of all faculty, which includes tenured, tenure-track, instructors, and special faculty (described in Section 3.9). See Sections 4.5.1.3 and 4.5.2 for details regarding annual evaluations. One function of annual evaluations is to determine whether tenure-track faculty are making adequate progress toward meeting the department, college (if required), and university criteria for promotion and tenure.

The submission of the portfolio for reappointment, promotion, or tenure (RPT) to the unit chairperson is the responsibility of the faculty member. Deadlines for submission will be distributed by the Office of Academic Affairs and posted on the Faculty Senate website to be available to faculty, chairs, and deans. The faculty member must include a copy of each annual evaluation in her/his portfolio.

Each initial appointment, each promotion in rank, each reappointment to a fixed term, and each reappointment of an assistant professor, associate professor, or professor, whether or not the reappointment recommends the conferral of permanent tenure, shall be initiated by recommendation of the chair of the department concerned after consulting with the departmental committee on reappointment, promotion, and tenure (RPT), which consists of the department’s tenured full professors. If because there are too few tenured full professors or for other reasons it appears that the consultation required by the preceding sentence may not produce advice adequately representative
of the departmental faculty members' views, the chair shall consult with other senior members of the department, including untenured full professors and untenured or tenured associate professors. If there are too few senior members of the department or for other reasons, it appears that the consultation required by the first sentence of this section may not produce advice adequately representative of the departmental faculty members' views, then the chair, after consultation with the dean, may consult with senior members of other departments that are familiar with the faculty member's work.

Each member of the departmental RTP committee will review the faculty member’s entire portfolio. The committee will then schedule a meeting to discuss the portfolio with the department chair. A summary form at the departmental level must be completed that indicates a tally of the departmental RPT committee vote (e.g., 7 yes, 2 no, 1 abstain). This form is to be signed by each member of the departmental RPT committee to verify that: (1) the person reviewed the entire portfolio of the candidate, (2) the person voted on the portfolio, and (3) the vote tally accurately reflects the unit RPT committee’s assessment of the portfolio.

The department chair will then write a recommendation regarding the faculty member’s portfolio. The chair’s recommendation letter must include an assessment, with accompanying rationale, regarding the faculty member’s strengths and weaknesses in each of the areas of teaching, scholarship, and service, based upon the departmental RPT criteria. The chair’s recommendation letter may also quote from comments from the departmental RPT committee.

The chair's recommendation shall be sent to the dean of the college, who shall consult the college's committee on reappointment, promotion, and tenure. Each member of the college RTP committee will review the faculty member’s portfolio. The committee will then schedule a meeting to discuss the portfolio. A summary form at the college level must be completed that indicates a tally of the college RPT committee vote (e.g., 7 yes, 2 no, 1 abstain). This form is to be signed by each member of the college RPT committee to verify that: (1) the person reviewed the entire portfolio of the candidate, (2) the person voted on the portfolio, and (3) the vote tally accurately reflects the college RPT committee’s assessment of the portfolio.

For all reappointments, the final decision will be made at the Dean’s level. The Dean will inform the candidate of the final decision in writing.

For all applications for tenure, promotion, and tenure with promotion, the dean will then forward a recommendation regarding the faculty member’s portfolio. The dean’s recommendation letter must include an assessment, with accompanying rationale, regarding the faculty member’s strengths and weaknesses in each of the areas of teaching, scholarship, and service, based upon the departmental RPT criteria. The dean’s recommendation letter may also quote from comments from the department chair, and the college and unit RPT committees.
The dean will forward the recommendation of the department chair along with her/his recommendation to the Provost. The Provost shall consult the Faculty Portfolio Review Committee (formerly named the Faculty Personnel Committee – see Section 2.5.2, Article VII for description and composition of this committee).

Each member of the Faculty Portfolio Review (FPR) Committee will review the faculty member’s portfolio. The committee will then meet to discuss the portfolio. A summary form at the university level must be completed that indicates a tally of the university FPR committee vote (e.g., 7 yes, 2 no, 1 abstain). This form is to be signed by each member of the university FP committee to verify that: (1) the person reviewed the entire portfolio of the candidate, (2) the person voted on the portfolio, and (3) the vote tally accurately reflects the FPR committee’s assessment of the portfolio.

A negative tenure and promotion decision shall be made at the Provost level. The Provost will inform the candidate of the decision in writing.

The Provost shall forward her/his recommendation on all positive cases with supporting documentation to the Chancellor. If the Chancellor concurs in a recommendation that will confer permanent tenure, s/he shall present this recommendation to the Board of Trustees and then forward the recommendation to the President and the Board of Governors for final approval. All other personnel actions in which the Chancellor recommends promotion shall be forwarded by her/him to the Board of Trustees for final approval unless the approval authority is delegated to the Chancellor by that Board. This decision is final except as it may later be reviewed in accordance with the provisions of Section 3.5.3.

Nothing in these regulations is to be construed to preclude the Chancellor, in consultation with the appropriate Dean and the Provost, from recommending permanent tenure and/or promotion of a faculty member at any time.

3.3.3.2 Decisions Not to Reappoint When Probationary Terms Expire.

The recommendation not to reappoint when a probationary term appointment as assistant professor, associate professor, or professor expires shall be made by the chair of the department concerned, after consulting with the department's assembled tenured full professors. If, because there are too few tenured full professors or for other reasons, it appears that the consultation required by the preceding sentence may not produce advice adequately representative of the departmental faculty members' views, the department chair is to consult with other senior members of the department, including untenured full professors and untenured or tenured associate professors. If there are too few senior members of the department or for other reasons, it appears that the consultation required by the first sentence of this section may not produce advice adequately representative of the departmental faculty members' views, then the chair, after consultation with the dean, may consult with
senior members of other departments within the college that are familiar with the faculty member's work.

The chair’s recommendation for nonreappointment shall be sent to the dean of the college, who will consult the college's committee on reappointment, promotion, and tenure.

The dean makes the final decision of nonreappointment. The dean will send a letter to the faculty member by certified mail, return receipt requested, stating the decision. The letter is to be a simple, unelaborated written statement that the faculty member will not be reappointed. This decision is final except as it may later be reviewed in accordance with the provisions of Section 3.5.3.

Each such decision shall be communicated for information through the same administrative channels prescribed for review had the decision been to reappoint.

3.3.3.3 Notification of Status of Review

Upon completion of each step of the review (department chair, dean, Provost) the faculty member will be notified in writing, via a notification letter, when the review of the portfolio has been completed at that particular level. The chair or administrator (dean or Provost) at that level is responsible for providing the candidate with the notification letter. The notification letter shall inform the faculty member of the recommendation and, if negative, the reason for such a recommendation.

Candidates receiving a negative recommendation have the option to submit additional statements and supporting materials within 10 calendar days after receipt of the notification letter. If the candidate does not exercise this option, the portfolio shall go forward in the review process following the 10 calendar day period.

Reconsideration process. Within 10 calendar days of receiving the notification letter, the faculty member shall submit a statement and any additional materials to the chair or administrator who communicated the negative recommendation. The additional materials shall be added to the candidate’s portfolio by the chair or administrator with appropriate notation regarding the date that the additional material was received and added to the portfolio. The department, college, or university level committee and the chair, dean, or Provost shall review the additional material within 10 calendar days and, if supported by the additional material submitted by the candidate, shall reconsider their initial recommendation regarding the candidate’s portfolio. If the chair, dean or Provost issue a new recommendation, both the initial and subsequent recommendations will be included in the candidate’s portfolio; however, only the second recommendation will be recorded on the “Recommendation on Change in Faculty Rank and/or Tenure” form.
The faculty member will be informed of the second recommendation via a written notification letter, and if negative, the reason for such a recommendation. Within 10 calendar days of receiving notification of the second recommendation, the candidate may submit additional statements and materials to be considered at the next level of review. The additional materials will be included in the portfolio with appropriate notation regarding the date that the additional material was received and added to the portfolio.

Subsequent reviews will evaluate all additional materials submitted by the candidate in response to being notified of negative recommendations.

3.3.3.4 Early Promotion and Tenure.

Tenure-track faculty may apply for early promotion and/or tenure.

Early tenure is possible but application for early tenure is strongly discouraged. Early tenure is a rare occurrence that is only achievable for exceptional cases. Such exceptional cases must be determined by the departmental RPT committee in consultation with the dean and a candidate may only apply for early tenure upon agreement of the RPT committee and the dean. Assistant professors may apply for early tenure only after completing a minimum of 4 years of their probationary period. Associate professors may apply for early tenure only after completing a minimum of 3 years of their probationary period.

The process for the application of early promotion and tenure is the same as the process for application of promotion and tenure during the prescribed probationary periods.

The denial of early tenure will not affect the faculty member’s employment status and contract with the university. Faculty members denied early tenure will continue their rank-specific probationary periods.

3.3.3.5 Terms and Conditions of Appointments.

The terms and conditions of each initial appointment and of each reappointment to the faculty are required to be set out in writing by the Provost. A copy of the terms, signed by the Provost, must be delivered to the faculty member; the Office of Academic Affairs will also retain a copy. A copy of the signed offer letter shall also be forwarded to the Department of Human Resources and maintained in the Faculty member’s personnel file. The general terms and conditions of such appointments, including those provided herein, shall be either set out in the document of appointment or incorporated therein by clear reference to specified documents that shall be readily available to the faculty member.
A joint appointment is defined as a faculty member holding appointments in more than one unit (in two academic units, or in an academic unit and a research unit). The primary unit will be identified for each faculty member, and the policies and practices of the primary unit will govern any subsequent review process and decisions regarding the awarding of promotion and/or tenure to that faculty member. The secondary units will participate in discussions regarding appointment recommendation, and evaluation of the faculty member concerning promotion, reappointment, tenure, leave eligibility, and salary increases. However, the primary unit has the final responsibility for such actions. After receiving the recommendation of the other units, the primary unit will be responsible for securing agreements among the other units regarding the sharing of salary and support funds.

Any special terms and conditions shall be clearly stated in the written appointment. The responsibility for initiating the inclusion of special terms and conditions in documents of appointment is with the Provost after consultation with the chair or dean who recommends the appointment. The final decision to hire is subject to approval by the Board of Trustees.

(1) Continued Availability of Special Funding. The appointment, reappointment, or promotion of a faculty member to a position funded in whole or in substantial part from sources other than continuing state budget funds or permanent trust funds shall specify in writing that the continuance of the faculty member's services, whether for a specified term or for permanent tenure, shall be contingent upon continuing availability of such funds. The tenure policies and regulations may make one or more of the following exceptions to the foregoing contingency requirement:

a. That such a contingency shall not be included in a promotion to a higher rank, if, before the effective date of that promotion, the faculty member had permanent tenure and no such condition is attached to the tenure.

b. That such a contingency shall not be attached to the faculty member’s contract if the faculty member held permanent tenure on July 1, 1975, and the contract was not contingent upon the continuing availability of sources other than continuing state budget or permanent trust funds.

c. That such a contingency may be waived for health affairs faculties because of the unusual dependence of programs in the health professions on income from sources such as clinical receipts.

If a faculty member’s appointment is terminated because of nonavailability of these funds, the institution will make every responsible effort to give the same notice as set forth in Section 605 B (1) of The Code of The UNC Policy Manual.

---

3 This section is based on Section 602(7) of The Code of The UNC Policy Manual.
(2) **Provisions for Less Than Full-Time Employment.** Special terms for less than full-time employment with commensurate compensation, or for relief from all employment obligations for a specified period, may be included in an appointment or reappointment to any faculty rank or may be added by a written memorandum of amendment during the term of an appointment. For compassionate reasons of health, or requirements of childbirth or child care, or similar compelling reasons, such terms may, with the concurrence of the faculty member, include extension of period of a current probationary term of appointment to coincide with the extent and duration of the relief from the full-time employment obligation (see Section 6.4.2, “Serious Illness and Disability Leave”). Such special terms must be expressly stated in initial appointment documents or, if added by memorandum of amendment, must be approved by signature of the Provost and the faculty member, with a copy to be retained by each. Except as may be otherwise expressly provided in the documents of appointment all appointments to any faculty rank are on the basis of a full-time employment obligation and confer the full incidents of academic tenure pertinent to the particular appointment.

These provisions do not apply to informal temporary adjustments of the regularly assigned duties of faculty members by the department chair that is responsible for their direct supervision, or to the granting by the University of extended leaves of absence with or without compensation.

3.3.4 **Resignation**

A faculty member shall give prompt written notice of her/his resignation with its effective date to her/his department chair, the dean, and the Provost. It is recommended that a faculty member give at least four months notice of resignation.

3.4 **Promotion/Tenure Portfolio Requirements**

3.4.1 **Mandatory Items**

The below mentioned items are mandatory minimum directives for each portfolio for promotion and/or tenure. Faculty members are required to submit three copies of portfolios. The following list of items must be included in each portfolio for promotion and/or tenure:

a. The designated checklist for contents of the portfolio;

b. The most recent "Recommendation on Change in Faculty Rank and/or Tenure" form;

c. The one-page "Personnel Recommendation Requiring Action By Board of Governors (only for tenure recommendations);
d. The one-page "Personnel Recommendation Requiring Action By Board of Trustees" (for all tenure and/or promotion recommendations);

e. A copy of the departmental criteria for promotion and tenure;

f. A current curriculum vitae indicating all educational backgrounds and professional experiences, publications, etc.;

g. Annual departmental evaluations;

h. External review letters (to be inserted by the department chair);

i. Evidence of effective teaching, including Student Ratings of Instruction (SRIs), and Peer Evaluation of Instruction for at least the previous three years;

j. Copies of research articles and books published since the last review, or if the first review, since being hired by NCCU;

k. Copies of notification of award letters for successful grant proposals;

l. Evidence of service to the University community since the last review, or if the first review, since being hired by NCCU;

m. Confirmation, by signatures, that the assembled full/senior professors have been consulted in accordance with the university's tenure policies and regulations; and

n. Added written recommendations from:
   1. the Dean;
   2. the Department Chairperson, if applicable; and/or
   3. the Program Director, if applicable.

It should be noted that the above list does not alter those factors that have always been considered. It does standardize the documentation used to support the applications for promotion and tenure. In as much as these portfolios must be copied and reviewed by several committees and offices, special care should be given to the quality of the original documents.

3.4.2 Effective Dates.

Effective dates for promotions and tenure will be communicated by the Office of Academic Affairs. Questions pertaining to the portfolio requirements, processing, or processing schedules may be addressed to the dean or to the Office of Academic Affairs.
3.5 REAPPOINTMENT, NONREAPPOINTMENT, AND REQUIREMENTS OF NOTICE AND REVIEW FOR TENURE TRACK FACULTY

3.5.1 Notice of Reappointment or Nonreappointment

3.5.1.1 The decision not to reappoint a faculty member at the expiration of a fixed term of service shall be made by the appropriate institutional faculty and administrative officers early enough to permit timely notice to be given. For full-time faculty at the rank of instructor, assistant professor, associate professor, or professor, the minimum requirement for timely notice shall be as follows:

a. during the first year of service at the institution, the faculty member shall be given not less than 90 calendar days’ notice before the employment agreement expires; and

b. during the second year of continuous service at the institution, the faculty member shall be given not less than 180 calendar days’ notice before the employment agreement expires; and

c. after two or more years of continuous service at the institution, the faculty member shall be given not less than 12 months’ notice before the employment agreement expires.

3.5.1.2 Notice of reappointment or nonreappointment shall be written. If the decision is not to reappoint, then failure to give timely notice of nonreappointment will oblige the Chancellor thereafter to offer a terminal reappointment of one academic year.

3.5.2 Impermissible Reasons for Nonreappointment.

In no event shall a decision not to reappoint a faculty member be based upon (a) a faculty member's exercise of rights guaranteed by either the First Amendment to the United States Constitution or by Article I of the North Carolina Constitution, or (b) the faculty member's race, color, sex, religion, creed, national origin, age, disability, veteran’s status, or other forms of discrimination prohibited under policies adopted by the Board of Trustees, or (c) personal malice. For purposes of this section, the term “personal malice” means dislike, animosity, ill-will, or hatred based on personal characteristics, traits or circumstances of an individual. See The UNC Policy Manual, Policy 101.3.1 II.B for details.

---

4 This section is based on Section 604 of The Code of The University of North Carolina, effective on or after September 1, 2009.
3.5.3 Review of Nonreappointment Decisions

3.5.3.1 Campus Based Review

a. A reasonable time of no less than 14 calendar days after receiving the official notice of nonreappointment, the faculty member may request review of the decision by the Faculty Reappointment, Promotion, and Tenure Appeals Committee. If the faculty member does not request review of notice of nonreappointment in a timely fashion as specified above, the nonreappointment is final without recourse to any further review by faculty committees, the institution, or the Board of Governors.

b. If the faculty member files a request for review in a timely fashion, the request for review shall be written and addressed to the Chair of the Faculty Reappointment, Promotion, and Tenure Appeals Committee. It shall specify the grounds upon which the faculty member contends that the decision was impermissibly based, with a short, plain statement of facts that the faculty member believes supports the contention. Such a request constitutes on the faculty member's part: (1) a representation that s/he can prove her/his contention, and (2) an agreement that the institution may offer in rebuttal of her/his contention any relevant data within its possession.

c. The purpose of the campus based review process is to determine, (1) whether the decision was based on the considerations that The Code provides are impermissible; and (2) whether the procedures followed to reach the decision materially deviated from proscribed procedures such that doubt is cast on the integrity of the decision not to reappoint.

d. A hearing shall be held within 60 calendar days after the request is received except under unusual circumstances such as when a hearing request is received during official university breaks and holidays and despite reasonable efforts the hearing committee cannot be assembled; the faculty member shall be given at least 14 days’ notice of the hearing.

e. The hearing shall be conducted informally and in closed session with only the members of the Faculty Reappointment, Promotion, and Tenure Appeals Committee, the faculty member, the department chair, and such witnesses as may be called in attendance, except that the faculty member and the department chair may each be accompanied by a person of her/his choosing, including an attorney. The faculty member must inform the Committee if s/he is to be accompanied by an attorney 14 days prior to the hearing date. Any such advisor or attorney will not be allowed to actively participate in the hearing. The faculty member shall have the right to present the testimony of witnesses and other evidence, to confront and cross-examine adverse witnesses, and to examine all documents and other adverse demonstrative evidence, and to make argument. A quorum for the hearing is a simple majority of the total Committee membership. Committee
members who hold an appointment in the faculty member's department or school, who will testify as witnesses, or who have any other conflict of interest are disqualified. A transcript of the proceedings shall be made; if the faculty member requests it, the transcript shall be provided to the faculty member. The Committee may consider only such evidence as is presented at the hearing and need consider only the evidence offered that it considers fair and reliable. All witnesses may be questioned by the Committee members, the faculty member, and the department chair. Except as herein provided, the conduct of the hearing is under the Committee Chair's control.

3.5.3.2 The Hearing.

The hearing shall begin with an opening statement from the Committee chair. The faculty member will then present the contentions, which shall be limited to those grounds specified in the request for a hearing and supported by such proof as s/he desires to offer. When the faculty member has concluded this presentation, the Committee shall recess to consider whether the faculty member has established a \textit{prima facie} case. If it determines that the contention(s) has not been established, it shall so notify the parties to the hearing and thereupon terminate the proceedings.

Such termination confirms the decision not to reappoint. If it determines that rebuttal or explanation is desirable, it shall so notify the parties and the hearing shall proceed. The department chair may then present in rebuttal of the faculty member's contentions, or in general support of the decision not to renew, such testimonial or documentary proofs as s/he desires to offer, including her/his own testimony.

At the end of this presentation, the Committee shall consider the matter in executive session. The committee shall consider only the evidence presented at the hearing and such written or oral arguments as the Committee, in its discretion, may allow. The faculty member shall have the burden of proof. In evaluating the evidence the committee shall use the standard of preponderance of evidence (which is the same as the greater weight of evidence).

3.5.3.3 Procedure after Hearing.

The Faculty Reappointment, Promotion, and Tenure Appeals Committee will make a recommendation to the Chancellor, with copies to the faculty member, department chair and Chair of the Committee, within 14 days following the hearing or receipt of the hearing transcript, whichever is later. The Committee’s recommendation shall state whether or not the evidence presented at the hearing supported the faculty member’s contention(s). If the evidence did not support the faculty member’s contention, the Committee shall recommend to the Chancellor that no further substantive review be had regarding the faculty member’s contention. If the evidence does support the faculty member’s contention, then the Committee shall recommend what further substantive review, including recommended corrective action, should be had of the faculty member’s contention. The Committee shall submit a report to the
Chancellor in support of its recommendation that includes: (1) information regarding date the request was received and the calendaring of the hearing; (2) summary of the hearing for both the faculty member’s case and the department chair’s case (if applicable); (3) official transcripts of the hearing; and (4) findings of fact and recommendations of the Committee. The Committee shall also compile an official record of the proceedings.

3.5.4 Appeal to the Board of Governors.

If the Chancellor concurs in a recommendation of the Faculty Reappointment, Promotion, and Tenure Appeals committee that is favorable to the faculty member, the Chancellor’s decision shall be final. If the Chancellor either declines to accept a committee recommendation that is favorable to the faculty member or concurs in a committee recommendation that is unfavorable to the faculty member, the faculty member may appeal to the Board of Governors, by submitting notice of appeal by certified mail return receipt requested, or by another means that provides proof of delivery, within 14 calendar days after the faculty member’s receipt of the Chancellor’s decision. The notice must contain a brief statement of the basis for the appeal. The purpose of the appeal to the Board of Governors is to assure (1) that the campus-based process for reviewing the decision was not materially flawed, so as to raise questions about whether the faculty member’s contentions were fairly and reliably considered, (2) that the result reached by the Chancellor was not clearly erroneous, and (3) that the decision was not contrary to controlling law or policy.  

3.6 TERMINATION OF FACULTY EMPLOYMENT

3.6.1 Reasons Justifying Termination and Consultation Required

The employment of a faculty member with permanent tenure or of a faculty member appointed to a fixed or probationary term may be terminated by North Carolina Central University because of (a) demonstrable, bona fide institutional financial exigency or (b) major curtailment or elimination of a teaching, research, or public service program. “Financial exigency” is defined as a significant decline in financial resources of the institution that is brought about by decline in institutional enrollment or by other action or events that compel a reduction in the institution's current operations budget. The determination of whether a condition of financial exigency exists or whether there shall be a major curtailment or elimination of a teaching, research, or public service program shall be made by the Chancellor, after consulting with the academic administrative officers and faculties as required by Section 605C (1) of Chapter 100.1 of The Code of The University of North Carolina. This determination is subject to concurrence by the

---

5 See The Code, Section 604D and The UNC Policy Manual, Section 101.3.1 for additional information.

6 This section is based on Section 605 of The Code of The University of North Carolina.
President and then approval by the Board of Governors. If the financial exigency or curtailment or elimination of a program is such that the institution's contractual obligation to a faculty member cannot be met, the employment of the faculty member may be terminated in accordance with the institutional procedures set forth in Section 3.6.2 below.

3.6.2 Termination Procedure

3.6.2.1 Timely Notice of Termination.

a. When a faculty member's employment is to be terminated because of major curtailment or elimination of a teaching, research, or public service program and such curtailment or elimination of program is not founded upon financial exigency, the faculty member shall be given timely notice as follows.

i. One who has permanent tenure shall be given no less than twelve months notice; and

ii. One who was appointed to a fixed term and does not have permanent tenure shall be given notice in accordance with the requirements specified in Section 604A (1) of The Code.

b. When a faculty member's employment is to be terminated because of financial exigency, the institution will make every reasonable effort, consistent with the need to maintain sound educational programs and within the limits of available resources, to give the same notice as set forth in Section 3.6.2.1(a).

c. For a period of two years after the effective date of termination of a faculty member’s contract for any of the reasons specified in Section 3.6.1, the institution shall not replace the faculty member without first offering the position to the person whose employment was terminated. The offer shall be made by a method of delivery that requires a signature for delivery, and the faculty member will be given 30 calendar days after attempted delivery of the notice to accept or reject the offer.

3.6.2.2 Institutional Procedures

a. When it appears that the institution will experience an institutional financial exigency or needs seriously to consider a major curtailment or elimination of a teaching, research, or public-service program, the Chancellor or the Chancellor’s delegate, shall first seek the advice and recommendations of the academic administrative officers and faculties of the departments or other units that might be affected.
b. In determining which faculty member’s employment is to be terminated for reasons set forth in Section 3.6.1 (see also Section 605A of The Code), the Chancellor shall give consideration to tenure status, to years of service to the institution, and to other factors deemed relevant, but the primary consideration shall be the maintenance of a sound and balanced educational program that is consistent with the functions and responsibilities of North Carolina Central University.

c. The Chancellor must send the faculty member whose employment is to be terminated a written statement of this fact by registered mail, return receipt requested. This notice shall include a statement of the conditions requiring termination of the faculty member's employment; a general description of the procedures followed in making the decision; a disclosure of pertinent financial or other data upon which the decision was based; a statement of the faculty member's right, upon request, to a reconsideration of the decision by the Faculty Reappointment, Promotion, and Tenure Appeals Committee if s/he alleges that the decision to terminate her/him was arbitrary or capricious; and a copy of this procedure on termination of employment.

d. If, within 14 calendar days after s/he receives the notice required by Section 3.6.2.2(c), the faculty member makes no written request for a reconsideration hearing, her/his employment shall be terminated at the date specified in the notice given pursuant to Section 3.6.2.2(c) and without recourse to any institutional grievance or appellate procedure.

e. Within 14 calendar days after receiving the notice required by Section 3.6.2.2(c), the faculty member may request by registered mail, return receipt requested, a reconsideration of the decision to terminate her/his employment if s/he alleges that the decision was arbitrary or capricious. The request shall be submitted to the Chancellor and shall specify the grounds upon which it is contended that the decision to terminate her/his employment was arbitrary or capricious, and shall include a short, plain statement of facts that the faculty member believes support the contention. Submission of such a request shall constitute on the part of the faculty member: (1) a representation that he can support his contention by factual proof and (2) an agreement that the institution may offer in rebuttal of her/his contention whatever relevant data it may have.

f. If the faculty member makes a timely written request for a reconsideration of the decision, the Chancellor or her/his delegate shall insure that the hearing is accorded before the Faculty Reappointment, Promotion, and Tenure Appeals Committee. This reconsideration shall be limited solely to a consideration of the contentions made in the faculty member's request for reconsideration. The reconsideration hearing shall be held within 30 calendar days of the Committee’s notification of the faculty member’s request for a hearing to the Chancellor. The
Committee shall accord the faculty member 14 calendar days from the time it receives her/his written request for a hearing to prepare for it.

g. The hearing shall be conducted informally and shall be closed to the public. The purpose of the hearing is to determine if the decision to terminate was arbitrary or capricious. The faculty member and the Chancellor have the right to legal counsel. The faculty member must inform the Committee if s/he is to be accompanied by an attorney 14 days prior to the hearing date. The faculty member and her/his shall have the right to present the testimony of witnesses and other evidence, to confront and cross-examine adverse witnesses, and to examine all documents and other adverse demonstrative evidence, and to make argument. The faculty member and the Committee shall be given access, upon request, to documents of North Carolina Central University that were used in making the decision to terminate the faculty member. Upon request, a transcript of the proceedings shall be given the faculty member at the institution's expense. The Committee may consider only such evidence as is presented at the hearing and need consider only that offered that it considers fair and reliable. All witnesses may be questioned by the members of the Committee. Except as herein provided, the conduct of the hearing is under the control of the Committee Chair. A quorum for purposes of the hearing is a simple majority of the total membership. No one shall serve on the Committee who holds appointment in the faculty member's department or school, participated directly in the decision to terminate this individual faculty member, or has any other substantial conflict of interest.

h. The hearing shall begin with an opening statement from the Committee chair. The faculty member will then present the contentions, limited to those grounds specified in the request for hearing and supported by such proof as s/he desires to offer. The Chancellor or her/his representative may then present in rebuttal of the faculty member's contentions, or in general support of the decision to terminate her/his employment, such testimonial or documentary proofs as s/he desires to offer, including her/his own testimony. At the end of this presentation, the Committee shall consider the matter in executive session and shall make its written recommendations to the Chancellor, as well as evidence introduced during the hearing, within 14 calendar days after the hearing concludes. The burden is on the faculty member to satisfy the Committee that her/his contention is true to a substantial certainty.

i. If the Committee determines that the contention of the faculty member has not been established, it shall, by a simple unelaborated statement, so notify the faculty member and the Chancellor.

j. If the Committee determines that the contention of the faculty member has been satisfactorily established, it shall so notify the faculty member and the Chancellor by a written notice that shall also include a recommendation for corrective action by the Chancellor.
k. Within 30 calendar days after receiving the recommendation, the Chancellor shall send written notice to the faculty member and the Chairman of the Faculty Reappointment, Promotion, and Tenure Appeals Committee what modification, if any, s/he will make with respect to the original decision to terminate the faculty member's employment. If the Chancellor fails to reverse the original decision, the faculty member may appeal the reconsideration decision to the Board of Trustees.

l. The institution, when requested in writing by an employee whose employment has been terminated, shall give her/him reasonable assistance in finding other employment.

3.7 POST-TENURE REVIEW POLICY

3.7.1 Preface

“Excellence without Excuses” is the continuing standard for all academic programs at North Carolina Central University. The strength and vitality of the faculty is the essence of the University’s commitment to excellence in teaching. Accordingly, as mandated by the General Administration, post-tenure review (PTR) will be the vehicle used to help assure the continuation of a strong and productive faculty whose services meet and exceed standards of excellence.

The policy provides a clear plan and timetable for improvement of tenured faculty found deficient; and for those whose performance remains deficient, it provides for the imposition of appropriate sanctions. Such sanctions may, in the most serious cases, include a recommendation for discharge. The PTR is a faculty-based review process that is designed to guide and reinforce the continued development of tenured faculty who, by virtue of their experience, growth, and professional standing, are expected to set the performance standards for scholarly productivity for the academic units.

Criteria to be utilized in conducting this review shall be fair and reasonable expectations consistent with the criteria and standards used in other reviews of faculty related to teaching, academic achievement, professional growth and development, and service. These will be considered in the context of stated expectations for performance developed by the department or school. These criteria shall also be consistent with the duties the faculty member was assigned for the period being reviewed and related to the mission of the university. The weights or percentages given to different areas may differ according to the faculty member’s professional role, rank, and established goals. The criteria must be sufficiently flexible to accommodate faculty with differing responsibilities, to recognize that faculty members may contribute in different ways to the institution’s mission over time, and to consider the cumulative impact of the faculty member’s career as well as performance during the previous five years.

---

7 UNC-wide policy on Post-Tenure Review can be found in Section 400.3.3 of the UNC Policy Manual.
3.7.2 Basic Elements of the PTR Policy

The PTR Policy identifies the specific areas of strength among tenured faculty as well as areas requiring more concentrated development. The PTR process will rely on a summative, retrospective view of five (5) years of the professor’s areas of work responsibility that may underscore trends not immediately obvious in the customary annual faculty evaluation process.

a. The PTR Policy will not supplant but will extend and build upon existing University rules governing appointments, reappointments, tenure, and promotions. Such functions are largely relegated to the department management level for the College of Behavioral and Social Sciences, the College of Liberal Arts, and the College of Science and Technology, at the dean’s level for the other academic degree granting agencies inclusive of the Schools of Law, Business, Education, and Library and Information Science, and at the chair level of the Department of Nursing.

b. The policy for the faculty evaluation requires all faculty members, including part-time and temporary faculty, to be evaluated annually. It specifically directs unit chairs to require all teaching faculty to present objective data on the extent to which they are fulfilling college/school and departmental goals regarding teaching, research, and service. The policy further stipulates that, for each fall and spring term, students will evaluate faculty on all courses taught. In sum, unit chairs are responsible for evaluating each faculty member every year and it is expected that the result of the evaluation will be used to guide faculty members’ professional development goals and needs.

c. For the purposes of PTR, unit chairs will establish a standing Post Tenure Review Committee (PTRC) that will be comprised of tenured faculty in their respective units. Each PTRC must have at least three members, all of whom must have at least three years of teaching experience at NCCU. In the instances where units do not have the requisite number of faculty qualified to sit on a PTRC, the unit chair must recruit the sufficient number of qualified persons from related academic areas within the University.

d. PTR is required of all tenured faculty members whose primary responsibilities (51% or more) are teaching and/or research and/or service.

e. It shall be the responsibility of the Provost to notify unit administrators and affected faculty when to complete the PTR document. When a department chair is scheduled for a PTR, it shall be the responsibility of the Dean to fulfill the notification requirements, select an appropriate PTRC and generally manage the PTR process.

f. The faculty member’s five-year portfolio is assembled by the faculty member with assistance from her/his chair and submitted to the PTRC in a time frame consistent with that prescribed by the Provost and Office of Academic Affairs. The PTR
portfolio must contain documents from several sources, in summary form, drawn from the faculty’s standard evaluations.

3.7.3 Establishment of the Post Tenure Review Committee and Role of the Unit Chair

1. The faculty members in the department nominate five tenured faculty members to serve on the Post Tenure Review Committee (PTRC) at the beginning of the Fall semester.

2. Faculty members to be reviewed are not permitted to serve as a member of the PTRC.

3. The unit chair selects three members from the five persons nominated and gives the charge to the committee by September 30th.

4. The chair of the PTRC is selected by the membership of the committee.

5. Evaluation of the faculty member’s portfolio shall include review of the CV, student and peer evaluations of teaching for the review period, and all materials submitted by the faculty member. Upon their request, faculty members will be provided with the opportunity to meet with the PTRC.

6. The PTRC writes its report based on the faculty member’s performance with respect to her/his work responsibilities. The report must include a summary of the vote on the portfolio (e.g., 2 votes ‘acceptable’ and 1 vote ‘unacceptable’ progress), and an analysis of the strengths and weaknesses of the portfolio. Each member of the PTRC committee must sign the report signifying: (1) the person read the entire portfolio, (2) the person voted on the portfolio, and (3) the report accurately portrays the PTRC’s assessment of the candidate’s portfolio.

7. The chair of the PTRC sends the written report to the unit chair for review.

8. The unit chair shall communicate the result of the review in writing (including the PTRC’s written report) to the faculty member and to the dean for review and appropriate action.

9. In case of a deficient report, the unit chair will review the report, consult with the dean, and then make a recommendation to the faculty for improvement in the form of a development plan (see Section 3.7.6).

10. The report to the faculty includes a statement to the faculty member’s primary responsibilities and specific descriptions of the deficiency as they relate to the faculty member’s assigned duties.

11. The report to the faculty will include the sanctions that will result if the terms of the plan are not realized.

12. In the event the unit chair is being reviewed, the report of the PTRC will go directly to the dean for review and response.
13. Faculty members will have 10 business days to respond to the report after receiving it from the unit chair.

3.7.4 PTR Evaluation Timetables, Procedures, and Processes

1. Faculty for whom PTR is required must undergo a review no later than the fifth academic year following the most recent of the following review events: (1) awarding of tenure at NCCU and (2) prior post-tenure review at NCCU.

2. The effective start date of the PTR process is August 1, 1990 according to the UNC System General Administration and the Board of Governors. The review process is repeated at five-year intervals for each tenured faculty.

Exceptions:
   a. A period when a faculty member is on leave from professional duties shall not be included as part of the five years mandatory review events. In such cases, the five-year clock stops with the leave but continues when the faculty member resumes her/his teaching duties.
   
   b. PTR is not required of a faculty member who is officially set an irrevocable retirement or resignation within the next 12 months.

3. For PTR purposes, the term “faculty” refers to persons on a nine- or twelve-month or longer contract whose primary responsibilities (51% or more) are teaching and/or research and/or service.

4. Post Tenure Review does not replace a review for purposes of promotion. Rather, successful evaluations for the purpose of promotion satisfy the requirement of post-tenure review.

5. The Provost will initiate the process with written notification to the appropriate unit chairs and the tenured faculty to be reviewed. The Provost will provide notice during the Spring term for evaluation to be conducted during the ensuing Fall term. The notice will request that the faculty to be reviewed begin to assemble a five-year portfolio for the purpose of post-tenure review. The unit chair will then form the PTRC. The unit chair will serve as facilitators and conveners.

6. The evaluation will be performed by the unit-specific Post-Tenure Review Committees. All tenured faculty members must be reviewed at five-year intervals based upon documents accumulated via their respective units’ annual evaluations and other assessments. Accordingly, preparatory to PTR, faculty members are required to participate in NCCU’s annual evaluations. Faculty who refuse to participate in these annual evaluations, regardless of intent or circumstances, will receive a single written warning from the Provost before the end of the semester in which the infraction occurred. If the infraction, in whole or in part, is repeated any other time the faculty will be severely sanctioned or dismissed from service at or before her/his next PTR.
7. The Post Tenure Review Committee will review five-year portfolios containing documents from several sources, in summary form, drawn from the faculty’s standard evaluations and other assessments. In instances where unit chairs are to be reviewed, the deans or their designees (who must be the most senior tenured member of the unit) will assume the duties of the chair of the PTRC.

3.7.5 Results of Post-Tenure Review

1. All PTRs should begin no later than January 15th and the final reports will be submitted to the Provost’s office no later than March 1st of any given calendar year.

2. The PTRC is advisory to the chair, dean, and Provost. The PTRC can make only two recommendations: (a) the faculty is performing at an adequate or superior level, or (b) the faculty has deficient performance that will require more concentrated development efforts.

   a. In the former case, PTRC submits its conclusions to the chair or dean along with recommendations, if warranted, for rewards and recognition for the member’s exemplary performance. Such rewards could include one or a combination of the following: teaching awards, increase in salary (not to exceed the upper limit allowed for full professors by GA), funding for ongoing or planned research, release time for writing, research, travel, or for special service projects that will enhance the professor’s professional stature and NCCU’s services or image.

   b. In the case where deficiencies are found, the faculty member will be directed to draft a professional development plan in consultation with a senior faculty member that will serve as a mentor, and the unit chair, who will then consult with the assembled tenured departmental faculty on the quality of the plan and the ability of the faculty member to execute it within an approved timeline.

3. The faculty member has the right to submit to the department chair a response to any of the negative contents of the PTRC’s report. The department chair, in consultation with the PTRC, dean, and Provost, will review and evaluate the faculty member’s response. If the response is judged to have merit, the department chair is to recommend a restatement of the results of the PTR process to the dean. The dean’s decision will be final.

4. If the faculty member does not receive a revised positive review, then the faculty member can follow the Faculty Handbook procedures regarding faculty grievances (Section 3.10).

3.7.6 The Development Plan

The faculty who has deficiencies in the report will draw up a Development Plan that should include the following:
1. Specific steps designed to lead to improvement and specific timelines to eliminate the deficiencies outlined in the written report from the unit chair.

2. The faculty member must include what improvements s/he will make.

3. A senior faculty member is selected to serve as a mentor to assist the faculty member implement the first year of the development plan.

4. The development plan must be submitted by the unit chair to the dean.

5. The timeline should not be less than two years and no more than three years.

6. The unit chair and the faculty member must meet at least annually to review the progress of the development plan.

7. The plan will indicate when the faculty member is to be reviewed again by an appointed PTRC. The faculty member will be given a period of not less than two years and not more than three years to demonstrably remove the cited deficient performance areas.

8. If the PTRC concludes that the deficiencies have not been corrected after the final review, the faculty member must be seriously sanctioned or terminated in conformity with the terms of The Code (see Sections 602, Academic Tenure; and 603, Due Process). Before implementation of any serious sanction against a member of the faculty, the Provost will consult with the PTRC.

3.7.7 The Role of the Dean

The dean submits a written report to the Provost that includes the following:

1. Names and numbers of persons reviewed.

2. Names and number of faculty who passes the review and the number and names of those who had deficiencies.

3. Status of the faculty reviewed in the past two years.

4. Progress of faculty who are following a development plan.

3.8 Due Process Before Discharge or the Imposition of Serious Sanctions

3.8.1 A faculty member, who is the beneficiary of institutional guarantees of tenure, shall enjoy protection against unjust and arbitrary application of disciplinary penalties. During the period of such guarantees the faculty member may be discharged from employment, suspended, or demoted in rank for reasons of:

---

8 This section is based on Section 603 of The Code of The University of North Carolina, effective on or after September 1, 2009.
a. incompetence, including significant, sustained unsatisfactory performance after the faculty member has been given an opportunity to remedy such performance and fails to do so within a reasonable time;
b. neglect of duty, including sustained failure to meet assigned classes or to perform other significant faculty professional obligations; or
c. misconduct of such a nature as to indicate that the individual is unfit to continue as a member of the faculty, including violations of professional ethics, mistreatment of students or other employees, research misconduct, financial fraud, criminal or other illegal, inappropriate or unethical conduct. To justify serious disciplinary action, such misconduct should be either (i) sufficiently related to a faculty member’s academic responsibilities as to disqualify the individual the individual from effective performance of university duties, or (ii) sufficiently serious as to adversely reflect on the individual’s honesty, trustworthiness or fitness to be a faculty member.

These sanctions may be imposed only in accordance with the procedures prescribed in this section. For purposes of these regulations, a faculty member serving a stated term shall be regarded as having tenure until the end of that term. These procedures shall not apply to nonreappointment (Section 3.5; see also Section 604 of The Code of The University of North Carolina) or termination of employment (Section 3.6, see also Section 605 of The Code of The University of North Carolina).

3.8.2 The Provost shall send the faculty member a written notice of intention to discharge the faculty member or impose a serious sanction together with a written specification of the reasons. The notice and specification of reasons shall be sent by a method of mail or delivery that requires a signature for delivery. The statement shall include notice of the faculty member’s right, upon request, to a hearing by the Faculty Reappointment, Promotion, and Tenure Appeal Committee (formerly named the Faculty Tenure Committee. See Section 2.5.2, Article VII for the description and composition of this Committee).

3.8.3 If, within 14 calendar days after receiving the notice and written specifications referred to in Section 3.6.2, the faculty member makes no written request for a hearing, the faculty member may be discharged or serious sanction imposed without recourse to any institutional grievance or appellate procedure.

3.8.4 If the faculty member makes a timely written request for a hearing, the Chancellor shall insure that the hearing is accorded before the Faculty Reappointment, Promotion, and Tenure Appeals Committee. The hearing shall be on the written specification of reasons for the intended discharge or imposition of a serious sanction. The committee shall accord the faculty member 30 calendar days from the time it receives the faculty member’s written request for a hearing to prepare a defense. The committee may, upon

---

9 In computing any period of time, the day in which notice is received is not counted but the last day of the period being computed is to be counted.
the faculty member's written request and for good cause, extend this time by written notice to the faculty member. The Faculty Reappointment, Promotion, and Tenure Appeals Committee will ordinarily endeavor to complete the hearing within 90 calendar days except under unusual circumstances such as when a hearing request is received during official university breaks and holidays and despite reasonable efforts the hearing committee cannot be assembled.  

3.8.5 The hearing shall be closed to the public unless the faculty member and the hearing committee agree that it may be open. The faculty member must inform the Committee if s/he is to be accompanied by an attorney 14 days prior to the hearing date. The faculty member and her/his attorney shall have the right to present the testimony of witnesses and other evidence, to confront and cross-examine adverse witnesses, and to examine all documents and other adverse demonstrative evidence, and to make argument. A written transcript of all proceedings shall be kept; upon request, a copy thereof shall be furnished to the faculty member at the institution's expense.

3.8.6 The Provost or designee, and/or counsel, may participate in the hearing to present testimony of witnesses and other evidence, cross-examine witnesses, to examine all documents and other evidence, and to make argument.

3.8.7 In reaching decisions on which its written recommendations to the Chancellor shall be based, the Committee shall consider only the evidence presented at the hearing and such written or oral arguments as the Committee, in its discretion, may allow. The university has the burden of proof. In evaluating the evidence, the committee shall use the standard of “clear and convincing” evidence in determining whether the institution has met its burden of showing that permissible grounds for serious sanction exist and are the basis for the recommended action. The Committee shall make its written recommendations to the Chancellor within 14 calendar days after its hearing concludes or after the full transcript is received, whichever is later.

3.8.8 If the Chancellor concurs in a recommendation of the Committee that is favorable to the faculty member, the Chancellor's decision shall be final. If the Chancellor either declines to accept a Committee recommendation that is favorable to the faculty member or concurs in a Committee recommendation that is unfavorable to the faculty member, the faculty member may appeal the Chancellor's decision to the Board of Trustees. This appeal shall be transmitted through the Chancellor and be addressed to the Chair of the Board. Notice of appeal shall be filed within 14 calendar days after the faculty member receives the Chancellor's decision. The appeal to the Board of Trustees shall be decided by the full Board of Trustees. However, the Board may delegate the duty of conducting a hearing to a standing or ad hoc committee of at least three members. The Board of Trustees, or its committee, shall consider the appeal on the written transcript of hearings.

10 To meet this deadline, faculty members are encouraged to consider scheduling the hearing during the evening, weekend, or other non-class time. It is strongly recommended that several days and times be established for the hearing when scheduling the first day, for the eventuality that the hearing may take two or more sessions.
held by the Faculty Reappointment, Promotion, and Tenure Appeal Committee, but it may, in its discretion, hear such other evidence as it deems necessary. The Board of Trustees' decision shall be made as soon as reasonably possible after the Chancellor has received the faculty member's request for an appeal to the Trustees. This decision shall be final except that the faculty member may, within 14 calendar days after receiving the Trustees' decision, file a written notice of appeal, by certified mail, return receipt requested, or by another means that provides proof of delivery, with the Board of Governors if the faculty member alleges that one or more specified provisions of The Code of The University of North Carolina have been violated. All such appeal to the Board of Governors shall be transmitted through the President.

3.8.9 When a faculty member has been notified of the institution's intention to discharge the faculty member, the Chancellor may reassign the individual to other duties or suspend the individual at any time until a final decision concerning discharge has been reached by the procedures prescribed herein. Suspension shall be exceptional and shall be with full pay.

3.9 SPECIAL (NON-TENURE TRACK) FACULTY

3.9.1 Rights of Special Faculty Members

1. Faculty members who are appointed as visiting faculty members, adjunct faculty, lecturers, artists-in-residence, writers-in-residence, or other special categories are regarded as “special faculty members” for purposes of the University Code. Special Faculty members may be paid or unpaid.

2. Special faculty members who are paid shall be appointed for a specified term of service, as set out in writing in the letter of appointment. The term of appointment of any paid special faculty member concludes at the end of the specified period set forth in the letter of appointment and the letter of appointment constitutes full and timely notice that a new term will not be granted when that term expires.

3. Special faculty members who are not paid may be appointed for a specified term of service or at will. Their appointment status should be set out in a letter of appointment.

4. During the time of their employment, special faculty members are entitled to seek recourse under Section 607 of the The Code (relating to faculty grievances – also see Section 3.10 of this Faculty Handbook).

---

11 This section is from Section 610 of The Code of The University of North Carolina, effective on or after September 1, 2009.
5. Special faculty members, whether paid or unpaid, are not covered by Section 604 of the *The Code*, and that section does not accord them rights to additional review of a decision not to grant a new appointment at the end of a specified fixed term.

3.9.2 Fixed-Term Special Faculty Appointments

Appointments may be made to fixed-term (i.e., full-time) special faculty ranks with title designations “lecturer,” “artist in residence,” “writer in residence,” with any faculty rank designation provided in paragraphs (1) through (4) of Section 3.3.2 with the prefix-qualifier “clinical,” “research,” “visiting,” or “adjunct” under the conditions and with the incidents herein provided. Such an appointment, using any of the foregoing title designations, is appropriate for one who has unusual qualifications for full-time teaching, research, academic administration, or public service, but for whom the professorial ranks are appropriate because of the limited duration of the mission for which the person is appointed, because of concern for continued availability of special funding for the position, or for other valid institutional reasons.

An initial appointment may be for a fixed term of from one to five years. Subsequent appointments to fixed terms of one to five or more years' duration may be made either in direct succession or at intervals. No obligation exists on the part of North Carolina Central University to give any notice before a current term expires as to whether appointment will be offered for a succeeding term. But the appropriate departmental chair, upon the faculty member's written request made no earlier than 180 calendar days and no later than 90 calendar days before her/his current term expires, shall give the faculty member, within 20 calendar days after he receives the request, a written decision whether an offer of reappointment will be made and, if so, its terms. Failure to communicate a decision constitutes notice that no offer will be made.

If a unit has specific criteria regarding special faculty that is associated with external accreditation standards such criteria are to be acknowledged and followed by the unit. The unit must document such criteria to the Office of Academic Affairs.

3.9.3 Special Faculty Appointments

3.9.3.1 Clinical Faculty, Artist in Residence, Writer in Residence, Professional in Residence Appointments

These faculty positions may be designated for appointment in cases in which the position is defined by the unit. Departmental criteria for the rank of an appointment must be approved by the Office of Academic Affairs. Appointment ranks can be at any faculty rank designation (Instructor, Assistant, Associate, or Professor) with the appropriate prefix-qualifier (e.g., “Clinical”).
A. Appointment

Maximum FTE: A special faculty appointment may be part-time or full-time and may exceed one year.

1. A part-time appointment requires that:
   a. For contract of one academic year or less, the FTE may not equal or exceed 0.75 during any contractual period (semester period or academic year).
   b. For multi-year contracts, the FTE may not equal or exceed 0.75 during any single semester or any academic year during the term of the contract.
   c. Consistent with the EEO regulations of the University and Tenure Policy and Regulations of North Carolina Central University these appointments may be offered on a full-time basis.

2. A full-time appointment requires that:
   a. For contract of one academic year or less, the FTE equals or exceeds 0.75 during any contractual period (semester period or academic year). The full-time load is determined by the academic department.
   b. For multi-year contracts, the FTE equals or exceeds 0.75 during any single semester or any academic year during the term of the contract. The full-time load is determined by the academic department.

B. Appointment Term

Consistent with the Tenure Policy and Regulations of North Carolina Central University these appointments may be offered under the following options:

1. An initial appointment of one (1) semester to three (3) years may be granted. However, absent circumstances and credentials justifying an initial appointment greater than one year, no initial appointment shall exceed one academic year. Any recommendation for an initial appointment of more than one year must be accompanied by a written justification.

2. Subsequent appointments of one semester to five or more years may be made in succession or in interval, subject to the provisions of these guidelines.

3. Promotion: The unit in which the clinical or research faculty person is hired will establish criteria for promotion of rank.
C. Re-Appointment, Promotion

1. Initial appointment to the special faculty positions, including clinical faculty, may range in length from one semester to five or more years in a non-tenure track. Special faculty may be reappointed to successive renewable terms based on successful annual and cumulative performance reviews.

2. The selection and approval for reappointment and promotion of special faculty must meet the standards and evaluation criteria that are established by the unit and approved by the Office of Academic Affairs.

3. The procedure for promotion of special faculty will follow the procedure for promotion of tenure-track faculty as described in Section 3.3.3.1.

3.9.3.2 Research Faculty

A. Definition

Research Faculty is a non-teaching position with responsibilities primarily for new developments and techniques to their specific field of study. Research is defined in Section 3.3.1.1.A.1. Research faculty may be hired or converted to a joint appointment, which is described in Section 3.3.3.5. The workload for Research Faculty will consist of full time research, or in the case of a joint appointment, it will be established jointly by the academic unit and the research unit.

B. Credentials

The appointee should possess experience and specialized training appropriate for the research projects and setting. Appointees must be qualified and competent to direct the work of others such as technicians, undergraduate and graduate students and other research personnel.

C. Research Faculty Appointment Ranks

1. Research Assistant Professor: Such appointments will require a research development plan consistent with the University’s research agenda. Collaborations should be identified to assure the competitiveness of future research proposals and specified goals of the research unit(s).

2. Research Associate Professor: Appointments are negotiable up to 5 years depending upon an established track record of research productivity, funded research, and mentoring of students in the conduct of research and scholarly activities that are consistent with the University’s research agenda.
3. **Research Professor:** Appointments are negotiable up to 5 years, and are renewable depending upon an established publication and research track record, renewal and maintenance of sponsored research activity that is consistent with the University’s research agenda, acquisition of new sponsored funding, and mentoring of student in the conduct of research and scholarly activities.

D. **General Expectations for Research Faculty**

Faculty members with research appointments are expected to devote at least 50 percent of their allocated time for independent, productive research programs to the following activities:

1. The production of new knowledge or novel advancement of existing knowledge;
2. The dissemination of research results through peer-reviewed publications;
3. Grantsmanship;
4. Collaboration with other researchers for the purpose of securing and maintaining external funding; and
5. Mentoring students in the conduct of research and scholarly activities.

E. **Research Faculty Workload**

The faculty workload refers to the effort made in the execution or research, instruction, and service. Components include:

1. **Research/Scholarship/Creative Activities:** peer-reviewed publications, grantsmanship, and the conduct of hypothesis-driven research.
2. **Instruction:** participation in some of the following activities: classroom, laboratory, field, activity classes, or studio instruction; direct supervision of theses, independent projects, internships, distance learning, and directed study; academic advising and curriculum development.
3. **Service:** work that can draw upon one’s professional experience to foster engagement between the University and the community (local, national, or international), volunteerism with non-profit organizations to represent and advance the mission of NCCU.

F. **Evaluation of Performance (Standards)**

Research faculty will be evaluated annually and for promotion.

1. **Evaluation of Research Productivity**
   a. Author or co-authorship on refereed /peer reviewed publications, books, or other research products such as paintings, etc.
   b. Productivity of collaborations/partnerships
c. Non-refereed publications: book reviews, monographs, reviews, videos or programs
d. Number of funded grants/contracts
e. Applications and proposals submitted for funding
f. Awards and honors
g. Presentations at professional meetings
h. Service on external (non-NCCU) scientific review panels
i. Number of citations of published papers
j. Patents and disclosure agreements

2. **Evaluation of Instruction**
   In addition to teaching/instruction criteria for all faculty, emphasis will be placed on leadership in guiding students in research and scholarly achievements including: development of research experience; mentoring; participation in sharing research results through presentations, seminars, and publications; and service on student thesis committees, especially as the lead mentor.

3. **Evaluation of Service**
   In addition to the general expectations for service of all faculty, emphasis will be placed on activities for which research experience and professionalism is required including: service in professional organizations; editorial work; serving as organizer for conferences and workshops; and the development and implementation of programs for recruitment, retention, and graduation of students for research careers and education.

3.9.3.3 **Visiting Faculty**

Persons other than regular members of the faculty may be appointed as visiting members of the faculty with rank designations, prefixed by the word “visiting,” appropriate to their status in their regular employment. Such appointments shall be for a term of not more than one year. One successive appointment for a term of not more than one year may be made. Appointments are made in accordance with the procedures for appointing an instructor, except that North Carolina Central University is not obliged to give notice before a current term expires whether an appointment will be offered for a second term. During her/his term of appointment, a visiting faculty member may not be suspended or discharged except upon the grounds and by the procedures provided in Section 3.6.

3.9.3.4 **Adjunct Faculty**

This designation is for faculty members teaching *part-time* for fixed terms as defined by contracts and are employed as needed by the unit. Adjunct faculty persons must teach two or fewer courses (i.e., 6 or fewer course hours) per semester.
a. Adjunct faculty members are paid per-course at a rate established by the department chair in consultation with the dean and Provost.

b. Adjunct faculty’s rank will be based on academic credentials and years of service. The department chair may make a case for a more advanced appointment based upon the adjunct faculty member’s training, experience, or special expertise.

c. Adjunct faculty will be responsible for holding office hours that correspond to the course hours taught (e.g., a person teaching courses totaling 6 hours should have 6 office hours per week).

d. Adjunct faculty members are to be reviewed annually to evaluate performance and contribution to the department. The annual reviews can also be used to evaluate the adjunct faculty member for possible promotion in rank and/or raise in per-course salary.

3.10 Faculty Grievance Procedures

3.10.1 Authority

a. *The Faculty Grievance Committee* of North Carolina Central University shall be authorized to hear and advise with respect to the adjustment of grievances of members of the faculty. The Faculty Grievance Committee is not authorized to hear or advise with respect to the adjustment of grievances of non-faculty employees of the University.

b. The power of the Faculty Grievance Committee of North Carolina Central University (hereinafter the Committee) shall be solely to hear representations by the persons directly involved in a grievance, to facilitate voluntary adjustment by the parties, and to advise adjustment by the administration when appropriate. Advice for adjustment in favor of an aggrieved faculty member may be given to the Chancellor only after the dean, the department chair or other administrative official most directly empowered to adjust it has been given similar advice and has not acted upon it within a reasonable time.

c. "Grievances" within the province of the Faculty Grievance Committee’s power shall include matters directly related to a faculty member's employment status and institutional relationships within the institution, including matters related to post-tenure review. No grievance that grows out of or involves matters related to a formal proceeding for the suspension, discharge, or termination of a faculty

---

12 This section is based on Section 607 of *The Code of The University of North Carolina*, effective for personnel actions taken on or after September 1, 2009. Also see *UNC Policy Manual* 101.3.2 for more information regarding the grievance process.
member, or that is within the jurisdiction of another standing faculty committee, may be considered by the Faculty Grievance Committee.

d. If any faculty member has a grievance, the faculty member may petition the Faculty Grievance Committee for redress. The petition shall be written and shall set forth in detail the nature of the grievance and against whom the grievance is directed. It shall contain any information that the petitioner considers pertinent to the case. The committee shall decide whether the facts merit a detailed investigation so that submission of a petition shall not result automatically in an investigation or detailed consideration of the petition.

e. If neither the Provost nor the Chancellor makes an adjustment that is advised by the Faculty Grievance Committee in favor of the aggrieved faculty member, then the faculty member may appeal to the Board of Trustees. The decision of the Board of Trustees is final.

3.10.2 Request for Redress

Any faculty member who has a grievance may petition the Committee for redress by forwarding the petition to the chairperson of the Committee. The petition shall be in writing and shall set forth in detail the nature of the grievance and the name and title of the person against whom the grievance is directed.

a. The Committee will hear grievances only after the faculty member has attempted to resolve these grievances through established channels in the program, school, or department in which the faculty member works, and those attempts to resolve the grievances have failed. Supportive written documentation of these attempts should be presented to the Committee in the petition. Upon receiving the petition, the Committee will acknowledge its receipt and notify the grievant and the person against whom the complaint is directed (hereinafter the respondent) that the grievance has been filed with the Committee.

b. Upon receipt of a petition, the Committee shall determine whether the petition warrants further consideration by the Committee. If the Committee determines that no further consideration or investigation is warranted, a decision may be made based solely on the petition and supporting documentation.

c. If the Committee determines that further consideration or investigation is warranted, unless the parties to the grievance have participated in mediation prior to the faculty member’s filing the petition, before taking any action on the petition, the Committee shall refer the matter for mediation in accordance with institutional policies.

d. If the grievance is not resolved through the mediation, the Committee shall notify the grievant and the respondent of the Committee's decision to hold a hearing.
3.10.3 Hearing

a. The chairperson of the Committee shall schedule the hearing within a reasonable time mutually agreeable to the parties. The hearing must be scheduled within 30 calendar days of the decision to hold a hearing, which will occur at the conclusion of the mediation process. Any applicable time limits will be suspended for the duration of a mediation process.

b. The grievant must present evidence to the Committee by grievant's own testimony or through presentation of witnesses. The Committee may consider only such evidence as is presented at the hearing and may consider only the evidence that it considers credible. The burden of proof rests with the grievant; that is, the grievant must convince the Committee that s/he has been aggrieved and that s/he is entitled to an adjustment.

c. The respondent shall be given the opportunity to present evidence by the respondent's own testimony or through presentation of witnesses. The Committee shall determine whether the evidence is credible.

d. At the conclusion of the hearing, the Committee shall consider all of the credible evidence presented. The Committee will render its decision based on the credible evidence presented. All deliberations of the Committee shall be in executive session.

3.10.4 Report of Findings and Recommendations

a. The Committee shall report its findings of facts, conclusions, and recommendations to the department chair or other administrative official most directly empowered to adjust the grievance. A copy of this report shall be concurrently forwarded to the grievant. If an adjustment is recommended by the Committee, the department chair or other administrative official most directly empowered to adjust the grievance shall notify the Committee of the decision to make the adjustment recommended by the Committee to resolve the grievance, or any portion thereof. If the department chair or other administrative official does not act upon the grievance as recommended by the Committee within 30 calendar days after the Committee's decision was rendered, the Committee will notify the Chancellor of its report to the department chair or other administrative official and of the failure of the department chair or other administrative official to make the adjustment recommended by the Committee. The Committee shall send a copy of this notice to the Chancellor and to the grievant.

b. The Chancellor shall review the record of the hearing and the report of the Committee. The Chancellor may request additional information if necessary from the Committee, the grievant, and the respondent to clarify any information in the record and to ascertain the exact status of the adjustment recommended by the
Committee. The Chancellor, in writing, shall notify the grievant, the chairperson of the Committee, the respondent, and the department chair or other administrative official to whom the Committee's report was directed of the Chancellor's decision on the grievance.

3.10.5 Confidentiality of Proceedings

All written and oral communications to or from the Chancellor, the Committee, the grievant, the respondent, or any other person with respect to the grievance proceedings, including the testimony of witnesses at the hearing, shall be held in strict confidence by members of the Committee and by the Chancellor.

3.10.6 Appeal of the Chancellor's Decision

If the Committee does not recommend an adjustment in the faculty member’s favor, then the decision of the Chancellor may not be appealed.

If the Committee does recommend an adjustment in the faculty member’s favor, but neither the relevant administrator nor the Chancellor makes an adjustment in the faculty member’s favor, then the faculty member may appeal the decision to the Board of Trustees in a manner consistent with Section 101.3.2, Part V of The University of North Carolina Policy Manual.

The decision of the Board of Trustees is final.

3.10.7 Quorum

A quorum of the full Committee shall be five (5) members.

3.10.8 Effective Date of Procedures

These Faculty Grievance Procedures are effective upon approval by the Chancellor. These procedures replace any Faculty Grievance Procedures for the faculty of North Carolina Central University in effect prior to the effective date of these procedures.

3.11 Effective Date of Policies and Procedures in Chapter 3

3.11.1 These policies and regulations supersede all other institutional documents governing the matters covered herein.

3.11.2 Except as otherwise provided, all provisions of these policies and regulations shall become operative on July 1 following the day on which these policies and regulations have been approved by the NCCU Board of Trustees, the Senior Vice President for
Academic Affairs, the Vice President and General Counsel and the President, of The University of North Carolina.
Along with faculty rights come faculty responsibilities. Fulfilling faculty-prescribed responsibilities is an inherent condition for enjoying faculty rights and academic freedom. This chapter describes the responsibilities of faculty at NCCU. Included is discussion of current technology policies, pedagogical expectations and regulations, academic regulations, faculty accountability, and research-related policies.

4.1 INFORMATION TECHNOLOGY POLICY

NCCU has policies intended to protect and preserve state and university information technology resources. These policies are also designed to comply with applicable law. The use of any North Carolina Central University computer related resource is subject to all provisions of these policies and procedures. Currently all faculty members, students or members of the University staff are expected to conform to the following university policies and such other policies as may be approved by North Carolina Central University:

1. E-Mail Policy
2. Responsible Use of University Computing & Electronic Communication Resources Policy
3. Server Policy
4. Web Policy
5. Wireless Security Policy

In addition to the listed policies, the University Policy on the Use and Copying of Computer Software is applicable to faculty. For more information or updated information see [www.nccu.edu/formsdocs/proxy.cfm?file_id=184](http://www.nccu.edu/formsdocs/proxy.cfm?file_id=184).

For more information or updated information on other Information Technology policy see the website: [http://www.nccu.edu/facultyandstaff/its/index.cfm](http://www.nccu.edu/facultyandstaff/its/index.cfm)

4.2 ATTENDANCE OBLIGATIONS

4.2.1 Academic Year and Calendar

1. The nine-month academic year generally begins with the mandatory Fall Faculty Institute for returning faculty and ends as designated by the annual academic calendar. The specific dates are provided on faculty contracts. The academic year consists of two regular semesters. The Fall semester begins in
August and ends in December, and the Spring semester begins in January and ends in May.

2. The University Calendar is prepared by the Office of Academic Affairs and published on the NCCU website. Dates of regularly occurring events will be included on that calendar. However date modifications and special events will be announced by campus e-mail.

3. For more information or updated information see Board of Governors policy on academic calendars at [http://www.northcarolina.edu/policy/index.php?tag=400.1.6](http://www.northcarolina.edu/policy/index.php?tag=400.1.6)

### 4.2.2 Commencements and Convocations

1. Commencement is held twice a year, at the close of both the Fall and Spring semesters. The commencement dates are found in the University’s Academic Calendar on the NCCU website. Departments and schools also have graduation ceremonies during Commencement weekend.

2. Convocations are held three times a year. The Fall Convocation generally provides the NCCU community an opportunity to learn more about the “State of the University” as expressed by the Chancellor. At that time, the Chancellor announces the goals for the year ahead. Founders Day is also held during the Fall semester to recognize Dr. James E. Shepard, founder of NCCU. Honors Convocation is held during the Spring semester. At this time students are recognized for their academic and scholastic achievements. Faculty members are expected to participate in all convocations. While faculty is always expected to attend, on some occasions announcements are issued excusing faculty from participation in the academic processional.

3. **Full-time faculty members are contractually bound to participate in all commencement and convocation activities.** Deans, Chairpersons, and Directors are expected to fully participate in University commencement and convocation activities.

4. Faculty members are required to wear appropriate academic regalia at the commencement exercises and for all formal convocations sponsored by the University. Orders to rent or purchase academic regalia are handled by the Campus Bookstore.

### 4.2.3 Class Attendance by Faculty

The university and the faculty are legally and ethically responsible for ensuring that all students receive consistent and appropriate instructional experiences. This responsibility includes meeting classes regularly (or providing alternative learning experiences) and providing laboratory experiences where a laboratory is part of the course.
Faculty may miss occasional classes for attendance at professional meetings, meetings of campus-wide committees, or other specifically assigned duties. Faculty members must submit the appropriate leave of absence form to the departmental chair whenever classes will be missed. Occasional absences for the usual personal and emergency reasons are also seen as legitimate. However, except in the case of unforeseen emergencies or illnesses, departmental chairs must be notified in advance of such absences (in time for the completion of satisfactory arrangements for the coverage of classes and for notification of students). In some cases, absences must be approved by the chair in advance. Arrangements for missed classes are the principal responsibility of the faculty member, but must be approved by the department chair. Prolonged illness or other circumstances are addressed by Policy on Serious Illness and Disability Leave for Faculty.

4.2.4 Adverse Weather

Faculty should consult the NCCU website for current information regarding the Adverse Weather Policy and contact information. (See Section 5.3.2.)

4.3 Pedagogical Regulations

4.3.1 Syllabus Requirements

Written syllabi or online syllabi must be distributed to students on the first day of class for each course taught. In addition to course content and expectations, faculty members are expected to include in the syllabi:

1. The department and course number, section number, CRN, and assigned classroom;
2. Faculty’s name and contact information;
3. Official office hours;
4. Course description;
5. Student learning outcomes (SLOs);
6. Required texts and materials;
7. The course examination policy and grading scheme;
8. Classroom policies, including NCCU attendance policy; email policy; and appropriate classroom behavior;
9. General information, including NCCU Honor Code, Student Support Services for disabilities; and use of Blackboard or other on-line course support; and
10. Course schedule of assignments and examinations.

If students know in advance the instructor’s expectations and policies, then there is less likelihood that problems will arise later in the semester stemming from a student’s claim of not knowing what was expected.

Any significant changes to the syllabus shall also be given to the student in writing. Syllabi distributed via online are considered to be distributed to the class once students are notified and have gained access to Blackboard/ e-learning system.
Please note that some departments or schools have detailed specifications for a course syllabus and require faculty members to submit for approval their syllabi for each course. Faculty members should contact the Chairs or Directors for any such requirements. Faculty members seeking assistance in the creation of a syllabus may contact the senior faculty members in their department. Assistance can also be provided by the \textit{NCCU Center for University Teaching and Learning}.

At the beginning of each term all faculty are required to submit a copy of a syllabus for each course taught to the unit’s administrative assistant to be filed.

\subsection*{4.3.2 Classroom Civility and Discipline}

Both the faculty member and the students should expect the classroom environment to be one that encourages open discussion and is free of rude, belligerent or disruptive behavior. The ability to balance openness versus rudeness and disruptive behavior can be a tricky and difficult situation. One of the purposes of the \textit{Center for University Teaching and Learning} is to aid faculty members in the delivery and improvement of the quality of instruction for undergraduates and graduates, alike. The center can be contacted at (919) 530-7854.

It is an essential part of faculty’s duties to maintain a class decorum that is conducive for learning, and to promote academic excellence among students. Thus, faculty members are expected to promote the NCCU Honor Code and the Student Code of Conduct. For consistency and continuity of enforcement, faculty are advised to consult the current catalog and or Chairperson, or Director prior to taking action against a student or students.

\subsection*{4.3.3 Obscenity Guidance}

Members of the University community should be aware of and sensitive to the definition and understanding of “obscenity” on a campus of higher learning. Some of our students are under the age of 18. Thus they are still considered minors and are protected bylaws that prohibit them from viewing material that depicts sexually explicit nudity or sexual activity that may violate contemporary cultural and community standards.

Most classroom activities are protected. However, events open to the public that may be attended by those under the age of 18 require special considerations. Current laws are particularly strict when minors are involved in the production of activities that may be judged to be obscene.

In instances where the issue of obscenity may arise, it is advisable that faculty consult the Office of Academic Affairs (530-6230) or the Office of Legal Affairs (530-6105) for assistance. It is also recommended that the faculty member discuss these issues with the appropriate senior colleagues, Chairs, and/or Directors.
4.3.4 Accommodating Students with Disabilities

North Carolina Central University complies with the provisions of Section 504 of the Rehabilitation Act of 1973. The Office of Student Support Services (SSS) is created as a part of the Division of Student Affairs to respond to Section 504 of the Rehabilitation Act of 1973. The University’s charge is to serve students with disabilities, to ensure that they have reasonable accommodations and services, and to offer them equal opportunities for a successful and satisfying college experience. All currently enrolled students with documented disabilities are eligible for services.

It is the responsibility of faculty members: (1) to assist students in addressing issues of disability by accessing the resources of SSS and (2) to work with that office in accommodating the student’s classroom needs. Regulations on this law can be read in the NCCU Undergraduate Catalogue under “Student Affairs” (Support Services for Students with Disabilities).

4.3.5 Use of Copyright Protected Materials

Faculty members are reminded that copyright protection extends to scholarly and literary works, musical works (including any accompanying words), pantomimes, choreography works, pictorial, graphic and sculptural works, architectural works, motion pictures and other audiovisual works, and sound recordings. Often the copyright issues associated with faculty duties can be resolved by the creation of a Course Pack through the bookstore. The Faculty Senate Policy on Ethics, the NCCU Policy on Ethics in Research and federal law all govern the use of copyright protected work. The Office of Legal Affairs (530-6105) will provide advice on specific copyright questions. For a quick review of relevant issues in this area see http://www.legal.uncc.edu/copylaw.html

4.3.6 Office Hours and Advising

Full-time and part-time faculty members are expected to schedule and maintain office hours for consultation with students in their classes, advisees, and colleagues. Full-time faculty members are expected to maintain a minimum of 10 office hours per week. Part-time faculty and faculty teaching reduced hours are expected to maintain a number of office hours per week equivalent to the number of hours that they teach (e.g., persons teaching 6 hours should schedule 6 office hours per week). Provisions should be made to accommodate student schedules, and faculty members are reminded of their obligation to night, weekend, and nontraditional students. Faculty members are required to post their office hours and to remain in their office during this time. During these times students may discuss any academic issues and problems that are occurring and gain advisement on academic progress.

Office hours must be filed in the department or college office. Departments must keep a list of office hours for use in assisting individuals trying to contact faculty members.
Prior to advance registration and during other peak advising periods, faculty members are expected to schedule additional office hours.

4.3.7 Evening Course Scheduling and Extended Studies Policy

The University seeks to provide learning opportunities for the traditional as well as non-traditional student by providing evening/weekend classes and programs. Some faculty members are required to teach evening courses on a rotational or non-rotational schedule depending on the unit or department. Courses are offered at the undergraduate and graduate levels with some degree programs being offered in their entirety in the evening.

Distance Learning courses are also available for students. The Office of Evening and Weekend Studies Program is located on the second floor of the H.M. Michaux Building, Room 2004.

4.4 Academic Regulations

4.4.1 Class Rosters and Reporting Requirements:

Faculty members obtain their class rosters using Banner. Please note that the Blackboard enrollment is NOT the official roster.

1. If the faculty member’s name is associated with the course, a roster may be obtained by entering Self-Service Banner (SSB) and following the directions. Call the Information Technology Services staff for assistance. (ext-7676 or helpdesk@nccu.edu).

2. If the faculty member’s name is not associated with the course, s/he should contact the Department Chair to formally assign the faculty member’s name to the course.

3. By placing the CRN number in Banner, a faculty member may see a roster even before they are associated with the course. Call the Information Technology Services staff for assistance. (ext-7676 or helpdesk@nccu.edu).

Faculty members are requested to verify their official roster against actual attendance. The census date for state funding takes place on the 10th class day. See the University Calendar for the census date.

Final class rolls reflect the official enrollment in each class. The Registrar’s Office will make available final rolls to the faculty members via Self-Service Banner (SSB). Faculty members are responsible for reporting students who are: 1) on the class roll but not attending, and 2) attending class but not listed on the official class roll. Each of these problems must be addressed early in the academic term by the faculty member so such issues can be satisfactorily resolved.
Each instructor is also required to withdraw students from the class roll when the said students have been absent from class for the number of class meetings that equal a two-week period. The form for Instructor Initiated Withdrawals is available from the Registrar’s Office, or the faculty member can withdraw the student in SSB.

4.4.2 Key Academic Regulations

Academic regulations can be found in current NCCU Undergraduate and Graduate Catalogs, as well as the NCCU Student Handbook.

4.4.3 Privacy and Confidentiality of Students

Faculty members are prohibited by federal law (the Family Educational Rights and Privacy Act, or “FERPA”) from disclosing confidential information from student records except under specified circumstances, and are required to permit students to inspect their own educational records.

Faculty members are advised not to disclose information from student records, including grades and other evaluations, to third parties, including parents, without the written permission of the student. Faculty members and staff should consult with the Registrar or the Office of Legal Affairs (530-6105) with questions about the disclosure of students’ educational records.

For more information see a Family Educational Rights and Privacy Act tutorial that explains the importance of protecting student records at http://www.nccu.edu/parents/ferpa.cfm. Further information may be found at the US Department of Education website at http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html

4.4.4 Textbook Adoption

The Higher Education Opportunity Act of 2008 (HEOA) textbook policy is designed to ensure that students in higher education are given every opportunity, more timely information and access to course materials by educating and informing students of the cost of materials from university bookstores, distributors, and publishers on aspects of selection, purchase, sale and use of said materials. Faculty members are required to provide textbook information at the time a student registers for a course. Therefore, faculty members are required to update the following textbook information via the NCCU Bookstore website (http://www.nccu.bkstr.com). Go to Faculty Services and eDoptions to enter the ISBN for any required textbooks before pre-registration begins. If the ISBN number is not available then enter the following:

- The author
- The title
- The publisher
- The copyright date
Faculty may request examination copies and/or desk copies of textbooks from the publishing companies. These are often free of charge, especially if the texts are under consideration for course adoption (examination copies) or have already been adopted as course textbooks (desk copies).

The adoption of a textbook in exchange for anything of value is a violation of University policy and could be interpreted as a violation of the General Statues of North Carolina.

Occasionally local merchants offer to buy complementary and other textbooks from faculty. The sale by faculty of complimentary textbooks is at best inconsistent with the Ethics Policy adopted by the Faculty Senate (see Chapter 2). In that policy faculty members are encouraged to “exemplify the highest standards of scholarship and ethical conduct”. Since the sale of complimentary books encourages faculty members to request books that are not under serious consideration, the practice is unprofessional given that it is false or misleading and casts the appearance of impropriety on the faculty and the University.

4.4.5 Other Faculty Duties and Faculty Responsibilities

4.4.5.1 Teaching, Research, and Scholarly Activities, and Service

The professional responsibilities of a NCCU faculty member are evaluated according to the broad categories of teaching, research and scholarly activity, and service. The faculty member’s department has established criteria for expectations regarding teaching, research and scholarly activities, and service.

4.4.5.2 Advising

Advising is a vital part of faculty responsibilities. The assessment of a faculty member’s advising activities will be part of the faculty member’s annual evaluation. Each school or department has specific requirements for advising students. However, each member of the faculty is expected to engage in the advising process.

The adviser has the responsibility to talk periodically with advisees to enable students to prepare for participation in advance registration, registration, and drop-add. Faculty members will need to schedule extra office hours during those periods to accommodate advisees. In addition, the adviser should be available to advisees throughout the academic year to discuss their academic progress.

4.4.6 Faculty Teaching Loads

The total workload for each full-time faculty member is ordinarily composed of classroom teaching, academic advising, discipline-related scholarly activities, appropriate committee assignments, possible administrative duties, professional development activities, and course and curriculum development. Within this framework, the
classroom teaching assignments for a faculty member may vary from semester to semester, and may differ from one faculty member to another. Workload is also calculated differently based on graduate or undergraduate course assignments.

The normal teaching load per semester is 12 semester hours for undergraduate courses and 9 hours for faculty teaching only graduate courses (note: a 3 hour graduate course is equivalent to a 4 hour undergraduate course). A reduction in teaching load may be made for the purpose of improving the quality of instruction, provided additional faculty members are not required. Such reductions in teaching load are made by the chairperson with the approval of the Dean. Historically, the development of new courses, handbooks, programs, and the preparation for accreditation review have been considered justification for workload reductions. (See Chapter 6.1 for compensation policy). The University Overload and Onetime Payment Policy determines eligibility for overload compensation.

4.5 Faculty Accountability

4.5.1 Course and Instruction Evaluation

Courses and instruction are assessed in many methods. Typically a direct supervisor will evaluate a faculty member. In addition faculty peers and students will evaluate courses and instruction.

4.5.1.1 Student Evaluations of Instruction

Student evaluations are determined through the Student’s Ratings of Instruction (SRI). This tool is a standardized survey that has been developed by the Office of Institutional Research, Evaluation, and Planning. It is a requirement that student evaluations be given to all classes at the end of each semester.

Faculty members should allow 15 to 30 minutes of class time toward the end of the semester for this evaluation to occur. Each college or department will determine how the instrument will be distributed and collected. However, in no event is the faculty member being evaluated to collect or handle the completed surveys.

New directions are available for online SRIs and other electronic surveys.

The results of evaluations are used to provide feedback to instructors and to assist with assessment of teaching during considerations for merit raises, reappointment, promotion, tenure, and scheduling and revision of courses.

4.5.1.2 Mid-Year Review

The mid-year review is to be conducted for each faculty member. The purpose of this review is to discuss progress toward goals and objectives, including progress toward promotion and tenure. The original goals and objectives may be amended if agreed upon by both parties. An amendment to the original memorandum with signatures of the faculty member and chair and dates should be filed in the departmental office.
4.5.1.3 Assessment of Performance

Information is collected to assess the annual job performance of each faculty member. Methods used to assess performance must relate to departmental standards and be known to all faculty members. A self-appraisal, a faculty workload report, evaluations of instruction by at least one class each semester, and peer review of course materials for at least one class per year are required. The student ratings of instruction must contribute at least 20% to the overall evaluation of teaching effectiveness. Some of the methods of assessing faculty performance are described below.

1. **Self-Appraisal and Summary**
   Each faculty member summarizes his/her progress toward goals and objectives and identifies areas in which administrative support is needed.

2. **Faculty Workload Report**
   Each faculty member summarizes his/her job responsibilities for the year through completing the faculty workload report. Forms are available from the Office of Research, Evaluation, and Planning (REP). This report accompanies the self-appraisal. Included on this report are the courses taught, with credit hours and final enrollment; academic advising and other student-oriented activities; department and University service; professional, creative, and scholarly activities; public service activities; and other job responsibilities.

3. **Student Ratings of Instruction (SRIs)**
   See section 4.5.1.1 above.

4. **Observation of Teaching Performance**
   In compliance with a directive from The UNC - General Administration and to improve the teaching performance of our faculty, classroom observation of teaching performance is required of all faculty members for a minimum of one class period per year.

The NCCU policy is that observation of classroom performance is required for at least one class period per semester for all new and non-tenured faculty members. Full-time tenured faculty must be reviewed once per academic year. A form for this purpose-Form 2D, Observation of Teaching Performance-is available from the Office of REP as a suggested guide and recording form for observation of teaching performance. In general, each instructor should be observed for an entire class period. If time permits, observation should occur on several occasions. This is especially important for new, non-tenured faculty members and imperative for graduate assistants. After sufficient observations have been completed, all ratings should be averaged to yield a composite assessment. In order to maximize the effectiveness of the procedure, the person conducting the observation should share
a copy of the completed form with the instructor immediately following the class period, allowing time for a discussion of the strengths and weaknesses observed during the class period. The original of the form should then be sent to the department chairperson or dean of the school for inclusion in the yearly faculty evaluation ratings.

Procedures for selecting observers must be included in the specific evaluation standards for each academic unit. The observers may be selected from within the department or from another department in a related discipline. The observers should be generally familiar with the subject area, and they should be recognized as competent instructors and/or evaluators. The observer should not be a close personal friend of the instructor being observed.

5. **Peer Review of Course Materials**
   Peer reviews are more appropriate than student ratings in the assessment of currency and adequacy of course materials in meeting the course objectives. Peers should review course objectives, course syllabus, reading assignments, evaluation tools, instructional methods, and other teaching materials. A sample checklist is available from the Office of REP. One course per year should be reviewed for each faculty member with a different course reviewed each year until all preparations have been reviewed.

6. **Evaluation File**
   The chair should maintain an evaluation file on each faculty member throughout his/her tenure at NCCU. This file should be updated with information, memos, and other communications which give evidence to the quality of the faculty member's performance. At the time for annual evaluations, the department chair or dean should review each file and summarize the pertinent information in relation to the goals and objectives and job expectations agreed upon for that particular year. A form for summarizing the information is available from the Office of REP (Form 2B).

7. **Other Information or Instruments**
   Departments may choose other methods for collecting data on faculty performance. Whatever the method, it should be systematic, should be made known to faculty, and should be applied to all faculty members within the unit.

### 4.5.2 Evaluation of Performance

The chair and/or the department evaluation committee reviews the information collected in the previous step. A written narrative is prepared, which describes progress toward the faculty member's goals and objectives as related to teaching, research and scholarly/creative activities, and service. Strengths and weaknesses in performance should be identified.

The chair uses the narrative to assign ratings in each of the major areas of responsibility (at minimum, teaching, research and scholarly/creative activities, and service). All ratings
should be based on the information compiled. The summary evaluation form is completed, taking into account the weights agreed upon by the faculty member in the first step of the evaluation process.

4.6 Teaching Awards

The Board of Governors Award for Excellence in Teaching was created in 1994 to encourage, identify, recognize, reward, and support excellent teaching within the university. A cash award of $7,500 and a bronze medallion created especially for the award are given to sixteen recipients, one from each UNC institution, at an annual recognition luncheon hosted by the Board in the Spring. Nominations, including self nominations, are made in the fall, and awards made in spring (see PR email). Nomination and application forms are available from the Board of Governors.

To be eligible for the award a faculty member must:
1. Hold tenure at a UNC institution,
2. Have taught at least seven years at NCCU, and
3. Demonstrate superior teaching ability over a sustained period of years.
4. In addition, no faculty member will be eligible to receive the award more than once while teaching at any UNC institution.

In 1986 the NCCU Awards for Excellence in Teaching was created to recognized excellence in teaching. The Faculty Senate administers the award and a panel of peers makes the selection. Each award recipient receives a plaque and a check for $2,500.00.

4.7 Designation of Faculty Emeritus

The designation of Emeritus Status is designed to be of mutual benefit to the university and to the retired faculty member so designated.

4.7.1 Eligibility

Persons who are eligible for Faculty Emeritus designation are full-time faculty members who:
1. Have attained the rank of full professor;
2. Have taught at least five (5) years at North Carolina Central University; and
3. Are planning to retire in the immediate future.

4.7.2 Nomination Process

The tenured faculty in the department in which the retired faculty member held faculty appointment should initiate the nomination process. It should be noted that a department is used herein as a generic term for departments, professional schools, and other academic units to which faculty appointments are made. A nomination portfolio with the appropriate documentation must be submitted for review.
The order in which the recommendation is reviewed is as follows:
1. Department
2. Dean
3. Honorary Degrees, Memorials and Special Awards Committee of the Faculty Senate
4. Full Faculty Senate
5. Academic Planning Council
6. The Chancellor’s Cabinet
7. Board of Trustees

Nominations from the department should be initiated by October 15 and received by the Faculty Senate to be considered no later than the scheduled January meeting.

4.7.3 Nomination Packet

The Nomination Packet should contain the following:
1. Current *curriculum vitae* of nominee
2. Recommendations and rationale in support of the nomination
3. Other supporting documentation as required or as appropriate

4.7.4 Privileges of Emeritus Status

1. Recognition of meritorious teaching, research and service
2. A continuing official association with the University
3. Use of University facilities, such as library and computing services; office space as available
4. The same privileges of current faculty in regards to University events.

4.8 Research Related Policies

Detailed information regarding regulatory research compliance is available from the Office of Research Compliance, Division of Graduate Education and Research Federally Mandated Committees for Research.

4.8.1 University Policy on Research Involving Human Subjects

In accordance with the University’s commitment to protecting human research participants, NCCU has adopted policies and procedures to ensure the following: (1) rights and welfare of human participants involved in research are protected; (2) hypothesis-driven research and service are proposed and conducted in conformance to core principles defined in the Belmont Report, respect for persons, beneficence and justice; and, (3) compliance with federal and state regulations. Human research is defined as any investigating activity conducted on or off campus that obtains data through (1) intervention or interaction with an individual, or (2) identifiable private information as stated in 45 Code of Federal Regulations (CFR) 46.102 DHHS Policy for Protection of Human Research Subjects-Definitions. This policy insures the health, safety, privacy and dignity of all persons participating in research under the auspices of the University.
NCCU, in compliance with 45 CFR 46 DHHS Policy for Protection of Human Research Subjects, has delegated to the Institutional Review Board for Protection of Human Subjects in Research (IRB) the authority to review, approve, require modifications (in order to approve), or disapprove all research endeavors initiated, promoted, and supported by the University according to 45 CFR 46.111. NCCU has been granted a Federal-wide Assurance (FWA) and its IRB is registered with the Office for Human Research Protections (OHRP). Administrative responsibility for overseeing these functions has been delegated to the Office of Research Compliance. Any faculty member or student preparing proposals for research involving human respondents or subjects is required to have his/her proposal reviewed by the IRB prior to the initiation of the project.

4.8.2 University Policy on Research Involving Animals

North Carolina Central University’s Institutional Animal Care and Use Committee (IACUC) is a self-regulating entity that, according to U.S. federal law, must be established by institutions that use laboratory animals for research, testing and/or instructional activities supported by or conducted through the Public Health Service (PHS). The IACUC is the definitive source of information regarding the humane and ethical use of vertebrate animals. In accordance with PHS Policy on Humane Care and Use of Laboratory Animals, the IACUC has the authority to review, approve, and deny all requests to utilize vertebrate animals for the purposes of research and/or education. The IACUC has the additional responsibility to review all aspects of the animal care program and inspect all animal facilities identified in the University’s Assurance at least twice a year (every 6 months) to ensure animal welfare and compliance with federal and University policies and procedures.

In continued pursuit of excellence, NCCU has exceeded the standards mandated by federal regulations and has achieved accreditation for its animal care and use program from the Association for Assessment and Accreditation of Laboratory Animal Care International (AAALAC International).

4.8.3 NCCU Policy and Procedures on Radiation

In compliance with the United States Nuclear Regulatory Commission Title 10 CFR and North Carolina Regulations for Protection Against Radiation section 11.1603, NCCU has established and charged the Radiation Safety Committee (RSC) as the chief regulatory driver for making decisions regarding license amendments and addressing any and all issues related to the day-to-day operations of the University's radiation safety program. Responsibilities of the RSC include establishing policies governing the acquisition, usage, storage and disposal of radioactive materials and radiation-producing devices. The RSC assures University compliance with State regulations and conditions defined by the license.
4.8.4 NCCU Policy and Procedures on Ethics in Research

As a significant part of its mission, North Carolina Central University strongly encourages research and the search and discovery of knowledge by the faculty, the student body, and others who are formally attached to the institution. Research activities among these groups must be performed without hindrance, and in an ethical and legal manner. Allegations regarding hindrance to research, or unethical or illegal research practices will be investigated and adjudicated swiftly. All affected parties will be informed about every matter leading to the resolution of these allegations so as to protect the rights of the person or persons involved.

It is the responsibility of each person in the University community to implement and to comply with this policy and help his or her associates in efforts to avoid any activity considered to be in violation of the Policy. Allegations of failure to comply with this Policy will be handled according to the procedures specified therein.

Any use of this Policy or these procedures to bring malicious charges or charges not otherwise in good faith against any individual and any act of retaliation or reprisal against an individual for reporting in good faith a charge of misconduct in research shall be violations of this Policy. Such violations shall be dealt with through regular administrative processes for violations of University policies.

Scientific/research misconduct is defined as fabrication, falsification, plagiarism, or other actions that deviate from those practices that are commonly accepted within the scientific community for proposing, conducting or reporting research (42 C.F.R. 93).

Each institution that receives or applies for a research training, research related grant and/or cooperative agreement under the PHS Act must submit an annual report to the Office of Research Integrity (ORI) detailing possible research misconduct and University policy regarding the handling of allegations in order to maintain an established assurance (42 C.F.R. 93.302).

4.8.5 Grants Management Guidelines

After favorable action on the application, a "Grant Award" or similar document is ordinarily issued by the sponsor. Upon receipt of such documents, the OSRP will complete a Notification of Award form, which summarizes the terms and conditions of the award, codes the budgets and authorizes the establishment of an account in the Office of Contracts & Grants. A copy of the award notification is forwarded to the Principal Investigator and Grants Officer (Comptroller). It should be noted that grant awards are made to the University rather than to the faculty member(s).

The following post-award procedures should be followed when a proposal is funded:

a. Notification of Grant Award when received, should be brought to the OSRP
b. NCCU Funding Account Notification of Award (OSRP Form 8) including Object Code Budget is completed by OSRP staff following analysis of all award documents
and related regulations.
c. An Object Code Budget, reflecting agency approved budget and restrictions, is prepared by OSRP.
d. The completed Award Notification and Object Code Budget are sent to Grants and Contracts to assign the FRS account number and set-up the grant account.
e. When the FRS account number is received from Contracts and Grants, the Award Notification and Object Code Budget are forwarded by OSRP to the principal investigator as well as all of those responsible for related sub-grant budgetary activity (e.g., MBRS, Title III, etc.).
f. Account set-up, billing, monitoring of grant fiscal activity, and fiscal reporting will be expeditiously executed by the Office of Contracts and Grants. Monthly printouts of grant budget disposition will be sent to the Principal Investigator by the Office of Contracts and Grants.

4.8.6 The Office of Contracts and Grants

The Office of Contracts and Grants is responsible to the university and to the funding agencies for the financial administration of all contracts and grants awarded to the university. This responsibility includes the following duties:

- Determining the propriety and reasonableness of costs.
- Exercising fiscal oversight of contract and grant funds.
- Preparing and submitting financial reports and invoices.
- Maintaining an effective and auditable time and effort reporting system.
- Providing support to faculty, staff, students and the university business offices for the financial administration of contracts and grants.

4.8.7 Patent and Copyright Policies (Ownership)

North Carolina Central University (NCCU) is dedicated to instruction, research, and extending knowledge to the public (public service). It is the policy of NCCU to carry out its scholarly work in an open and free atmosphere and to publish results obtained there from freely. Research done primarily in anticipation of profit is incompatible with the aims of NCCU. NCCU recognizes, however, that patentable inventions sometimes arise in the course of research conducted by its employees and students using university facilities. The Board of Governors of The University of North Carolina has determined that patenting and licensing of inventions resulting from the work of University personnel, including students, is consistent with the purposes and mission of The University of North Carolina.

The aim of the patent policies of NCCU is to promote the progress of science and the useful arts by utilizing the benefits of the patent system consistent with the purposes for which it was established by Article 1, Section 8, of the Constitution of the United States:

The Congress shall have power. . . To promote the progress of science and useful arts by securing for limited times to authors and inventors the exclusive right to their respective writings and discoveries.
Patents provide a means to encourage the development and utilization of discoveries and inventions. Policies have been established to ensure that those inventions in which NCCU has an interest will be utilized in a manner consistent with the public good through patents, licenses, or otherwise. NCCU is also aware of the value of patents in directing attention to individual accomplishment in science and engineering. Where possible, NCCU should make inventions resulting from its research available to industry and the public on a reasonable and effective basis and at the same time provide adequate recognition to inventors. Patents and their exploitation, however, represent only a small part of the benefits accruing to the public from the research program of the university.

A portion of the research conducted by NCCU is supported by government and a portion by private industry. Service to the public, including private industry, is an integral part of NCCU's mission. In agreements with private industry or other private organizations, NCCU must keep the interests of the general public in view. The rights and privileges set forth in cooperative agreements or contracts, with respect to patents developed as a result of research partly or wholly financed by private parties, must be fair and just to the inventor(s), the sponsor, and the public. Research should be undertaken by NCCU under support from private parties only if it is consistent with and complementary to the University's goals and responsibilities to the public.

Intellectual Property Policy can be obtained from the Offices of Research Compliance and Sponsored Research and Programs, Division of Graduate Education and Research: http://www.nccu.edu/research/osrp/IntellectualPropertyPolicy.pdf
CHAPTER 5: GENERAL EMPLOYMENT POLICIES

5.1 HIRING AND RESIDENCY REGULATIONS

A candidate for employment at North Carolina Central University must be properly approved and authorized before s/he can begin work at the University. All employees are required to complete all employment-related documents, i.e., I-9 Verification, tax withholding, and eligible benefits on or before the first day of employment.

No full-time or temporary employee may start to work without a formal offer issued by the University’s Human Resources Department and/or an executed appointment letter approved through University administration.

For a faculty member who does not hold permanent U.S. residency status, tenure shall be contingent upon the individual having filed for permanent U.S. residency, and either granted permanent U.S. residency or remaining in a valid immigration status continuously until permanent residency is granted.

5.2 PERSONNEL FILES: REVIEW, RELEASE, INSPECTION

State statutes establish legal requirements concerning the use of faculty and EPA staff personnel records. The University is required to keep confidential all personnel records, except as provided by North Carolina General Statute 126-23.

The faculty member has a right to review the contents of his or her personnel files including evaluation files except for pre-employment confidential letters of recommendation and information concerning a medical disability, mental or physical, that a prudent physician would not divulge to a patient. Faculty members have the right to object to information in their personnel files (see North Carolina General Statute 126-25).

5.3 HEALTH AND SAFETY POLICIES

5.3.1 Adverse Weather

For current information go to:
http://www.nccu.edu/aboutnccu/safetyandsecurity/emergency/adverseweather.cfm

The Emergency Management Policy is at:
http://www.nccu.edu/formsdocs/proxy.cfm?file_id=206

5.3.1.1 Faculty Responsibilities

Since NCCU is a residential institution with many of its students living on campus, any policy concerning adverse weather conditions must take that fact into consideration. University plans,
therefore, must be directed toward the maintenance of all academic programs and administrative support services.

The general expectation for NCCU is that all programs and services will be maintained and that suspension of any of these activities should occur only under very rare and extreme occasions. Operation of classes is the normal and expected condition. Unless there is an official announcement that classes will not be held, faculty and all others concerned should assume that classes will be conducted as usual and on the regular schedule.

Students enrolled in internships, clinical experiences, and teacher education practicums should follow the instructions of the particular agencies to which they are assigned. Each dean, chairperson, and program director should have an up-to-date list of each class scheduled for the college or school. Chairpersons, deans, and program directors should post a list of classes that will not be held when hazardous conditions prevent certain faculty members from reaching campus. All library employees, including those holding faculty status, will report as directed by the librarian. Each chairperson or immediate supervisor should arrange for an alternate notification procedure in case the chairperson cannot be reached.

5.3.1.2 Procedures for Communicating Class Closings and Delays

After conferring with the Chancellor, the Provost/Vice Chancellor for Academic Affairs will announce adverse weather decisions affecting classes. This announcement will officially come from the Office of Public Relations. The Provost will then activate the phone tree by calling the other Vice Chancellors, Special Assistants to the Chancellor, and the Chief of Police. These Administrators will then notify University staff under their direction.

In the event of hazardous driving conditions, the decision to suspend classes at the University will be made by the Chancellor. The Provost/Vice Chancellor of Academic Affairs will make an official announcement that classes will not be held or that classes will be suspended for a stated period of time. For more information regarding school closings, cancellations, or delays, refer to the Communications section of the emergency plan. All faculty members are expected to make every effort, within the guidelines of prudence and safety, to reach the University when classes are being held. Announcements concerning suspension of evening classes (4:00 p.m. or later) will be made preferably by 12:00 noon of the specific day.

The Office of Public Relations will take the following steps immediately upon receipt of the instructions from the Provost:

1. Record adverse weather and emergency announcement on a special direct line (919) 530-7576.
2. Request that WNCU FM broadcast the Provost’s decision at regular intervals.
3. Place an adverse weather and emergency notice on the campus web site that can be accessed from the NCCU home page.
4. Request that the University’s Telecommunications unit take immediate action to announce the adverse weather decision through the closed circuit cable channels used on campus.
5. Provide television stations, radio and print media in the Raleigh-Durham market with the information. Priority in making these calls will be given to stations having network affiliations.
6. Contact radio stations in the Durham area. Priority will be determined according to the broadcast strength of the stations.

5.3.2 Violence Prevention Plan

Link to Police and Public Safety Annual Report:
http://www.nccu.edu/formsdocs/proxy.cfm?file_id=951

5.3.3 HIV Infections/AIDS Policy

See Environmental and Occupational Health and Safety (EOHS) link:
http://www.nccu.edu/administration/eohs/index.cfm

5.3.4 Workplace Smoking Policy

As of January 2, 2010, the North Carolina smoking ban law made smoking in the workplace, bars and restaurants illegal.

5.3.5 Regulations on Seat Belt Use

See following link for information about seat belt use:
http://www.northcarolina.edu/content.php/legal/policymanual/uncpolicymanual_300_8_2r.htm

5.4 Conflicts of Interest and Ethics Policies

5.4.1 Links to UNC Policy online:
1. Board of Governors Regulations Governing Fraudulent Job Application
http://www.northcarolina.edu/policy/index.php?tag=300.2.3%5BR%5D

2. Board of Governors Regulations on External Professional Activities for Pay by Faculty and Non-Faculty EPA Employees
http://www.northcarolina.edu/policy/index.php?tag=300.2.2

3. Guidance on External Professional Activities of Faculty and Other Professional Staff
http://www.northcarolina.edu/content.php/legal/policymanual/uncpolicymanual_300_6_1_2g.htm

4. Board of Governors Conflicts of Interest and Commitment Affecting Faculty and Non-Faculty EPA Employees
http://www.northcarolina.edu/content.php/legal/policymanual/uncpolicymanual_300_2_2.htm
5. Misuse of State Property
http://www.northcarolina.edu/content.php/legal/policymanual/uncpolicymanual_300_8_4g.htm

6. Policy on Illegal Drugs and Policy on Alcoholic Beverages
http://www.northcarolina.edu/policy/index.php?tag=1300.1

7. Acceptance of Gifts for the University
http://www.nccu.edu/formsdocs/proxy.cfm?file_id=815

8. Implementation Policy on Political Candidacy and Officeholding
http://www.northcarolina.edu/content.php/legal/policymanual/uncpolicymanual_300_5_2.htm

9. Interpretation of Policy on Political Activities of Employees
http://www.northcarolina.edu/content.php/legal/policymanual/uncpolicymanual_300_5_3.htm

10. Leaves of Absence for Appointive Office
http://www.northcarolina.edu/policy/index.php?tag=300.5.4

11. Guidance on General Assembly Candidacy and Membership
http://www.northcarolina.edu/content.php/legal/policymanual/uncpolicymanual_300_5_6g.htm

http://www.northcarolina.edu/content.php/legal/policymanual/uncpolicymanual_300_4_2.htm

5.5 EQUAL EMPLOYMENT OPPORTUNITIES AND WORK RELATED CONDUCT POLICIES

5.5.1 Equal Employment Opportunity (EEO) statement
http://www.nccu.edu/administration/dhr/divisions/eeo/index.cfm

5.5.2 Sexual Harassment Policy
http://www.nccu.edu/formsdocs/proxy.cfm?file_id=1157

5.5.3 Board of Governors Policy on Improper Relationships between Students and Employees
http://www.northcarolina.edu/content.php/legal/policymanual/uncpolicymanual_300_4_1.htm

5.5.4 Board of Governors Guidelines on Implementing Improper Relationships Policy
http://www.northcarolina.edu/content.php/legal/policymanual/uncpolicymanual_300_4_1_1g.htm

5.6 POLITICAL ACTIVITIES AND POLITICAL CANDIDACY

See sections 300.5.1-300.5.4 of The UNC Policy Manual:
http://www.northcarolina.edu/policy/index.php?tag=300.5.1
CHAPTER 6: FACULTY COMPENSATION AND FRINGE BENEFITS

The NCCU Human Resources web site is:
http://www.nccu.edu/administration/dhr/divisions/admin/index.cfm

6.1 FACULTY COMPENSATION

Faculty compensation can vary for regular semesters, summer sessions, and overload teaching.

6.1.1 Regular Session Salaries

Salaries and salary increases are set subject to the policies and instructions of The University of North Carolina Board of Governors and the EEO policies of NCCU.

6.1.2 Summer Session Salaries

Summer session salary scales are based on recommendations made by the Dean of the University College and are dependent on the number of hours taught, average regular term salaries of each academic rank, and the number of students enrolled in the class. This payment is made in addition to compensation for regular session employment.

6.1.3 Overload Contracts

Faculty may not be paid additional compensation beyond their regular contract except in rare cases where there are clearly defined extra duties.

NCCU Policy on One-Time Payments and Overloads

1. For all employees, overloads are additional duties undertaken on campus, or as part of a University-sponsored sanctioned Continuing Education activity, which are beyond the employee’s regular responsibilities. These duties are not carried out within the unit in which any part of the employee’s regular appointment lies and are not within the reasonable scope of such responsibilities.

2. The overload activity has a beginning and an ending date rather than being continuing in nature. If the activity is for a continuing period of time (over several semesters, for example), the activity may not be considered an overload.

3. The overload activity must be approved in advance and in writing by the department chair, dean (or director), and Vice Chancellor for Academic Affairs or other Vice Chancellor as appropriate for the unit wherein the regular appointment lies. Continuing Education activity will also require the approval of the Dean of the University College.
If in the judgment of the department chair, dean (or director), or Vice Chancellor, the activity interferes with the individual’s primary responsibilities or creates a conflict of interest, approval shall not be granted. Overload activity proposed to be undertaken within the unit where any part of the regular appointment lies will be presumed to violate condition No. 1 above, unless approval for the overload is granted by the Vice Chancellor of the division wherein the regular appointment lies.

4. Compensation for an overload is paid as a one-time payment, with the appropriate tax, Social Security, and other deductions.

5. For a 12-month employee, the total of one-time payments to the individual for overloads during any fiscal year shall be limited to 20% of the individual’s current salary.

6. For a faculty member on a nine-month appointment, the total of one-time payments to that individual during any fiscal year shall be limited to 25% of the individual’s current nine-month (base) salary.

7. When an overload activity is undertaken pursuant to this Policy it is not “External Professional Activity for Pay” pursuant to the Board of Governor’s Policy on that subject, and, accordingly, no “Notice of Intent to Engage in External Professional Activity for Pay” form must be filed.

8. Federal grants and contract shall buy an employee’s time in a manner consistent with federal regulations which usually specify the employee’s base salary compensation rate.

9. This policy is effective July 1, 1990.

Note: NCCU did establish a revised policy on January 1, 2006, but the policy was not approved by General Administration. Therefore the 1990 policy is still in effect.

Additional information may be obtained from the Office of the Provost (530-6230).

6.1.4 External Professional Activities for Pay

The Board of Governors’ Policy on External Professional Activities of Faculty and Other Professional Staff, last revised on April 16, 1993, defines and establishes reporting procedures concerning external professional activities for pay undertaken by full-time members of the university faculty and professional staff. Such procedures ensure that external professional activities for pay will not create a conflict of commitment or interest, will not involve any inappropriate use of University resources, will not make any use of the name of the University of North Carolina for any purpose other than professional identification, and will not claim any university or institutional responsibility for the conduct or outcome of such activities. The following highlights are of special note:

1. Failure to comply with policy requirements may result in disciplinary proceedings.
2. A separate written application to engage in external professional activities for pay must be filed for each such proposed activity.

3. If the approved activity will extend beyond the end of the fiscal or academic year in which it was begun, permission to continue the activity must be obtained in a timely manner.

4. An employee who files a notice of intent to engage in external professional activities for pay must complete a form that summarizes all such activities in which he or she engaged during the immediately preceding fiscal year.

5. For those on academic year contracts, professional activity for pay performed between the day following spring commencement and the first day of registration for the fall semester need not be reported if the activity does not conflict with the Board of Governors' policy and it is not conducted concurrently with a contract service period for teaching, research, or other services to the institution during a summer session. Pay is defined as compensation other than a small honorarium or the reimbursement of expenses. Generally, royalties from scholarly books are not covered.

A Notice of Intent form is to be filled out by all faculty and professional staff who wish to engage in external professional activities for pay. Forms are available from the department chairpersons or the deans’ offices.

### 6.1.5 Non-Salary Compensation for Employees Exempt from the State Personnel Act

In order to remain competitive with other comparable institutions of higher education in its employment practices, it is the policy of North Carolina Central University to make available to certain employees exempt from the State Personnel Act (EPA employees), on a case-by-case basis, certain reasonable and customary non-salary compensation to the fringe benefits offered to all EPA employees. This is not generally offered to faculty except in rare cases.

### 6.2 Faculty Retirement Plans and Information

Many of the benefits or services described in this handbook derive from North Carolina state statutes, policies, and regulations; policies and regulations promulgated by the administration of The University of North Carolina; or the language of specific insurance contracts and/or policies. Any conflicts in interpretation or omission of information must be resolved in favor of the text of the governing document. This section may become outdated as new legislation becomes ratified and benefits plans are renegotiated. New information on these benefits and services is available in the Human Resources Office. The web site is:

http://www.nccu.edu/administration/dhr/divisions/admin/index.cfm

### 6.2.1 Retirement Programs Plans

#### 6.2.1.1 Teachers’ and State Employees’ Retirement System (TSERS)

The Teachers' and State Employees' Retirement System (TSERS) is the State of North Carolina retirement system established by and operating under the provisions of Chapter 135, General
Statutes of North Carolina. At the time of appointment, a faculty member employed to work 30 or more hours each week (75 percent time) must choose between enrolling in TSERS or in the Optional Retirement Program (ORP). Librarians and certain senior academic and administrative officers may also choose between TSERS and ORP. All other University employees who work 30 or more hours per week are required to participate in TSERS.

Cost of participation in TSERS is shared between the employee and the University. The employee contributes six percent of gross salary automatically through payroll deduction.

Contributions are tax-sheltered for federal and state income tax purposes. The University contributes a share of the cost based on the system's actuarial needs in order to provide funding for the Retirement System Pension Fund, the Death Benefit, the Disability Income Plan, and the Retirees Health Plan.

A member is fully vested (becomes qualified for monthly retirement benefits) after five years of creditable service. A member who terminates covered employment before becoming vested may make application to receive a refund of employee contributions. A member who terminates employment after vesting may either withdraw accumulated contributions with interest (currently four percent compounded annually) or leave the contributions in the account until he or she becomes eligible to receive a retirement benefit.

TSERS annual retirement benefit is based on a formula, which takes into consideration a percentage of the member's average salary during the highest paid 48 consecutive months multiplied by years of creditable service. The percentage rate is set forth by the General Assembly and subject to change (1.81 percent as of July 1, 2000). The average for the four consecutive years of highest earnings is the "Average Final Compensation." “Creditable Service" means any period during which a member contributed to the Retirement System.

Unused sick leave and certain purchased service credits may also be included as creditable service. For each 20 days of unused sick leave, one month of credit is allowed.

One more month is allowed for any part of 20 days left over. The maximum number of sick days that can be added at retirement is 12 days for each year of membership service. Additional facts about TSERS including a more detailed explanation about the benefits, calculation of retirement income, and retirement payment options are described in a booklet entitled "Your Retirement Benefits," which is periodically updated by the Retirement System and distributed to members. TSERS also has a website: [http://www.treasurer.state.nc.us/dsthome/RetirementSystems](http://www.treasurer.state.nc.us/dsthome/RetirementSystems).

Forms to enroll in TSERS are completed during the New Employee Orientation Program. Forms to change a beneficiary or name or address and copies of "Your Retirement Benefits" are available in the Benefits Department. Other highlights of the TSERS follow.

1. If a member dies while in active service after at least one year of contributing membership, the beneficiary will receive a single lump sum payment. This payment equals the highest 12 months' salary in a row earned during the 24 months before death, but no less than $25,000 and no more than $50,000. The death benefit is paid in addition
to the member's retirement accumulation or, if applicable, the Survivor's Alternate Benefit described below.

2. If a member dies in active service after completing 20 years of creditable service or reaching age 60 with 5 years of credit, the principal beneficiary named to receive a refund of retirement contributions may choose to receive a monthly benefit for life instead of a refund. This benefit is available only when a single primary beneficiary has been named.

3. A reduced monthly retirement benefit is available at age 50 with 20 years of creditable service, or age 60 with 5 years of service.

4. An unreduced monthly retirement benefit is available after 30 years of creditable service, after age 60 with 25 years of creditable service, or after age 65 with 5 years of service.

5. A member may elect to receive the maximum retirement income or a reduced income through one of several payment options, which provide payment to a beneficiary after the member's death.

6.2.1.2 Optional Retirement Program

In 1972, the University established an Optional Retirement Program (ORP) as an alternative to the Teachers' and State Employees' Retirement System (TSERS). The funding vehicle selected for the program was an annuity contract with Teachers Insurance Annuity Association (TIAA) and College Retirement Equities Fund (CREF). Three additional funding vehicles are now available. These are the Variable Annuity Life Insurance Company (VALIC), Lincoln National Life Insurance Company, and Fidelity. Employees eligible to select the optional retirement alternative are those appointed to the faculty (including librarians who are EPA Non-Faculty) and designated Senior Academic and Administrative Officers. The Benefits Department notifies eligible employees at the time of appointment.

The decision to participate in the ORP must be made within 30 days of initial appointment by completion of the "Notice of Election of Optional Retirement Plan" form. Once made, this decision is irrevocable. Alternatively, failure to make this election within the 30 day period makes participation in the Teachers' and State Employees' Retirement System mandatory.

Cost of participation in the ORP is shared between the individual and the University. The individual contributes six percent of gross salary, which is tax-sheltered from Federal and State income taxes. Payment is made through payroll deduction. Of the University's contribution, (8.64 percent as of July 1, 2000 as determined by the N.C. General Assembly), .52 percent funds the Disability Income Plan, 1.28 percent funds retiree's health care, and 6.84 percent goes into the member's individual ORP account. An ORP member's annuity contract, including the University's contribution, is vested (fully owned by the member) after five years of contributions. Vesting also occurs if a faculty member with less than five years service continues participation at another educational institution which offers one of the University's optional retirement plans as a "core" retirement plan and continues participation in the subsequent employer's like retirement plan. If a member of ORP leaves University employment before five years of service and does not continue participation in the ORP at a qualifying institution, the University's contribution will be returned to the State. The member's contribution may either be left on deposit in the existing account or withdrawn at the member's option. An ORP participant who leaves employment within the University of North Carolina is subject to the rules of the

2011 NCCU Faculty Handbook, Chapter 6 - Page 5
subsequent employer, if any, with respect to transfer of vested retirement plan assets after
cessation of University employment. The ORP is a defined contribution plan. Upon retirement,
income from the ORP annuity will depend on the member's age, the number of years of
participation and amount of premiums paid, the experience of the ORP investments, and the
retirement income option selected.

Other highlights of benefits, which are available to ORP participants, include:
1. A member of the ORP is covered under the provisions of the 'Teachers' and State
   Employees' Retirement System Disability Income Plan.
2. In the event of death of a member before retirement, the member's accumulation,
   including the University's contribution, is payable to a named beneficiary in a lump sum
   or through a choice of payment options. For more information about the Optional
   Retirement Program (ORP), see UNC Policy Manual, sections 300.7 for regulations on

6.2.2 Social Security

All University employees participate in the federal program of Old Age, Survivors, Disability,
and Health Insurance (OASDHI) commonly referred to as Social Security. The cost of the
program is supported in part by payroll deductions that are matched by the University and
collected under the provisions of the Federal Insurance Contribution Act (FICA). Two separate
payroll taxes are withheld from employees' wages to pay for Social Security cash benefits and
Medicare, Part Hospital Insurance.

For Social Security purposes, covered employment (including self-employment) is defined as
employment in which earnings are subject to FICA deductions and are creditable toward Social
Security Benefits. An eligible member is defined as a person who has worked in covered
employment for the prescribed period of time needed to qualify for self or family benefits under
the program. Participants are eligible for one or more of the four types of benefits based on age
and/or other eligibility requirements. Additional information about Social Security and its related
programs is available from the Social Security Administration by calling 1-800-772-1213, or
visiting their website at www.ssa.gov.

6.2.3 Phased Retirement

The University of North Carolina Phased Retirement Program (the “Program”) is designed to
provide an opportunity for eligible full-time tenured faculty members (“Eligible Faculty
Members”) to make an orderly transition to retirement through half-time (or equivalent) service.
The goals of the Program are to promote renewal of the professoriate in order to ensure
institutional vitality and to provide additional flexibility and support for individual faculty
members who are nearing retirement. The Program is entirely voluntary and will be entered into
by a written agreement between an Eligible Faculty Member and the institution.
Tuition Waiver. Any full-time faculty or staff member at NCCU may enroll, tuition free, in one
class per semester at NCCU or at any other campus in the University of North Carolina system,
provided the person has been admitted through usual university procedures and provided there is
space in the class. The department chairperson (or dean in schools with no departmental
structure) and the Chancellor or his designee must approve each request. Forms may be obtained from the Office of the Chancellor.

For more information about the Optional Retirement Program (ORP), see UNC Policy Manual, sections 300.7.2 and 300.7.2.1 on phased retirement:
http://www.northcarolina.edu/policy/index.php?tag=300.7.2

6.2.4 Voluntary Retirement Savings

6.3.4.1 North Carolina Deferred Compensation Plan (457)

Another method for providing supplementary retirement income is through the North Carolina Public Employees' Deferred Compensation Plan which meets the requirements of Section 457 of the Internal Revenue Code. Under this plan, an employee agrees to have a portion of his or her monthly compensation reduced by a specified amount. The minimum amount is $25 per month. The maximum is the lesser of $8,500 per year or 33.3 percent of the employee's includable compensation for the taxable year as defined by the Code and includes any amounts contributed to 403(b), 403(b)(7) and 401(k) plans.

The employee has the option of having his or her deferred compensation amount invested in either a fixed annuity or a variable annuity which has a range of investment options. For more information, contact the Plan Administrator at 1-800-441-0654. For more information or updated information see the website at https://www.retirement.prudential.com/cws/ncplans/flash_index.html

6.2.4.2 State of North Carolina 401(k) Plan

The State of North Carolina 401(k) plan, also known as The Supplemental Retirement Income Plan of North Carolina, is another supplemental retirement plan available to University employees, which meets the requirements of Section 401(k) of the Internal Revenue Code. The plan is sponsored by the State of North Carolina and governed by the Department of State Treasurer and the Plan's Board of Trustees. The Department of State Treasurer and the Board of Trustees contract with Branch Banking and Trust (BB&T) to administer the Plan. Any permanent employee who participates in either the Teachers' and State Employees' Retirement System or the Optional Retirement Plan is eligible to participate on a voluntary basis.

This plan, like the 403(b) and 457 plans, offers a systematic savings program made through salary reduction in which both contributions and investment income are sheltered from Federal and State income taxes until an annuity is received or contributions are withdrawn. A participant may choose among ten investment options including insured investments (BB&T bank products insured by the Federal Deposit Insurance Corporation) and mutual funds. An individual calculation must be made in order to determine the annual 401(k) contribution limit. The Internal Revenue Code imposes an annual maximum contribution limit, which also requires coordination with other tax-deferral programs. For information about the plan, see update on the State 401(k) Services at https://www.retirement.prudential.com/cws/ncplans/K_highlights.pdf
6.3 INSURANCE

6.3.1 Health Insurance

Permanent employees are eligible to participate in various group health insurance plans, such as the State Health Plan or in one of the available health maintenance organizations (HMOs). A permanent employee must work at least 75% time in order to receive the University’s premium contribution. The University pays the premium of the State Health Plan for employees and contributes the same amount towards the cost of an HMO. Part time employees working 50 to 74% time are eligible to purchase health insurance at full premium cost. The effective date of coverage will be either the first of the month following employment or the first of the second month following employment. Employees must enroll themselves and dependents when first eligible for pre-existing health conditions to be covered. If there is a family status change (as defined by the Plan), dependents can be enrolled at a later date. Enrollees may be subject to a 12-month waiting period for preexisting health conditions. However, credit toward the 12-month waiting period may be given for the time enrolled in previous health coverage if no more than 63 days have elapsed between the date of enrollment in the Plan and the termination date under the prior health coverage. The pre-existing health conditions clause may not apply when enrolling in certain HMOs. An enrollment period is held once each year, usually in August. This open enrollment period allows employees to transfer coverage from one plan to another and to add and drop dependent coverage. For more information or updated information see http://statehealthplan.state.nc.us/

6.3.2 Group Life Insurance

The University offers voluntary, employee-paid group term life insurance to eligible employees and their dependents. The Group Term Life Insurance Plan, underwritten by Met Life, gives flexibility in choosing the amount of life insurance that best fits the employee’s needs. See the HR office for more detail: (919) 530-5147 or web site: http://www.nccu.edu/administration/dhr/divisions/admin/index.cfm

6.3.3 Disability Income Plan of North Carolina

The State provides the Disability Income Plan (DIP) of North Carolina for permanent employees who participate in the Teachers’ and State Employees’ Retirement System or in the Optional Retirement Plan. This plan provides partial replacement income for eligible employees who become temporarily or permanently disabled and are unable to perform their regular duties. There is no cost to the employee for this coverage. For more information on state employees benefits and requirements in case of disability, see: http://www.osp.state.nc.us/hbr/benefits/health.html

Employees are eligible after one year of state service for short term disability; they are eligible for long-term disability after five years of service. For the applicable policies, see http://www.osp.state.nc.us/manuals/6_Employee%20Benefits%20and%20Awards/Other%20Benefits.pdf
6.3.4 TIAA Disability

A permanent employee who is participating in the University's Optional Retirement Program is eligible to enroll in the TIAA Disability Benefits Plan. This plan provides a Monthly Income Benefit following a 90-day waiting period which is equal to 66 2/3 percent of covered monthly salary, not to exceed $10,000 per month, during such disability, until age 65. However, for a period of total disability beginning after age 60, benefits continue until the employee has been totally disabled for a period of five years or until age 70, if such disability occurs at or after age 65. This benefit is coordinated with (or reduced by) any income benefits payable from the Disability Income Plan of North Carolina, Social Security, Workers' Compensation, and any disability benefits payable under any insurance or retirement plan for which contributions are made by the University. In no event will the TIAA Monthly Income Benefit be less than $100. Under the plan, there is also a Monthly Annuity Premium Benefit which is credited as monthly premiums to any existing TIAA-CREF annuities. The combination of a Monthly Income Benefit and a Monthly Annuity Premium Benefit assures the participant that in the event of total, long-term disability, a regular monthly income will be received while premiums are applied to existing annuities. For more information on the definition of disability, premium rates, exclusions, and the enrollment process, contact the HR office for more detail: (919) 530-5147 or web site: http://www.nccu.edu/administration/dhr/divisions/admin/index.cfm

6.3.5 NC Flex Benefits Program

NC Flex is the program of pre-tax benefits available to permanent employees working 50 percent time or more. NC Flex offers five benefits:

1. Health Care Flexible Spending Account
2. Dependent Care Spending Account
3. Vision Care Plan
4. Voluntary Accidental Death and Dismemberment Insurance (AD&D)
5. Pre-tax Dental Coverage

All plan benefits are offered on a calendar year basis. The deductions for spending accounts and the premiums for vision, AD&D and dental coverage are payroll deducted on a pre-tax basis.

A booklet describing the NC Flex program is available at the Benefits Department or can be viewed online at http://www.osp.state.nc.us/ncflex/intro.html.

6.3.6 Long Term Care Insurance

The 1997 General Assembly provided the offering of Long-Term Care Benefits to active and retired state employees on a voluntary, self-pay basis. Permanent full-time or permanent part-time employees are eligible for Long-Term Care Benefits. Long-term care is the personal and maintenance care one may need on an ongoing basis in case of a disabling or chronic medical condition. Long-term care services can include care in the home, in an assisted living facility or in a nursing home. Additionally, the following family members of eligible employees are eligible to apply: spouse, children, parents, parents-in-law, grandparents, grandparents-in-law, daughters-in-law and sons-in-law.
A brochure may be obtained from the HR Department: (919) 530-5147 or web site:  
http://www.nccu.edu/administration/dhr/divisions/admin/index.cfm

6.3.7 Liability Protection

Under Article 31 of Chapter 143 of the General Statutes of North Carolina, an employee is entitled to protective assistance provided by the State if the individual is responsible for an alleged legal wrong attributable to conduct by the employee within the course and scope of his or her State employment. The State pays the first $100,000 of any judgment awarded against an employee arising out of claims on account of actions or omissions made in the scope and course of employment.

The University of North Carolina Board of Governors extends, at no charge to employees, additional liability insurance protection up to $11,000,000 for claims arising out of the negligent infliction of bodily injury or property damage and for claims arising out of contracts, violations of Federal or State constitutions, or the like.

6.3.8 Workers' Compensation

Employees on the University payroll who are injured on the job or contract an occupation-related disease may be eligible for weekly benefits and medical expense payments under the Workers' Compensation laws.

6.3.9 Survivor Benefits

In the event of the death of an employee or dependent, the Human Resources Office should be notified as soon as possible. The Benefits officer can provide assistance in securing University benefits entitlements and final compensation when an employee or dependent dies. There are several steps involved in securing these benefits and receiving prompt payment such as obtaining necessary legal documents and completion of claim forms.

6.4 Faculty Leave

6.4.1 Leaves of Absence

Faculty members may arrange for leaves of absence without pay for one or more semesters (not to exceed two years in succession) for the purpose of advanced study, research, or public service. Such leaves will not prejudice the faculty member's position regarding future promotion in rank, tenure, or other forms of advancement. Requests for professional study leaves are made through the department chairperson and forwarded to the Chancellor via the established channels of communications. In some cases, the faculty member may arrange to continue retirement and health insurance benefits. The HR Department: (919) 530-5147 or web site:  
http://www.nccu.edu/administration/dhr/divisions/admin/index.cfm
6.4.2 Serious Illness and Disability Leave

In November 2004 the Board of Trustees of North Carolina Central University adopted the University Policy on Serious Illness and Disability Leave for Faculty. The purpose of the policy is to provide a period of paid or unpaid leave for faculty in case of extraordinary illness or for parental purposes.

UNC Board of Governors’ Policy see [see UNC Policy Manual, section 100.2 [G]:](http://www.northcarolina.edu/policy/index.php?tag=300.2.11%5BG%5D)

North Carolina Central University Policy on Serious Illness and Disability Leave for Faculty: November 16, 2004

I. Purpose

The purpose of this policy is to provide a period of leave (paid or unpaid) in the case of extraordinary illness, major disability, or for parental purposes.

II. Eligibility

This policy applies to faculty with full-time academic appointments (nine-months) who do not accrue sick leave; are eligible to participate in the N.C. Teachers’ and State Employees’ Retirement System or the UNC Optional Retirement Program {i.e., continuing faculty who are employed at least 75% if full-time}, and are eligible under the provisions of the Family Medical Leave Act (FMLA) {i.e., employed one year and worked at least 1,040 hours within the last 12 months}.

This policy includes the following additional conditions:
- the birth of a child and to care for the newborn child after birth, provided the leave is taken within a 12-month period following birth;
- placement of or to care for a child placed with the employee for adoption or foster care, provided the leave is taken within a 12-month period following placement;
- serious health condition of employee’s child, spouse, or parent that requires the employee’s care; and
- serious health condition of the employee that prevents the employee from performing the essential functions of his or her job.

III. Benefits

The duration of the leave is a minimum of 60 calendar days of paid leave within a single academic semester, or up to a maximum of one academic semester (after which the faculty member is eligible to receive benefits under the N.C. Disability Income Plan). This
provision provides for an extension of up to an additional semester (paid) if the illness or disability requires a longer leave.

IV. Use of Paid Leave

A. The paid leave provided under this policy may be used for serious health conditions, maternity leave and parental leave as defined under the Family and Medical Leave Act.
B. Paid leave provided under this policy has no effect on the faculty member’s other employment benefits. Faculty members may also apply for salary continuation through the N.C. Disability Income Plan or through other supplemental disability plans offered through the University. However, nothing in the provision shall entitle the employee to receive both paid sick leave under this policy and the N.C. Disability Income Policy, and income under other disability plans provided by the University.
C. All periods of paid leave under this policy will be construed as family and medical leave under FMLA. The FMLA entitlement of 12 weeks of leave without pay will run concurrently with any period of paid time off. The North Carolina Family Illness Act allows for an extension of up to 52 weeks of leave without pay during a five-year period in cases of serious illness of a child, spouse, or parent.
D. Faculty members who have changed from 12 to 9 month employment status while at North Carolina Central University will be required to exhaust their accumulated sick leave accrued during their 12-month employment status prior to utilizing the benefit provided by this policy.

V. Administration of Benefit

A. Faculty members who wish to request leave under this policy should write to the department chair {or Department or division chair or Dean, as appropriate} requesting leave.
B. Requests for leave should be submitted at least 60 days in advance of the leave or as soon as practical after the need for leave is foreseeable.
C. The department chair will make a recommendation to the Dean {or Vice Chancellor for Academic Affairs/Provost, as appropriate} concerning whether or not to grant the request for leave.
D. The Dean is responsible for deciding whether or not to approve the request for leave and provides written notification to the department chair, who in turn advises the faculty member.
E. The University may request medical verification of the faculty member’s illness or disability, including a physician’s statement about the probable length of absence from normal duties. If the request is for the purpose of caring for a family member or dependent, the University may also request medical verification of that person’s illness or disability and may also inquire about the circumstances which make it impossible or difficult for the faculty member to carry on with normal duties.
F. The department chair or Dean {in schools and colleges where there are not department chairs} is responsible for securing, to the extent possible, substitute personnel for the duration of the faculty member’s leave. Any adjustments in work schedules within the
department are at the discretion of the department chair with the approval of the Dean and are subject to departmental and institutional needs and resources.

G. The cost of substitute personnel is the University’s responsibility. In recommending approval of a leave to the Provost, the department chair or Dean will certify that they are prepared to develop a plan to cover the responsibilities of the faculty member for the duration of the leave.

VI. Record-Keeping

This policy provides an important financial benefit; therefore, accurate records must be maintained. The department and Human Resources Office will maintain the official records.

VII. Coordination with Other Policies

A. The unused leave under this policy shall not be:
   - accumulated or carried over to another academic year
   - allowable as terminal leave payment when the faculty member leaves the University or
   - used to extend years of creditable state service for retirement benefit purposes.

B. At the time a request for leave is granted, the faculty member, department chair, Dean and Provost will agree in writing whether time spent on leave will count as probationary service. This will be governed by the appointment, reappointment, tenure and promotion regulations of the University as found in the Faculty Handbook.

VIII. Communications

All communications concerning leave requested or granted under this policy are subject to the same confidentiality requirements of other personnel records.

IX. Appeals

A decision by the Department Chair, Dean or Provost not to grant leave under this policy may be appealed to University Grievance Committee. The Committee will make a recommendation to the Chancellor, and the Chancellor’s decision will be final.

6.4.3 Maternity Leave

See Section 6.4.2 Serious Illness and Disability Leave

6.4.4 Inclement Weather

See Section 5.3.1 Adverse Weather
6.4.5 Vacation

There is no formal provision for vacation for NCCU faculty members. Faculty members are expected to attend classes, complete committee assignments and keep regular office hours during the academic terms (and through summer school for those with summer school contracts).

6.4.6 Faculty Military Leave

The Uniformed Services Employment and Reemployment Rights Act (USERRA) of 1994 and North Carolina General Statute 127A-116 specify the employment and reinstatement rights of employees called to involuntary active duty in the Uniformed Services. In recognition of those rights the University provided faculty military leave in accordance with the Policy of the Board of Governors; see UNC Policy Manual, section 300.2.8: http://www.northcarolina.edu/policy/index.php?tag=300.2.8

6.4.7 Community Service Leave

In recognition of the State's diverse needs for volunteers to support schools, communities, citizens, and non-profit charitable corporations, NCCU has a policy that establishes a program for awarding Community Service leave to faculty. See UNC Policy Manual, section 300.2.10: http://www.northcarolina.edu/policy/index.php
CHAPTER 7: FACULTY RESOURCES

For most online links in the NCCU intranet and on webpage and for current information, go to: http://www.nccu.edu/index.cfm.

7.1 ACADEMIC COMMUNITY SERVICE LEARNING PROGRAM
http://www.nccu.edu/administration/academicaffairs/acslp/index.cfm

7.2 ACCESSING UNIVERSITY FACILITIES
Use Form: “Request for User of a Campus Facility” and “General Rules and Regulations for Use of NCCU Facilities”

7.3 ART MUSEUM
http://www.nccu.edu/visitors/art_museum/index.cfm

7.4 BOOKSTORE
http://www.nccu bkstr.com/

7.5 CAMPUS ECHO (STUDENT NEWSPAPER)
http://www.campusecho.com/

7.6 CAREER SERVICES:
http://ariel.acc.nccu.edu/careerservices/

7.7 CENTER FOR TEACHING AND LEARNING
http://www.nccu.edu/facultyandstaff/cutl/index.cfm

7.8 CENTRAL GRAPHICS AND COPY CENTER
Located in Basement Student Health Building, Phone: (919) 530-6835; Fax: (919) 530-7590

7.9 DISTANCE EDUCATION
http://www.nccu.edu/academics/distanceeducation/index.cfm

7.10 EAGLE CARD
Go to Eagle Card Office, Room 117, Lee Biology Building (8:30-5:00 Mon, Wed – Fri, or 8:30 - 7:00 Tues), phone (919)530-7523.

7.11 EVENING & WEEKEND STUDIES PROGRAM
http://www.nccu.edu/academics/special/eveningweekend.cfm

7.12 FOOD SERVICES
http://www.nccudining.com/index.html
7.13 **HONORS PROGRAM**
http://www.nccu.edu/administration/academicaffairs/honors/index.cfm

7.14 **INFORMATION TECHNOLOGY SERVICES**
http://www.nccu.edu/facultyandstaff/its/index.cfm

7.14.1 **Banner Account**
http://www.nccu.edu/intranet/redirection.cfm

To access **Banner** or **Blackboard**:
Visit myEOL http://www.nccu.edu
1. Log in using your username and password
2. Once in, look on the right side for "My Navigation"
3. Click on the "Employee" folder
4. Click on "Banner INB or SSB" or "Blackboard"

7.14.2 **Email Policy**
http://www.nccu.edu/formsdocs/proxy.cfm?file_id=182

To access **E-Mail**:
Visit myEOL: http://www.nccu.edu
1. Log in using your username and password
2. Once in, look on the right side for "Personal Assistant"
3. Click on the "E-mail" button

7.14.3 **Webpage Policy**
http://www.nccu.edu/formsdocs/proxy.cfm?file_id=160

7.14.4 **ITS Repair**
http://www.nccu.edu/facultyandstaff/its/index.cfm

7.14.5 **Telephone**
http://www.nccu.edu/facultyandstaff/its/helpdesk.cfm

7.15 **INTERNATIONAL PROGRAMS OFFICE OF NATIONAL AND INTERNATIONAL FELLOWSHIPS**
http://www.nccu.edu/admissionsandaid/internationaladmissions/index.cfm

7.16 **JAMES E. SHEPARD LIBRARY**
http://www.nccu.edu/academics/library/index.cfm

7.17 **KEYS**
Use Form: “**Procedure for Obtaining Keys to Buildings, Classrooms and Offices**”
www.nccu.edu/formsdocs/proxy.cfm?file_id=244
7.18 **MAIL CENTER**
www.nccu.edu/formsdocs/proxy.cfm?file_id=204

7.19 **ONLINE TICKET PURCHASES/TICKET OFFICE**
http://purchase.tickets.com/buy/TicketPurchase?organ_val=22098&schedule=list

7.20 **PARKING AND PUBLIC SAFETY**
http://www.nccu.edu/aboutnccu/safetyandsecurity/police/parking/index.cfm

7.21 **STUDENT SUPPORT SERVICES**
http://www.nccu.edu/students/studentservices/index.cfm

7.21.1 Related Student Links
- Academic Community Service Learning Program
- Become a Student Ambassador
- Career Services
- Dining Services
- Student Health and Counseling Services
- Residential Life
- Safety & Security
- Student Disability Services
- Women's Center

7.22 **TRAVEL**
Contact Travel Office (919) 530-6340.

7.23 **USE OF THE UNIVERSITY NAME AND LOGO**
http://www.nccu.edu/administration/opr/request_logo.cfm

7.24 **USE OF UNIVERSITY VEHICLES**
For information, go to the Travel Office for Motor Fleet Requisition Forms.

7.25 **WNCU, 90.7 FM RADIO STATION**
http://www.wncu.org/

7.26 **WRITING AND SPEAKING STUDIO**
The Mission of the Studio is to support student learning and work as a writer in the university community through one-on-one and small group collaborative sessions. The Writing Studio is located 102 Taylor Education Building. The phone number is 530-7554. More information can be found at: http://www.nccu.edu/administration/academicaffairs/writingstudio/index.cfm