

# Faculty Handbook

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2016-2017

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## I. INTRODUCTION

### *History*

There are 102 historically Black colleges and 253 Catholic colleges in the United States, yet only one is both historically Black and Catholic. That di

history and the behavioral sciences, and mathematics and the natural sciences, in addition to more intensive work in their respective majors.

Xavier is recognized as a national leader in the field of minority science education, and has been featured in media outlets such as CNN, USA Today, The New York Times, The Chronicle of Higher Education, U.S. News & World Report, the Washington Post, the Atlanta Journal-Constitution and *Diverse Issues in Higher Education*

Graduates enjoy an acceptance rate at medical and dental schools throughout the country which is better than twice the national average. Xavier places more African Americans into medical school than any other college in the United States. A full 95 percent of those Xavier graduates who enter medical and dental school go on to become practicing physicians. Xavier also ranks first in the nation in the number of African American students earning baccalaureate degrees in the physical sciences and the biological/life sciences.

***Seal of Xavier University***

Description:

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The President of the University shall be an ex-officio member of the Board of Trustees.

### **Duties of the Board of Trustees**

- bearing full and complete legal responsibility for the University as a corporate enterprise,
- choosing a president for the University, who shall be directly responsible to the Board for the administration of the University,
- approving the educational policies of the University,
- investing and reinvesting all funds of the University, and generally controlling the financial administration of the University,
- authorizing and supervising the construction of new buildings, additions, and other matters pertaining to expenditures,
- examining and studying the business methods and management of the University, and
- annually participating in the development of a comprehensive report upon all aspects of the University, physical, financial and educational, by the President of the University.

### ***General Administration***

#### **The President**

All authority is vested in the Board of Trustees and is delegated according to their determination to the President and all other officials, councils and committees of the University.

Specific duties of the President of the University include:

- choosing such other officers of administration as shall be needed for the operation and control of the University and its constituency,
- acting as the chief executive of the University, charged with effecting its policies and regulations,
- exercising general supervision over the work of the administrative officers of the University, passing upon the satisfactoriness of services rendered and deciding upon the retention and dismissal of officers,
- appointing faculty members,
- representing the University to its constituency, to the general public, and in educational and social circles,
- presiding at the regular meetings of the University Academic Assembly and calling such special meetings as may be deemed necessary,



- exercising superintendence over all departments of the University as the prosperity of the University demands,
- making reports to the accrediting agencies and to the constituency of the University,
- supervising all official publications of the University,
- directing the attention of the faculty to changing educational thought and practice, particularly as they affect higher education,
- maintaining amity and unity of purpose among all members of the teaching and administrative staff, the alumni and the University,
- assisting, as far as possible, in raising funds for the support of the University and for endowments, and
- reporting to the Board of Trustees.

### Provost and Senior Vice President, Academic Affairs

The Provost and Senior Vice President for Academic Affairs (SVPAA) serves as the President's chief advisor, providing leadership in establishing priorities and in collaborating with all organizational units to advance the mission and the contin

responsibility for its faculty

## Vice President, Enrollment Management

The Vice President for Enrollment Management (VPEM) reports to the Provost and Senior Vice President for Academic Affairs and is responsible for the development and implementation of the University's enrollment management plan and establishes the strategic priorities to support the University's Mission. The following offices report to the VPEM: Admissions, Student Financial Aid, and the Registrar. The VPEM will also work collaboratively with the Offices of Student Academic Success, Institutional Research, Institutional Advancement, and Fiscal Services, the Office of Student Affairs in the College of Pharmacy, the Office of the Associate Dean of Graduate Programs and Summer School,

Vice President, Facility Planning and Management

## Organizational Structure of Xavier University

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- Performs other duties as assigned.

### Deans of the Colleges

The Deans of the Colleges are the chief administrative and academic officers of their respective colleges or school. The Deans:

- serve as leaders within the college or school, focusing on the mission and goals of the University;
- oversee the formulation and enforcement of departmental/division, collegiate and University academic policies;
- encourage collegiate and departmental/division planning (including budget) and assessment of goals and policies within the college/school;
- facilitate interdisciplinary dialogue and decision-making within the college/school;
- supervise curricula, courses, and methods of instruction within the college/school;
- serve as managers with responsibilities in the area of course scheduling, faculty load, and budget approval;
- supervise the admission, registration and scheduling of students of the college/school;
- review the progress and academic welfare of the students of the college/school and provide for their academic guidance;
- foster faculty scholarship and creativity;
- represent the college/school within the University and with other constituencies, e.g., collaborative arrangements with other colleges/universities, at meetings of educational and professional associations, etc.;
- assure that there are summative and formative assessment of programs, courses and instructors to assure quality through the college/school. Criteria for assessment will include the outcomes of a liberal education as listed in the current catalog; and,
- approve exceptions to policy that fall within the purview of the college/school.

### Director of Admissions

The Director of Admissions, the chief admissions officer of the University, is responsible for the admissions and recruitment operations of the University. Specific duties include:

- developing and executing the admissions policies of the University under the supervision of the Vice President, Enrollment Management;
- developing recruitment and retention strategies for the University;
- monitoring course placement for entering students;

- cooperating with the Financial Aid Director in the development of timely financial aid awards to prospective students;
- cooperating with departmental/division chairpersons in their departmental/division recruitment efforts;
- collaborating with directors of pre-college programs for the purpose of disseminating college admissions information to their participants;
- monitoring, in concert with University and Media Relations, the development of admissions brochures and other public relations materials; and
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## Organizational Structure of Xavier University

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- assists the Dean with the overall administration of the COP, overseeing the day-to-day operations and activities, including both academic and non-academic matters;
- functions as acting Dean in the absence of the COP Dean;
- serves as a member of the COP Executive Committee;
-



## Division Chairs – College of Pharmacy

The division chair is appointed or reappointed by the President on recommendation of the division faculty and the Dean of the College and after consultation with the Senior VPAA. Normally only persons with the rank of associate professor or above are eligible for the position of chair. Faculty may be appointed from the faculty or be appointed as a result of a search. If no member of the division qualifies or if a search yields no candidates, then a division faculty member is appointed acting chair on a temporary basis.

Division chairs are immediately responsible to the Dean of the College of Pharmacy.

The duties of the division chairs include the following:

- Represent the Division internally and externally
- Faculty Development:
  - o Supervise the work of division faculty, especially that of new members, and assist them in promoting the objectives of the college
  - o Recommend release time for the faculty to the Dean
  - o Prepare teaching assignments for division faculty
  - o Review student evaluations of faculty
  - o Evaluate faculty members annually
  - o Recommend faculty raises to the Dean
  - o Make recommendations for the renewal of contracts of division faculty members
  - o Make tenure and promotion recommendations to the Senior VPAA
  - o Review faculty loads and communicate to the Dean the need for additional faculty, review applications, and interview candidates
  - o Review and approve all grant proposals during the preclearance and final clearance processes
  - o Assign office/lab space to faculty in the Division (in consultation with the Dean)
  - o Set the agenda and conduct division meetings, assign responsibility for preparing meeting minutes to a faculty member
  - o Assure that minutes of all meetings within the division are submitted to the Dean, or designee
  - o Ensure that staff are properly trained on all University systems
  - o Write letters of recommendation for faculty as needed
- Ensure the effectiveness of the learning environment in the Division:

- Review faculty syllabi
- Ensure on-going relevance of courses to the academic program
- Ensure that faculty are engaged in professional development activities
- Promote interdisciplinary activities within and across divisions
- Cooperate with the Dean in carrying out the academic programs and furthering the objectives of the College
- Recruitment, Retention, and Alumni Tracking:
  - Assist the Office of Student Affairs (OSA) in its Recruitment and Retention Plan
    - f* Work closely with the Academic Enrichment Program and promote the use of its services to faculty and students
    - f* Collaborate with the OSA in organizing participation in Lagniappe weekend, Orientation, and other activities related to recruitment and the registration of the contingent admit and incoming P1 students
- Consult with the Dean on the need for resources
- Administration:
  - Prepare and submit to the Dean the Division objectives, plans, and budgets
  - Oversee the budget for the Division including approval of all expenditures
  - Review and prioritize travel requests in consultation with the Dean
  - Review and approve/reject all personnel actions
  - Review and approve/reject all non-grant requisitions, and invoices
  - Recommend division policies to the Dean for approval and supervise the implementation and maintenance of division policies
  - Provide leadership and guidance in the preparation of reports for accrediting bodies, government agencies, professional organizations, etc. All reports must be cleared by the Dean and the Senior VPAA before being submitted.
  - Supervise the Division Administrative Assistants/Staff
  - Perform Staff evaluations as directed by Human Resources
  - Liaison with University and College committees requesting information/input on items under consideration
- Advising and Academics:
  - Review mid-term and final grades

- o Recommend to the Registrar and the Dean any exemptions from academic requirements
- Other responsibilities as assigned by the Dean

### Division Chairs – College of Arts and Sciences

The division chair is appointed or reappointed by the President on recommendation of the division faculty and the Dean of the College and after consultation with the Senior VPAA. Normally only persons with the rank of assistant professor or above are eligible for the position of division chair. If no member of the division qualifies or if there are special situations, one member is then appointed acting division chair on a temporary basis.

Ordinarily, the term of office of division chair is for a period of three (3) years subject to annual review. The chair is eligible for reappointment for a second term at the end of a term of office but ordinarily not for a third term immediately following the second.

Division Chairs report to the Dean and receive eleven-month contracts. They also receive between six and nine hours of release time per semester – contingent upon the respective Division's composition. The duties of the Division Chairs include the following (in addition to their duties as the Department Head of their respective Department):

- Represent the Division internally and externally
- Faculty Development:
  - o Supervise the work of division faculty, especially that of new members, and assist them in promoting the objectives of the college
  - o Assign mentors for new faculty in consultation with the Department Heads
  - o Recommend release time for the faculty to the Dean (in consultation with the Department Heads)
  - o Review student evaluations of faculty
  - o Review, write comments, and sign all annual faculty evaluations prepared by the Department Heads
  - o Make recommendations for the renewal of contracts of division faculty members
  - o Make tenure and promotion recommendations to the Senior VPAA
  - o Consult with department heads on faculty compensation
  - o Review faculty loads and communicate to the Dean the need for additional faculty, review applications, and interview candidates
  - o Review and approve all grant proposals during the preclearance and final clearance processes

- Assign office/lab space to faculty in the Division (in consultation with the Department Heads)
- Set the agenda and conduct division meetings, assign responsibility for preparing meeting minutes to a faculty member
- Assure that minutes of all meetings within the division are submitted to the Dean
- Ensure that staff are properly trained on all University systems
- Write letters of recommendation for faculty as needed
- Ensure the effectiveness of the learning environment in the Division:
  - Ensure on-going relevance of courses and/or academic programs (in consultation with the Department Heads)
  - Ensure that faculty are engaged in professional development activities (in consultation with the Department Heads)
  - Ensure that students have the opportunities for professional growth, e.g., through internships and research experiences
  - Promote interdisciplinary activities within and across divisions
  - Cooperate with the Dean in carrying out the academic programs and furthering the objectives of the College
- Recruitment, Retention, and Alumni Tracking:
  - Develop, maintain, and assess Recruitment and Retention Plan(s)
  - Provide leadership in recruitment and retention of students
    - f* Maintain contacts with high schools and arrange in cooperation with the Admissions Office for
      - x Faculty members to address high school students,
      - x Participation in "college nights" where this is deemed appropriate,
      - x Attendance at college nights in person or arranging for satisfactory representation
    - f* Responsible for effective use of recruitment and retention budget
    - f* Work closely with Student Academic Success Office and promote the use of its services to faculty and students
    - f* Collaborate with the Department Heads in organizing the Lagniappe weekend, Orientation, and other activities related to recruitment and the registration of the incoming freshmen during the summer

- Secure resources for the Division:
  - o Consult with Department Heads on the need for resources
  - o Collaborate with Office of the Sponsored Programs in writing grants as well as encouraging faculty to write grants
  - o Collaborate with Institutional Advancement staff to identify potential donors for various programs offered by the Division
- Administration:

## Organizational Structure of Xavier University

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- Review/revise external agreements in collaboration with Department Heads and the Dean
- Advising and Academic
  - Cooperate with the Librarian in the improvement of Library holdings relative to the Departments in the Division (in consultation with Department Heads), and promoting the use of the Library by faculty and students in the Division
  - Work closely with the Division Chair for registration issues during fall and spring registration/preregistration, e.g., responsible for doing overrides and/or assigning override authority to various faculty in the Division, communicating with the Dean and the Registrar in resolving registration issues, etc.
- Other duties as assigned by the Division Chair

### Department Heads – College of Arts and Sciences

The department head is appointed or reappointed by the President on recommendation of the department faculty and the Dean of the College and after consultation with the Senior VPAA. Normally only persons with the rank of assistant professor or above are eligible for the position of department head. If no member of the department qualifies or if there are special situations, one member is then appointed acting department head on a temporary basis.

Ordinarily, the term of office of department head is for a period of three (3) years subject to annual review. The department head is eligible for reappointment for a second term at the end of a term of office but ordinarily not for a third term immediately following the second.

Department Heads report to their respective Division Chairs and receive nine-month contracts. They also receive three hours of release time per semester and a stipend - contingent upon the respective Department's composition. The duties of the Department Heads include the following:

- Faculty Development:
  - Faculty Evaluations:
    - f* Perform thorough annual evaluations of the faculty members in the department;
    - f* Make recommendations to the Division Chair for the renewal of contracts of department faculty members;
    - f* Make tenure and promotion recommendations to the Senior VPAA.
  - Set the agenda and conduct departmental meetings, assigning responsibility for preparing meeting minutes to a departmental faculty member
  - Assure that minutes of all department faculty meetings are submitted each month to the Division Chair
  - Collaborate with the Division Chair on departmental faculty release time

- o Prepare the teaching schedule of the department faculty subject to the approval of the Division Chair
- o Recommend faculty raises in consultation with the division chair
- o Review and approve/reject all non-grant requisitions, and invoices
- o



- overseeing the activities of senior Library faculty;
- planning for the growth and development of Library staffing and services; and
- advising the Office of the Vice President for Academic Affairs on future changes and needs of the Library Resource Center.

## Registrar

The Office of the University Registrar performs the essential roles of supporting, facilitating, and promoting the academic mission of the university. The Registrar organizes and manages all of the activities related to academic student records, including serving as the official authorized keeper of the university's academic student records. Specific duties include the following:

- organizing registrations, class scheduling, withdrawals and processing of academic transcripts and all processes related to providing maximum service to students
- supervising the coordination of graduation functions, evaluation and certification of all graduation applications.
- collecting, recording, maintaining and reporting student records protecting the privacy of student records in accordance with the Federal Family Educational Right to Privacy Act ( FERPA).
- researching, analyzing and resolving student issues as they relate to records and registration.
- collaborating with administrators, deans, faculty and IT to facilitate and improve services to students.
- analyzing request for statistical and other reports on student data and produce official student lists, reports and statistics.
- preparing reports required for state, federal and external agencies.

## ***Chief University Assemblies, Councils and Committees***

### University Academic Assembly

The Constitution of the University Academic Assembly of Xavier University confirms the primary responsibility and authority of faculty in academic policy matters under the governance system of the University. The general authority under this Constitution is delegated in accordance with the corporate educational charter from the State of Louisiana, and the Constitution and By-Laws of the Board of Trustees of Xavier University.

In its framework of governance, the University intends that each constituent group within the University community will have primary responsibility for those matters in its professional sphere, including issues most closely affecting the group's endeavors, while sharing joint responsibility with other constituent groups for concerns relating to the institution as a whole.

Under this Constitution, the primary responsibility for academic matters rests with the faculty. The structure and form of this Assembly affirm this principle in that the faculty has, by the weight of its voting membership in this Assembly, the functional determination of

The composition of the Academic Council is as follows:

Chair: Provost and Senior Vice President, Academic Affairs

Voting Members: The President (ex-officio)

change, the division chair responsible for the unit presents a proposal to the Dean of the College. The proposal must contain the following components:

1. a precise statement of the proposed change, including, where applicable, a course syllabus;
2. a statement of the relevance of the change to the University mission;
3. a rationale;
4. an analysis of any budgetary implications; and
5. a statement of how the proposed change will affect other educational programs.



summary should include such things as: dates of meetings, attendance, subjects discussed, actions taken, motions requiring Academic Assembly approval, and any additional pertinent information. Service on a given (elected) committee shall be limited to two (2) consecutive terms unless otherwise specified. A one-year interval is expected before the faculty member is eligible for re-election, unless otherwise specified.

Terms of committee service shall be two years unless otherwise specified. Committee membership shall be limited so that there are not more than two members elected from the same academic department on any given committee. This limitation shall be determined by the number of votes received, not by limiting the number of persons nominated from any given department/division.

In the event that a faculty member is unable to complete his/her elected term on a committee, the University Academic Assembly Coordinating Committee will appoint a qualified faculty member to serve until a time that a new member is elected to complete the unexpired term. Such election will take place as part of the regularly scheduled annual University Academic Assembly elections.

Two class days prior to the close of nominations for a discipline-specific seat on any committee, if there is no candidate from the specified discipline, then that seat will become an at-large position for that term. The seat will be open again to discipline-specific nominees at the end of the term of the at-large member.

Unless otherwise specified, the committee chair is to be elected by and from the members of the particular committee. Election of chairs should take place at the first called meeting each year. The Chair of the University Academic Assembly Coordinating Committee shall call the first committee meeting at the beginning of each academic year for those committees that do not have a standing chair.

### Academic Standing Committee, University

Chair:	Senior Vice President, Academic Affairs.
Members:	Deans of the Colleges; two faculty who serve on the COP Academic Standing Committee (appointed by the Dean); three faculty who serve on the CAS Academic Standing Committee (appointed by the Dean); Director of Academic Support Programs; Student Services representative appointed by Vice President for Student Services; Athletic Advisor; Director of Counseling (or designate); Financial Aid Director ( <i>ex officio</i> ); Registrar (non-voting).
Workload:	Convenes once a year for two-to-three days; additional meetings as necessary.
Functions:	The committee hears appeals of decisions of the college Academic Standing Committees.

## Admissions

DNA molecules, and must consist of at least: two members not affiliated with the University that represent the interests of the community; a Xavier faculty member with expertise in plant, plant pathogen, or plant pest containment principles; and a Biological Safety Officer. Members with a conflict of interest will recuse themselves from committee deliberations related to the conflict.

**Work Load:** Convened as needed, but no less than once a year; staff assistance is provided by the Office of Sponsored Programs.

**Functions:** The Biohazard Safety Committee has the responsibility for formulating policy and procedures regarding the control, safe use and disposal of biologically hazardous materials used in research involving recombinant DNA molecules and organisms and viruses containing recombinant DNA molecules, in compliance with NIH Guidelines. It also is responsible for adopting emergency plans covering accidental spills and personnel contamination resulting from recombinant DNA research, as well as for making recommendations on risk management issues related to biohazard safety.

### Coordinating Committee of the University Academic Assembly

**Chair:** Elected from the Teaching Faculty by the University Academic Assembly.

**Members:** A total of eight members: two teaching members who have both faculty rank and one year of service at the University, the



2. This committee is empowered to transact the minor business matters which arise between scheduled Assembly meetings and which need immediate attention. However, resumes of such action shall be distributed to the voting membership within one week, and if twenty-five members of the voting membership think that the matter transacted is of such import that the Assembly should have been consulted on the decision made, they may present a formal written protest to the Committee which in turn shall present the protest and matter at hand to the Assembly.
3. This Committee receives reports of major failures to implement policies approved by the Assembly and, if the majority of the Committee deems it advisable, pursues such complaints with the personnel involved.
4. This Committee functions as a body for consultation by the administration for all major administrative decisions in the areas of co-responsibility as outlined in Article I of the Constitution of the University Academic Assembly.
5. This Committee functions as a nominating committee for faculty service on University committees.
6. A sub-committee of this Committee is elected by the Committee to serve as a forum for

faculty group. Faculty members may present in writing a recommendation to this Committee in order to have it presented to the total voting faculty.

- Duties of the Committee:
1. The Executive Committee shall prepare the agenda for the total faculty meeting by collecting and organizing all motions passed by the other committees for submission to the total faculty, together with the rationales for these motions. The secretary shall distribute this agenda to the total faculty a week before the meeting.
  2. This Committee shall be empowered to transact the minor business matters which arise between scheduled faculty meetings and which need immediate attention. However, resumes of such action shall be distributed to the voting membership within one week, and if ten members of the faculty think that the matter transacted is of such import that the total voting faculty should have been consulted on the decision made, they may present a formal written protest to the Committee which in turn shall present the protest and the matter at hand to the total voting faculty.
  3. This Committee shall receive reports of major failures to implement policies approved by the faculty and, if the majority of the Committee deem it advisable, shall pursue such complaints with the personnel involved.
  4. This Committee shall function as a body for consultation by the administration for all major administrative decisions.

### Faculty Load Advisory Committee

- Chair: Elected from membership.
- Members: Five full-time faculty elected by the University Academic Assembly with staggered two year terms.
- Work Load: Most of the committee's work takes place in the fall when the annual report to the faculty and administration is prepared.
- Functions: The Committee gathers information on faculty workload across disciplines to prepare an annual report for the faculty and the administration, including recommendations for near-term action and long-term strategic planning to provide increasing opportunities for release time for teaching, service and scholarship.

### Faculty Salary Advisory Committee

- Chair: Elected from membership.
- Members: Five full-time faculty elected by the Academic Assembly, one of which shall come from the College of Pharmacy.
- Workload: Most of the committee's work takes place in the fall when the annual report to the faculty a

or regulation such that review by this committee is merited. Such violations involve the incidents of misconduct and breaches of University policy and those acts which are incongruent or inconsistent with accepted standards of morality and manners of the University and in society at large. These infractions shall also include behavior which places the student, any member of the Xavier community, or any other individual in jeopardy or danger of any magnitude. This committee shall make decisions regarding the student's (or students') continued presence and level of participation in the University's academic and social life.

### Institutional Animal Care and Use Committee (IACUC) • † ‹ ^ ‹ ‡ † t r r z

- Chair:** Appointed by the Provost and Senior Vice President, Academic Affairs; the chair must have expertise in animal research.
- Members:** Appointed by the Provost and Senior Vice President, Academic Affairs. Membership must include at least: a veterinarian who has been given direct or delegated program responsibility for the IACUC, a person not affiliated with the University, but has general community interest in proper care and use of animals; a practicing scientist in research involving animals; and a member whose primary concern is in a nonscientific area. Except for the veterinarian and the non-affiliated member, members will typically be Xavier faculty members. Members with a conflict of interest will recuse themselves from committee deliberations related to the conflict.
- Workload:** Convened when necessary and no less than twice a year; staff assistance is provided by the Office of Sponsored Programs.
- Functions:** All faculty members using vertebrate animals in research, teaching or training are required to seek this committee's prior approval for use of animals.

The IACUC ensures that Xavier is in compliance with federal regulations related to the humane care and treatment of animals used in education and research by:

- x Reviewing all research involving animal subjects and establishing policies and procedures regarding such research;
- x Assuring the proper training of all investigators, committee members and staff;
- x Inspecting semiannually all animal care and use facilities at Xavier to ensure compliance;

- x Ensuring activities involving the use of laboratory animals are in accordance with the practices defined in The Guide For The Care and Use of Laboratory Animals;
- x Investigating concerns raised by faculty and staff regarding the humane care and use of laboratory animals.

### Institutional Review Board (IRB)

- Chair:** Appointed by the Provost and Senior Vice President, Academic Affairs; the chair must have expertise in research with human subjects.
- Members:** Appointed by the Provost and Senior Vice President, Academic Affairs. Membership must include at least five members with professional backgrounds that promote complete and adequate review of human subject activities commonly conducted by the University and: may not consist entirely of men or entirely of women; may not consist entirely of members of one profession; must include at least one member whose primary concern is in a nonscientific area; and must include at least one member who is not affiliated with the University and who is not part of the immediate family of a person who is affiliated with the institution. Except for the non-affiliated member, members will typically be Xavier faculty members. No member may participate in the IRB's initial or continuing review of any project in which the member has a conflicting interest, except to provide information requested by the IRB.
- Work load:** Convenes as needed, but will typically meet at least quarterly, at the chair's discretion. Assistance is provided by staff of the Office of Sponsored Programs.
- Functions:** The role of the IRB is to safeguard the rights and welfare of all human subjects who participate in research activities conducted by i Xavier. This responsibility includes review of protocols involving clinical trials. Any facu.07 member at Xavier who is using human subjects, or any research proposal which involves Xavier and uses human subjects must have the approval of the Xavier IRB. Use of human subjects includes tissues derived from humans, such as skin, blood, organ, etc. Most surveys administered to students require IRB approval (except those conducted in the classroom as part of the educational process or those involving observation of public behavior).

## Intellectual Property Committee *f † † † † t r r z*

- Chair: Appointed by the Provost and Senior Vice President, Academic Affairs.
- Members: Appointed by the Provost and Senior Vice President, Academic Affairs. Membership consists of six faculty members with: one member each from the Departments of Biology and Chemistry and from the Divisions of Basic Pharmaceutical Sciences and Clinical and Administrative Sciences; one member from a STEM discipline other than Biology or Chemistry; and, one member from either the Division of Humanities and Fine Arts or the Division of Social and Behavioral Sciences. (modified 2013)  
Members serve no more than two consecutive terms of three years each.
- Workload: Convened when necessary and no less than once a year; staffed by the Office of Sponsored Programs.
- Functions: The Intellectual Property Committee will:
- x Implement the University's Intellectual Property Policy;
  - x Review annually the ongoing process used by The Office of Sponsored Programs in facilitating technology transfer to assure it is effective, appropriately implements the University's intellectual property policy and protects the rights of participating faculty and the University;
  - x When appropriate, review disclosures and assist in decisions regarding pursuit of patents and licensing opportunities;
  - x Act in an advisory capacity to the president in appeals by faculty inventors regarding the ownership and handling of their intellectual property.

## Library Committee

- Chair: Elected by membership.
- Members: Seven elected faculty members, five from the College of Arts and Sciences, one from the College of Pharmacy, and one from the Library, elected for three-year terms, the Director of the Library, and two student representatives appointed by the SGA President in consultation with the Vice President for Student Services. (modified 2013)

**Work load:** An average of two, one-to-two hour meetings near the beginning and end of each semester. Other meetings may be requested by the Director of the Library as the need arises.

**Functions:** The Committee advises the Director on appropriate policies and actions in a variety of areas, including: the library budget, compliance with accreditation standards, use of physical facilities and space, security, fines and penalties, library hours, and general services. The chief objective of the Committee is to help the staff develop the library's service capabilities and to promote library use.

### Planning Council for Academic Affairs

**Chair:** Associate Vice President, Academic Affairs.

**Members:** Eight faculty members elected by the University Academic Assembly, one from each division in the College of Arts and Sciences and the College of Pharmacy; Dean, College of Arts and Sciences; Dean, College of Pharmacy; Director, Center for the Advancement of Teaching; and two students appointed by the SGA president in consultation with the Vice President for Student Services. (modified 2013)

**Work Load:** Approximately two meetings each month.

**Functions:** The committee assists the Senior VPAA in all aspects of academic management, planning and assessment, and developing and maintaining the academic planning document for the University. The committee also reviews study abroad agreements on a four year rotating basis.

### Radiation Safety Committee *f † † ‡ † t r r z*

**Chair:** Jointly appointed by the Senior Vice President, Academic Affairs and the Senior Vice President, Resource Development; the chair has expertise in research involving the use of radioactive materials.

**Members:** Jointly appointed by the Senior Vice President, Academic Affairs and the Senior Vice President, Resource Development. Membership must include at least: a faculty member who is an authorized user for each type of use permitted by the license; the radiation safety officer; a representative of a nursing service; and a representative of management who is neither an authorized user nor a RSO. Members with a conflict of interest will recuse themselves from committee deliberations related to the conflict.





## Rank

- Functions: The committee advises the Vice President for Student Services on the current status of student housing, welfare, guidance, counseling, career services, student government, student organizations, recreation, and other student activities of a non-academic nature.
- Scope of Authority: The Student Life Council sets the standards and procedures for student elections, recommends guidelines for student housing welfare, and utilization of student facilities. It provides advisory support to programs related to varsity athletics, intramurals, resident halls, and student organizations.

### ***College of Arts and Sciences Committees***

The committees listed below are a part of the College of Arts and Sciences (CAS) and are voted on by the CAS Academic Assembly.

#### **Academic Councils, College of Arts & Sciences**

The College of Arts and Sciences (CAS) has two Academic Councils: the CAS Undergraduate Academic Council and the CAS Graduate Programs Academic Council. Both Councils are executive committees of the Arts and Sciences Academic Assembly. Each exercises the Assembly's authority with regard to their respective academic matters in the college.

All meetings are conducted in accordance with accepted parliamentary procedure. Robert's Rules of Order Revised is the final authority except where it may contradict and portion of this document. To ensure meetings proceed in a timely fashion, all participants must be in place and ready to begin at the scheduled meeting time. If teleconferencing is necessary, that setup must be available prior to the beginning of the meeting or those agenda items will be delayed to another meeting.

Proposals impacting college academic programs and policies are submitted to the Council through the Dean who sets the agenda. Unless there is a vote to suspend the rules, a proposal is presented at one meeting, and then voted on at the next regular meeting. A quorum consists of fifty percent of the voting membership. Acceptance of a proposal requires an affirmative vote of two-thirds of the voting members.

The minutes of the Academic Councils are distributed to the Office of Academic Affairs, all deans, departmental/division chairs and other academic officers. These officers are to inform all members of their departments of the decisions and actions of the Councils. Members of the CAS Academic Assembly may request a review of the application of either Academic Council's delegated authority concerning any matter. The signatures of 5% of the voting members of the Assembly on a request for review are sufficient to mandate that the

Coordinating Committee of the CAS Assembly place the review on the agenda of the next scheduled meeting of the Assembly.

The composition of the Councils is as follows:

### **Undergraduate Council**

- Chair: Dean of College of Arts and Sciences (CAS).
- Voting Members: Dean, Associate Dean(s) of CAS, Division chairs, Department Heads, Director of Admissions, two (2) students appointed by the SGA President and four (4) at large faculty members elected by the CAS Assembly. (modified 2013)
- Non-Voting Members: University Registrar, University Librarian, and Directors of Special Programs in the College as determined by the Dean of CAS.

### **Graduate Council**

- Chair: Dean of College of Arts and Sciences (CAS).
- Voting Members: Dean, Associate Vice President, Academic Affairs, Associate Dean(s) of CAS, Division Chair, Director of the Institute of Black Catholic Studies, one Coordinator of Advanced Programs in each of the following areas—Counseling, Education (appointed by the Division Chair), two representatives from the Institute for Black Catholic Studies (appointed by the IBCS Director), six at-large faculty elected by the University Assembly as Members of the University Academic Council (5 from CAS, 1 from COP), and one graduate student elected by the graduate student body.
- Non-Voting Members: University Registrar and University Librarian.

### **Academic Misconduct Hearing Committee**

- Chair: Associate Dean, College of Arts and Sciences.
- Membership: Three College of Arts and Sciences (CAS) faculty members chosen from a pool of six elected CAS members, as well as three students appointed by the Student Government Association from among CAS students.
- Work Load: An average of two two-hour meetings per case; number of cases will vary by semester. Each case will require the participation of only three of the six faculty members.

**Functions:** The CAS Academic Misconduct Hearing Committee will hear cases of academic misconduct when a hearing is requested in writing to the CAS Dean by a faculty member or by a student. The CAS Academic Misconduct Hearing Committee is subject to a call to service by the CAS Dean. Hearings are conducted in closed session and all proceedings are confidential. The Associate CAS Dean chairing the committee will vote only in the case of a tie vote.

### **Academic Standing, College of Arts and Sciences**

**Chair:** Dean, College of Arts and Sciences.

**Membership:** Six faculty, appointed by the Dean of the College, one from each division; Athletic Adviser (required by NAIA regulations); Student Services representative appointed by the Vice President for Student Services; Admissions Office representative appointed by the Director of Admissions; Director of Academic Support Programs; Director of Counseling (or designate); Director of Financial Aid; Registrar (non-voting). (modified 2013)

**Work Load:** Convenes at least once each semester and summer for readmission decisions; also for two days of at least 3 hour meetings after each semester ends for probation and dismissal decisions.

**Functions:** The Committee reviews students' requests for readmission and makes decisions as to whether they may return and on what academic statuses; the Committee reviews records of students in the College in academic difficulty and determines academic dismissal, probation, strict probation and removal from probation.

### **Core Curriculum Assessment Committee**

**Chair:** Elected from the membership

**Members:** Six full time faculty members elected by the College of Arts and Sciences Academic Assembly with staggered two year terms.

**Work Load:** One hour bimonthly meeting during the academic year and eight hours for assessment.

**Functions:** The Core Curriculum Assessment Committee, a committee of the College of Arts & Sciences, will provide ongoing assessment of the core curriculum. This committee will assess whether the learning outcomes of the core curriculum are being effectively

achieved. It will not make recommendations for changes to the core curriculum. The committee will report its findings to the Dean of the College of Arts & Sciences and to the Senior VPAA.

### Planning Council for the College of Arts and Sciences

Chair: Associate Dean, College of Arts and Sciences.

Members: Six full time faculty members from the College of Arts and Sciences, one from each division, elected to three year terms (initially the terms will be staggered) by the voting members of the Arts and Sciences Academic Assembly. The Dean of Arts and Sciences appoints one student member each year. Elected members may not serve more than two consecutive terms. If a

## Organizational Structure of Xavier University

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Consultant Members: (invited to attend according to topics of deliberation)  
Representative from Chemis

### Admissions Committee, College of Pharmacy

Chair:	Faculty members appointed by the Dean from Membership
Members:	Faculty appointed by the Dean
Work Load:	As needed.
Functions:	The Admissions Committee screens all applicants and after a thorough review of the application materials and faculty interviews, recommends to the Dean applicants to be admitted to the professional program.

### Biohazard/Safety Committee, College of Pharmacy

Chair:	Faculty member from the Division of Basic Pharmaceutical Sciences
Members:	Faculty and professional staff appointed by the Dean.
Work Load:	Monthly.



### Diversity Committee

Chair:	Director, Educational Coordinator of Health Disparities, Diversity, and Cultural Competence
Members:	Faculty, professional staff, and at least one student from each class appointed by the Dean.
Work Load:	As needed.
Functions:	The COP Diversity Committee is responsible for fostering cultural diversity among the faculty, staff and students. Planning periodic functions to celebrate the diverse backgrounds of faculty, students and staff is the domain of the Committee.

### Executive Committee

Chair:	Dean, College of Pharmacy
Members:	Associate Dean(s); Division Chairs; Director of the Professional Experience Program; Director of the Center for Minority Health and Health Disparities Research and Education; and one faculty member from the Planning Council elected by the COP Academic Assembly.
Work Load:	Weekly.
Functions:	The Executive Committee provides advice and counsel to the Dean on all aspects of the operations of the College of Pharmacy. The Committee receives and reviews reports and recommendations from standing committees and makes policy decisions. The committee also monitors the Strategic Plan for the College to ensure that all benchmarks are being met.

### Faculty Recruitment Committee

Chair:	Appointed by the Dean from membership
Members:	Faculty appointed by the Dean
Work Load:	As needed.
Functions:	The Faculty Recruitment Committee is responsible for advertising, screening, and scheduling interviews with applicants for vacant faculty positions. The Committee makes recommendations to the Division Chair based on their assessment of the applicants with appropriate input from division faculty, the University Associate Vice President for Academic



recommends to the Dean measures to improve library services and for the improvement of information services for research and research training. The Committee conducts an annual survey of library utilization and satisfaction by students and faculty.

Non Tenure Track Committee on Promotion, College of

### Professional Experience Program Committee

Chair:	Director, Professional Experience Program
Members:	Professional staff from the PEP Office; a minimum of five preceptors from the community; one student from each class appointed by the Dean.
Work Load:	At least once per semester
Functions:	The Professional Experience Program Committee serves as an advisory committee to the Chair of the Division of Clinical and Administrative Sciences for the experiential program in the College.

### Program Assessment Committee

Chair:	Director of Assessment of the COP
Members:	Faculty and professional staff; preceptor(s); alumni; and at least one student from each class appointed by the Dean.
Work Load:	Monthly.
Functions:	The Program Assessment Committee provides assessment and evaluations of all activities in the College with special focus on the College mission, the curriculum and program outcomes. The Program Assessment Committee serves as advisor to the Executive Committee and faculty on matters related to quality control of courses. The Director of Assessment serves on the Curriculum Review Committee. The Committee works with the Capstone Exam Committee to assess the comprehensive examinations and assists faculty in developing assessment tools for courses, laboratories or rotations.

### Research Committee, College of Pharmacy

Chair:	Director, Center for Minority Health and Health Disparities Research and Education
Members:	Faculty appointed by the Dean.
Work Load:	Monthly.
Functions:	The Research Committee shall be responsible for providing guidance and suggestions on how to create a supportive research environment for faculty and students. More specifically, the Research Committee will: identify potential funding

opportunities; assist junior faculty members in developing (building) a research idea (before initiating grant writing); identify presenters for faculty seminars to discuss various research designs (e.g. case studies); identify training areas in statistics that would be of interest to faculty; and identify additional training opportunities (e.g. scientific writing, etc.).

### Residency Research Committee

Chair:	Senior faculty members from the Division of Clinical and Administrative Sciences
Members:	Faculty appointed by the Dean; Director, Center for Minority Health and Health Disparities Research and Education serves as an <i>ex-officio</i> member.
Work Load:	At least twice each semester.
Functions:	The Residency Research Committee provides basic information to the residents on how to begin and execute a research project. More specifically, the Committee provides resources and offers seminars/workshops on key elements of the research process (e.g. developing a research hypothesis, statistical analysis, IRB approval, etc.).

### Tenure and Promotion Committee, College of Pharmacy

Chair:	Elected from membership
Members:	Three tenured faculty members elected by the COP Academic Assembly.
Work Load:	As needed.
Functions:	The COP Tenure and Promotion Committee is elected and evaluates all tenure-track faculty for promotion and tenure based on university guidelines. The Tenure and Promotion Committee makes a determination, based on the criteria, if the applicant is eligible for tenure and/or promotion. The Tenure and Promotion Committee also reviews all “tenure-upon-hire” applications that are forwarded to the Dean for consideration. After completion of careful deliberations, the COP Tenure and Promotion Committee forwards to the Senior Vice President for Academic Affairs its recommendation on tenure and/or promotion for each applicant.

## ***Financial Administration of the University***

### **Principal Financial Officials**

The principal financial officials of the University are as follows:

- Vice President for Fiscal Services
- Provost and Senior Vice President, Academic Affairs
- Deans of the Colleges

### **The Cost Center Managers**

In the colleges and schools, the Provost is the principal budgetary official for all academic departments/divisions and units affiliated with the school. He/she approves all budgets and budget revisions and submits them to the Vice President for Fiscal Services.

### **III. THE FACULTY**

THE GENERAL FACULTY OF XAVIER UNIVERSITY includes the following divisions: the Teaching Faculty, the Library Faculty, and the Administrative Faculty. Each of these divisions is a distinct and interdependent component of THE GENERAL FACULTY.

The members of THE GENERAL FACULTY are charged with the primary responsibility for achieving the educational goals and objectives of the University. The unity of all members of the faculty in sharing this primary responsibility in no way interferes with the distinct nature of the three divisions or in the unique responsibilities and rights which pertain to each. The responsibilities of each are dependent chiefly upon the contractual agreements between the individual members of the particular faculty branch and the University. Each division has unique rights and privileges which evolve from their contractual re8

### ***Graduate Faculty***

The Graduate Faculty is a segment of the teaching faculty, designated through a special review process conducted by the Graduate Council in consultation with the Senior VPAA. Faculty members must apply, usually through their college, for membership on the Graduate





## **Procedures**

### Procedure for Recruitment of Teaching Faculty

The division chair, in consultation with the relevant department head(s) (CAS), and the appropriate dean must obtain advance approval from the Office of Academic Affairs for filling academic position(s).

It is the responsibility of the division chair and/or the appropriate dean, in consultation with the relevant department head(s) (CAS), to select and interview candidates. It is recommended, whenever possible, that the prospective faculty meet with all members of the respective department/division. Where travel is necessary, authorization should first be obtained from the Associate Vice President, Academic Affairs.

Before a contract is offered by the President or his designee, official transcripts for all graduate degrees **MUST** be on file in the Office of Academic Affairs.

The rank offered new faculty must be in accord with the University Promotion Policy. Faculty who have been teaching at another college/university will receive the rank accorded them at their previous institutions. Any exceptions must have the approval of the University Rank and Tenure Committee. All conditions of employment must be in writing. No oral commitments will be honored. Annual employment agreements will be evidenced by a formal document signed by the President or his designee.

**All searches for academic positions MUST observe the following "Procedures for Hiring Full- and Part-Time Faculty at Xavier University" revised August 2008 by the VPAA Office.**

### Faculty Hiring Procedures

To fill a position:

1. **Approval:** Request approval to fill the position from the Dean of the College. The Dean then seeks approval from the Senior Vice President for Academic Affairs. Once approval has been granted, the search process begins.
2. **Advertisement of the Position:** Advertisements, as well as interview and moving expenses for hiring faculty, are funded through the Academic Affairs Office. Submit the proposed ad to the Associate Vice President, Academic Affairs (with a copy to the Dean) for approval prior to placing the ad. Ads for non-tenure track positions should explicitly state the term of appointment, whether the position is renewable, and that the position is non-tenure track. Include the source(s) of publication and desired number of times the ad is to be placed. Please request that invoices be sent directly to the AVPAA. Place ads ASAP in the academic year. The ad need not request official transcripts or letters of reference—these can be requested once the field has been narrowed to finalists.

3. **Search Committee:** Establish a search committee by the middle of September that includes at least one faculty member from a different department (please also include student participation if possible). It is recommended that neither the division chair nor the department head (CAS) chair the committee. The search committee receives and reviews applicants and comes to a consensus of between three to five candidates for whom references will be vetted. These candidates will also be asked to provide additional information to the search committee so that equivalent information is received for all candidates, e.g., teaching philosophy, scholarship description, etc. It should be noted that the review of applications must include consideration of institution from which the highest degree has been earned to assure that faculty represent a broad range of institutions.
4. **Vetting of Candidates:** Once the committee has narrowed the number of applicants to three to five, **references should be thoroughly checked**. In addition to written recommendations, the committee should also call and speak to references. Then the department should select two to three candidates for on-campus interviews. **Folders on these candidates should be sent to the VPAA office and the Dean's office prior to inviting candidates for on-campus interviews.** The folder should include letter of application, vita, statement of teaching philosophy, and letters of reference (or verification that references have been checked).
5. **Immigration Status:** Verify immigration status of all candidates. Prior approval of the VPAA Office is required if a department/division wishes to consider non-U.S. citizens or permanent residents. This policy covers research associates as well.
6. **Interview Process:** Candidates are brought to campus for an on-campus interview. During this time, the candidate meets with the search committee, department/division faculty, the Dean(s) of the colleges, and either the Senior Vice President for Academic Affairs or the Associate Vice President for Academic Affairs. On-campus interviews **must** include a pedagogical presentation to judge applicants' oral communications skills. The Search Committee should also request materials that will allow them to judge applicants' written communication skills.
7. **Selection:** At the completion of the interview process, the department should meet (electronic meetings are acceptable) to choose the preferred candidate. The division chair should communicate their recommendation to the AVPAA and the Dean for approval.
8. **Salary Determination:** The VPAA Office will determine and communicate the salary information to the division chair.

9. **Contract:** If the candidate accepts the offer **and** the VPAA Office has received and filed an official transcript, current vita, and letters of references, a contract will be mailed.

### Faculty Appointment

Every appointment of a faculty member shall be made by a formal written agreement signed by him/her and by the President of the University or his representative, and shall state the rank, salary, length of agreement, and other conditions of appointment. A copy of the terms of appointments shall be presented to each prospective faculty member prior to his acceptance of appointment. Acceptance of the appointment shall be considered to indicate the appointee's willingness to be bound by all the terms of the agreement. Faculty in the College of Arts & Sciences will ordinarily be employed on nine (9) month contracts. Nine month contracts end at the completion of spring commencement activities. For those faculty members who are requested to perform administrative tasks that require summer employment, an addendum to their regular nine-month contract will be issued. Employment during the summer months is offered on a year-to-year basis. Clinical faculty in the College of Pharmacy are hired only on 12 month contracts.

**No faculty member, department head (CAS), or division chair has the authority to make an oral promise of employment, tenure or promotion. The University will not be bound by oral statements.**

Appointments shall be of two kinds: term appointments (tenure-track and non-tenure track) and continuous tenure appointments. Term appointments end at the close of the period specifically stated in the employment agreement. These appointment





3. received the doctorate; the University may accept other degrees or credentials as deemed appropriate for specific disciplines;
4. showed excellence in college teaching.
5. demonstrated strong scholarship;
6. performed acceptable service to the University and/or the community; and
7. demonstrated collegiality.

Recommendations from the division chair, the department head (CAS), and the tenured faculty members of the department and from the college dean will play a significant role in the tenure process.

### Assessment

A full-time faculty member who meets the conditions for eligibility described above, including those pertaining to the terminal degree, becomes automatically eligible for tenure review during the eleventh semester of full-time service. Leaves for education or health purposes will not be counted toward the eleven semesters, but they do not interrupt the continuity.

The Rank and Tenure Committee will evaluate the candidate and make its decision known to the President. The Senior Vice President, Academic Affairs will, by letter, inform the faculty member of the University's decision on his or her faculty status.

### Review

A faculty member denied tenure as a result of his/her review has the right to a hearing before the Rank and Tenure Appeals Committee whose elected membership shall be distinct from that of the Rank and Tenure Committee. Before this hearing, he/she must be informed of the reasons for the decision and be given 45 working days in which to submit his/her appeal. The Rank and Tenure Appeals Committee will review the decision of the Rank and Tenure Committee and consider the appeal (submitted either in person or in writing) of the faculty member, after which it will decide whether to uphold or overturn the decision of the Rank and Tenure Committee. In the case of an unfavorable decision by the Appeals Committee, the faculty member may at this point present his/her case in writing to the President, who must hear it. In this event, the judgment of the President, who may consult with the Appeals Committee, will be final. If the Rank and Tenure Appeals Committee overturns the decision of the Rank and Tenure Committee, then the Appeals Committee's recommendation is communicated to the President through the Senior Vice President for Academic Affairs.

### Reduction of Time Required for Tenure (as above)

In exceptional circumstances, the Rank and Tenure Committee may consider a request to grant tenure to an in-coming faculty person. In such cases, there must be clear evidence of superior credentials in all criteria or exceptional accomplishments in a given field. In other

cases, the Committee may consider a request to reduce the time required for permanent tenure. In these cases, tenure may be awarded to someone who, after serving two years at the



Evidence of competence (e.g.):

- Availability for and assistance to students outside the classroom, especially in academic advising
- Self-assessment in the Faculty Up-Date
- Assessment of student learning
- Assessment of teaching by chair and peers through such means as classroom observation, structured interview, test or appraisal of student achievement, content analysis of instructional materials.
- Assessment of teaching by students
- Teaching portfolios
- Maintenance of fair standards in grading

**B. Scholarship**

Scholarship is here defined as a process that generally includes, in various modes according to disciplines, the definition of a problem, the formulation of a hypothesis, and the choice of a methodology, its end the creation of a product that advances knowledge. This progression from discovery through peer evaluation and review to “publication,” or making one’s scholarship public, takes many forms, including: traditional research (where articles and conference papers “make public” the results of inquiry); the creative output of the fine arts (where performance, art work, and text “make public” outcomes of different forms of investigation); and the Scholarship of Teaching, here defined as making public, in conference presentation or pedagogical journal, for example, results from studying a problem about an issue of teaching or learning through methods consistent with disciplinary epistemologies, with the end of enhancing student learning.

In assessing these scholarly outcomes, not only quantity, but quality, i.e. the originality of a

- Peer-reviewed papers presented at conferences that end in published works
- Production of marketable, peer reviewed software
- Publication by students of articles in refereed journals or conference proceedings, as appropriate to the discipline.

Other Scholarly Outcomes (e.g.):

- Presentation of papers at regional or national scholarly conferences
- Editing of journals, volumes, monographs, or textbooks
- Refereeing of papers or articles for journals or conferences
- Reviewing of textbooks for publishers
- Technical reports submitted to funding sources on completed research
- Curating of minor exhibits, directing of minor theatrical productions, conducting of minor works.
- Writing successful grant proposals to external sources for teaching or research
- Invited speeches, lectures, and book reviews
- Presentation by students at refereed conferences that end in published work, as appropriate to the discipline.

### C. Service to the University and/or the Community

Faculty must participate actively in the life of the department and of the University, thus advancing the mission of the University. When faculty serve outside the University in their academic roles, that activity likewise furthers Xavier's mission. For using one's disciplinary expertise to benefit the greater community brings the University into the community, bridging the gap between academic theory and the world outside the academy. In addition, the University highly values faculty service in a just cause.

Examples of university service:

- Departmental service
- Assistance to other departments
- Special mentoring of students
- Advisor to campus organizations
- Service on college and university committees
- Writing of grants

Examples of scholarly service:

- Serving in any capacity other than presenter at a conference (i.e. chairing panels, chairing conference, organizing program)

- Serving on the editorial board of a journal or press
- Serving on the administrative board of a professional organization
- Serving on the reviewing panel of a granting agency
- Reading or grading for national testing agencies, or helping to devise new national tests.

Examples of public service:

- Consulting with community organizations (i.e. schools, churches, non-profit organizations, etc) within your area of expertise
- Serving on community/public boards of directors
- Performing regularly any volunteer activity undertaken to enhance the well-being of the community

#### D. Collegiality

As a community of teachers and scholars, faculty members are expected to interact in an atmosphere of mutual respect, with integrity, honesty, and regard for academic freedom. They should work with each other responsively in the day-to-day activities that further the mission of Xavier and the success of students, colleagues and the University as a whole. This will be assessed in letters from the Dean, the division chair, the department head (CAS), and tenured faculty from the department (CAS)/division (COP) at third and sixth-year reviews.

#### ***Teaching Faculty Rank and Promotion***

The following policies apply to terminally-degreed, tenure-track faculty only. ABD faculty hired for tenure-track slots will be considered Instructors. If they complete their degrees within the three-year period, they may receive a tenure-track appointment as Assistant Professor for the following semester. If not, they will be terminated.

Members of the tenure-track S

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## Qualifications for Ranks

Assistant Professor—Possession of a terminal degree.

### Associate Professor

1. Possession of a doctorate, degree, or other credential recognized as the equivalent of terminal degrees within specific disciplines, or special evidence of professional competency ordinarily required for teaching in certain technical and professional fields.
2. Six (6) years of ranked college teaching, and a minimum experience of three (3) years in the rank of Assistant Professor on the university level. Up to three years of relevant experience in a non-teaching situation may be substituted for years of college teaching. The faculty member must petition the Rank and Tenure Committee to make the substitution and this Committee has the authority to determine both the relevance of the experience and the number of years to accept.
3. Evidence of continuing achievement in Service and increasing achievement in the areas of Teaching and Scholarship (in accordance with the criteria listed for tenure).

### Professor

Appointment to this rank on promotion from the rank of associate professor supposes, in addition to distinguished fulfillment of the requirements of the previous ranks, evidence of continued service and such outstanding qualities of teaching and scholarship as to merit recognition among scholars and educators. A minimum of five (5) years in the rank of associate professor as well as at least ten (10) years of college teaching is required for advancement to this rank.

## Exceptions to the Norms for Advancement in Rank

Exceptions to the above requirements are rarely granted and are considered by the Committee on Rank and Tenure only on the recommendation of the dean of the college and on approval by the VPAA when there is clear evidence of exceptional qualifications.

## Procedures for Promotion in Rank

Appointments and promotions are made by the President or his designee. Recommendations for promotion are due in the Office of the Vice President no later than the date indicated yearly by the Senior Vice President, Academic Affairs. Once a year, well in advance of March 15, upon recommendation by the chairs or by request of the faculty members, the University Committee on Rank and Tenure reviews recommended faculty who are eligible, by reason of time served, for promotion to a higher rank. Members of the Rank and Tenure Committee are not eligible for promotion while serving on the Committee.

Ordinarily the department head (CAS)/division chair (COP) will initiate recommendations for promotion by submitting these (on the annual faculty evaluation forms) to the Senior Vice President, Academic Affairs, who will present them to the Committee on Rank and Tenure. In addition, a faculty member may initiate a request to be considered for promotion through the dean of the college. In either case, it is the responsibility of the faculty member to provide to the committee all appropriate documentation concerning Service, Teaching, and Scholarship after petitioning for review and prior to the review itself.

Information and recommendations on faculty members to be considered will be discussed and deliberated upon according to procedures established by the Committee.

Those who are recommended for promotion and approved by the President are so informed in writing by the Senior Vice President, Academic Affairs.

Faculty members who are not recommended for promotion by the Committee may request, through the Senior Vice President for Academic Affairs, a review of their cases. All appropriate documentation concerning Teaching and Scholarship should have been submitted to the Committee before the first decision was made.

The Senior Vice President for Academic Affairs serves as the Chair of the Academic Rank and Tenure Committee and exercises the Chair's right to vote in case of a tie.

### ***Non-Tenure Track – College of Arts & Sciences***

**(Adopted 11/00)**

Faculty holding full-time nontenurable positions in the College of Arts and Sciences shall be members of the General Faculty, classified as Teaching Faculty, as described in Section III of the Faculty Handbook. When appropriate, such faculty may apply for and be appointed to the Graduate Faculty.

Members of the non-tenure-track faculty are appointed on a full-time, contractual basis at a rank consistent with the University Promotion Policy.

At the time of employment a contract issued to a non-tenure track faculty member shall explicitly state the term of employment and that the position is not tenurable. The duties and expectations of such faculty members, especially those that may differ significantly from the duties of regular tenured and tenure-track faculty members, shall be explicitly stated in the contract.

#### **General Guidelines**

At no time shall the number of non-tenure track positions in the College of Arts and Sciences exceed 15% of full-time positions for the entire college. It shall be the responsibility of the Office of the Vice President for Academic Affairs to ensure that this limit is not exceeded. Ordinarily, the number of non-tenurable positions in any particular department or division shall not exceed 25% of full-time positions unless requested by the department and approved by the Dean of Arts and Sciences and the Senior Vice President, Academic Affairs.

## General

approval by the Senior Vice President for Academic Affairs, the division chair, in consultation with the department head and the Dean of the College of Arts and Sciences, shall determine a timeline for filling the position as a tenure track position.

A faculty member currently employed by the University who wishes to change status either from tenure-track to non-tenure track or vice-versa may do so only in the event that such an open position exists. The faculty member must apply for the position and a proper search and hiring procedure, as described below and in Section III of the Faculty Handbook, must be followed.

The procedure for filling a non-tenure track position is described in Section III of this document.

Non-tenure-track faculty members are initially given a one year academic contract, renewable for three further one-year contracts based on the evaluation and recommendation process described below. The non-tenure track faculty member is thereafter eligible for a three-year contract based on the evaluation and recommendation process for non-tenure track faculty. During the last year of the three-year contract, non-tenure track faculty are eligible for three-year rolling contracts. The three year rolling contracts are automatically renewed every year based on satisfactory performance of non-tenure-track faculty, to be determined by the Senior Vice President for Academic Affairs in conjunction with the division chair.

### Renewal Schedule for non ~~tenure~~ Tenure Track Teaching Appointments

Renewal time schedules for non-tenure track faculty shall be the same as those for teaching faculty described in Section III of the Faculty Handbook

### Termination of Faculty Appointments

Appointments of non-tenure track faculty may be terminated before expiration for the reasons described in Section III of the Faculty Handbook, “Termination of Faculty Appointments”.

### Evaluation

Non-tenure track faculty will be evaluated by

## Criteria for Evaluation

Criteria to be used in evaluation of non-tenure track faculty may include, but not be limited to, the following:

### **A. Teaching**

1. Generally outstanding evaluations by students, peers, and department head.
2. Development of teaching materials specific to the course.
3. Develops innovative and creative teaching approaches.
4. Models and stresses the practices of good communication within the field.
5. Availability to students.
6. The development and refinement of teaching methods suited to the discipline.
7. Academic advising.

### **B. Non-teaching Duties**

Some non-tenure track positions may require duties other than teaching (e.g., laboratory coordination, program coordination, facility maintenance). Individuals will be evaluated on specific duties as indicated in the description of the position.

### **C. Scholarship**

1. Papers submitted and/or accepted for publication in scholarly journals.
2. Active membership in professional organizations.
3. Attendance at professional meetings.
4. Performances and exhibitions.
5. Presentations at professional meetings.

### **D. Service to the University and Department**

1. Departmental committee service
2. University committee service
3. Grant writing
4. Other departmental service
5. Participation in University/College-wide activities

### **E. Service to the Community**

1. Participation in community programs
2. Supervision of students active in community activities
3. Talks or presentations offered to schools, groups, etc.



**F. Collegiality**

As a community of teachers and scholars, faculty members are expected to interact in an atmosphere of mutual respect, with integrity, honesty, and regard for academic freedom. They should work with each other responsively in the day-to-day activities that further the mission of Xavier and the success of students, co





### ClinicalAssistantProfessor

1. Possession of a Doctor of Pharmacy degree and at least one of the following:
  - a. successful completion of an accredited post-Pharm.D. pharmacy practice residency or specialty residency in a clinical setting of at least 12 months in duration.
  - b. successful completion of a post-Pharm.D. fellowship of at least 12 months in duration.
  - c. Relevant knowledge or skills gained over a period of at least three (3) years in an appropriate healthcare setting.
2. Commitment to the University, its goals and objectives.

### ClinicalAssociateProfessor

1. Six years of college teaching (experiential and didactic) at the rank of Assistant Professor or Clinical Assistant Professor on the University level.
2. Demonstrated excellence in teaching in both the experiential and didactic arenas.
3. Demonstrated excellence in the provision of pharmaceutical care.
4. Evidence of scholarly activity.
5. Demonstrated collegiality.

### ClinicalProfessor

1. A minimum of five years of successful service at the rank of Associate Professor or Clinical Associate Professor on the University level.
2. Continued evidence of outstanding teaching in both the experiential and didactic arenas.
3. Evidence of increasing excellence in the provision of pharmaceutical care.
4. Evidence of continuing achievement of scholarly activity.
5. Demonstrated collegiality.

### Exceptions to the Norms for Appointments/Advancements in Rank

Exceptions to the above are considered only with the recommendation of the Dean of the College and on approval by the VPAA when there is clear evidence of exceptional qualifications.

## Promotion in Non Tenure Track

Candidates eligible for promotion will be reviewed by the Committee on Promotion\*, which shall consist (initially) of two senior clinical faculty members (elected by the clinical faculty) with a minimum of seven years teaching experience and one additional member selected from the Pharmacy Rank & Tenure Subcommittee. The committee's recommendation with accompanying rationale will be forwarded in writing to the University Rank and Tenure Committee for final approval.

To be considered for promotion, a faculty member should have demonstrated excellence in teaching (both experiential and didactic), pharmacy practice, scholarly activity, and service to both the university and the community. Length of service in a particular rank is one of the criteria for promotion, but alone does not ensure it. There is no limit to the number of years that a faculty member ma

**B. Teaching**

1. Experiential instruction – Clinical faculty should maintain a practice environment that allows students to refine the skills necessary to be a successful pharmacy practitioner. The clinical faculty member should serve as a mentor and role model for students in a pharmaceutical care environment.
2. Didactic instruction – Clinical faculty will participate in didactic courses as assigned by the Chair of Division of Clinical and Administrative Sciences. Faculty are responsible for assuring that teaching materials are up to date and include current information for the assigned topics. The

### **E. Service to the Community**

Participation in Community Programs – Examples may include, but are not limited to, participation in health fairs, medication teaching programs, disease prevention programs, and chronic disease programs at schools, churches, senior centers, clubs, local businesses, etc.

### **F. Collegiality**

As a community of teachers and scholars, faculty members are expected to interact in an atmosphere of mutual respect, with integrity, honesty, and regard to academic freedom. They should work with each other responsively in the day-to-day activities that further the mission of the college and the University. This will be assessed in letters from the Dean, DCAS Chair, and faculty.

### **Procedures for Promotion in Rank**

Once a year, on the recommendation of the DCAS Chair or by faculty member request, the Committee on Promotion reviews recommended members of the faculty who are eligible by reason of time served, for promotion to a higher rank. Ordinarily, the DCAS Chair will initiate recommendations for promotion on the faculty member's annual evaluation in the fall. Those faculty recommended by the chair will be forwarded to the Committee on Promotion.

In the case of a faculty member's individual request for promotion, the faculty member will forward a letter of request for promotion to the chair of the Committee on Promotion. In either case, it is the responsibility of the faculty member to provide to the committee all appropriate documentation prior to the review.

In anticipation of a recommendation for promotion, the Clinical faculty member should:

1. Review his/her personnel file in the VPAA Office for completeness (file should contain copies of yearly Faculty Update Sheets describing all clinical activities,

promotion, as well as the Dean's recommendation with regard to promotion. Faculty members who are recommended for promotion and approved by the University Rank and Tenure Committee will be informed in writing by the Office of Academic Affairs. Faculty members **not** recommended for promotion may appeal the decision through the Dean of the College of Pharmacy. All appropriate documentation should have been submitted to the Committee for its examination before the first decision is made.

### ***Library Faculty***

The Library faculty have all the rights and privileges of faculty except the following:

1. they do not acquire academic tenure;
2. norms for advancement are appropriately modified; and
3. there are special conditions of employment stated in their contracts or in other directives.

Appointments to the library faculty are made by the President of the University or his designee. Recommendations for appointment are initiated by the University Librarian in consultation with the Office of the Senior Vice President, Academic Affairs.

Recommendations for promotion are similar to procedures designed for promoting Teaching Faculty. The University Librarian will initiate recommendations for promotion by submitting these to the Office of Academic Affairs and the University Rank and Tenure Committee. Library faculty who are recommended for promotion and approved by the President will be so informed in writing.

Members of the library faculty shall have these ranks in ascending order: Affiliate Librarian, Assistant Librarian, Associate Librarian, and Librarian.

There is no limit on the number of years that a library faculty member may serve in a given rank.

### **Qualifications for Rank**

**(In ascending order):**

#### **Affiliate Librarian**

1. Possession of adequate training and preparation as evidenced by a Master's degree from an ALA-accredited library school, a Master's degree in related fields such as Learning Resources or Information Technology; or an appropriate Master's degree and certification from the Academy of Certified Archivists;
2. Evidence of the potential for successful overall performance and for development as an academic librarian; and



3. Ability to perform the duties of the position and commitment to the mission of the library as stated in the Xavier University Guide to Library Operations.

### Assistant Librarian

1. Successful fulfillment of the requirements for Affiliate Librarian for one or two years or equivalent and successful experience at another library; and
2. Excellent performance of duties as evidenced by the criteria for evaluation and promising beginning of professional development and service according to evaluative criteria.

### Associate Librarian

1. At least five years of satisfactory service at the rank of Assistant Librarian or equivalent and successful experience at another library; and
2. Evidence of increasing achievement in:
  - a. Teaching and Library-Related Activities
  - b. Scholarship and Artistic Endeavor
  - c. Professional, Community, and Growth Activities
  - d. Non-teaching Activities Supportive of Library and University Programs.
3. A record of successful teaching or publication in library science and other academic or scholarly fields in lieu of other experience. The library faculty member must petition the Sub-Committee for Library Faculty Rank to make the substitution. This Committee has the authority to determine both the relevance of the experience and the number of years to accept. Exceptional circumstances to reduce the requirements must be considered by the Sub-Committee for Library Faculty Rank with the endorsement of the Office of Academic Affairs.

### Librarian

1. Successful service at the rank of Associate Librarian for not less than five (5) years as well as ten (10) years of academic librarianship or equivalent and successful service in another library; and
2. Evidence of outstanding and increasing achievement in 2 and 3 above.

## Criteria for Evaluation

The following statements should be regarded as the official statements of criteria for professional librarians.

### A. Teaching and Library Related Activities

1. Library faculty members are employed primarily on the basis of effective librarianship. They will be evaluated according to the demonstration of their:
  - Competency to perform the responsibilities of individual job descriptions;
  - Command of subject matter;
  - Knowledge of resources and tools used in performance of responsibilities;
  - Grasp of general and specific objectives;
  - Competency to work with colleagues in a positive manner to accomplish the goals and objectives of the library programs;
  - Competency to improve students' awareness of the relationship of one subject to other fields of knowledge;
  - Competency to organize and supervise an area of service for the accomplishment of program objectives;
  - Competency in preparation of appropriate bibliographic tools and aids to assist faculty and students in the use of library resources;
  - Competency to interpret library resources to students and other library patrons through reference services or through preparation of catalogs, guides, or bibliographies;
  - Knowledge of appropriate library policies and procedures and ability to interpret them accurately and in a positive manner;
  - Competency to coordinate the functions of the assigned work area with other areas of the library;
  - Competency to encourage students to develop library skills for independent use of library resources through reference service or the development of library guides and other library user aids.
2. Library-related activity refers to such supportive activity as preparation for job assignments, ensuring communication with other faculty and staff, and maintaining currency in one's field of expertise.
3. Teaching in a field of specific expertise.





faculty member desires the hearing, he/she must respond in writing to the charges at least one week prior to the date set for the hearing.

Suspension of the faculty member during these proceedings is justified only if the President of the University judges that serious, immediate harm to the faculty member or others is a threat. Unless legal consideration forbid, and providing reasons for dismissal do not involve moral turpitude, any suspension should be with pay.

Prior to the beginning of the hearing, the committee will consider the grounds for dismissal as stated in the President's letter to the faculty member and the faculty member's written response to the charges.

The committee, in consultation with the President and the faculty member, will determine whether the hearing should be public or private. If any facts are in dispute, the committee will consider the testimony of witnesses and other evidence.

The President (or his designee) has the option of attendance during the hearing. The President may also designate a representative to assist in developing the case. However, the committee has the responsibility of conducting the hearings.

The faculty member has the option of assistance by counsel (whose role is similar to that of the President's representative). The faculty member or his counsel, as well as the President's representative, has the right, within reasonable limits, to question all witnesses. Should the committee feel it imperative to remove this right, or if the witness cannot appear, the identity of the witness, as well as his/her statements, will be disclosed to the faculty member. When necessary, statements may be taken outside the hearing, and reported in writing to the committee and to the faculty member. All of the evidence will be duly recorded in minutes of the proceedings, but formal rules of court procedure need not be followed.

No public statements about the case will be made by the faculty member, his counsel, the administration of the University, or the committee until proceedings have been completed. Any announcements of the final decision should include a statement of the hearing committee's original action.

### **Extraordinary Suspension from Faculty Status**

Only when the President of the University judges that serious, immediate harm would come to the faculty member him/herself, to the students, or to the University through the continued professional or teaching activity of a faculty member may the faculty member, whether tenured or not, be immediately suspended from his faculty position. Notice of such suspension, together with the specific statement of the causes therefore, and of the faculty member's right to appeal, as provided in the section above, shall be given in writing. In the event of such suspension, the procedures established in the preceding section shall be followed as expeditiously as possible, and the compensation of the faculty member shall be continued while such procedures are being carried out.

## ***Academic Freedom***

At a meeting of the Academic Assembly held on October 14, 1975, the faculty of Xavier University of Louisiana adopted the AAUP 1940 Statement on Academic Freedom with the addition of the Addendum.

### **AAUP 1940 Statement on Academic Freedom**

- A. Teachers are entitled to full freedom in research and in the publication of the results, subject to the adequate performance of their other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.
- B. Teachers are entitled to freedom in the classroom in discussing their subject, but they should be careful not to introduce into their teaching controversial matter which has no relation to their subject. Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of the appointment.
- C. College and university teachers are citizens, members of a learned profession, and officers of an educational institution. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As scholars and educational officers, they should remember that the public may judge their profession and their institution by their utterances. Hence they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not speaking for the institution.

### **Addendum**

The Roman Catholic character of Xavier University imposes a special responsibility on the professor engaged in teaching or research at the Institution; although an individual professor may agree or disagree with the principles and moral teaching of the Catholic faith, he/she profes15 TD.



## ***Faculty Development at Xavier University***

Xavier University is committed to a faculty development program to meet the changing needs of all faculty. Opportunities for faculty development include:

- A sabbatical program;
- Travel funding;
- Distinguished Scholar Awards;
- Norman C. Francis Faculty Excellence Awards;
- Professional Development Release Time – College of Arts and Sciences;
- Faculty Colloquia & brown bag lunches;
- NYU Faculty Resource Network initiatives;
- Student evaluation of teaching;
- Center for the Advancement of Teaching initiatives;
- Center for Undergraduate Research initiatives; and
- Center for Intercultural and International Programs.

### Program Components

#### New Faculty Orientation and Mentor Program

The Orientation Program, designed to acclimate faculty to the University community, has three primary components: (1) a two-day orientation seminar held in late summer; (2) a series of fall CAT workshops on topics helpful to new faculty; (3) a Mentor Program through which experienced faculty work with new faculty during their first year at the university, offering them opportunities to discuss professional and personal concerns.

#### Professional Development Release Time – College of Arts and Sciences (modified spring 2008)

The College of Arts & Sciences provides **Professional Development release time** for academic units' creative or scholarly projects. Release time for creative or scholarly projects is available to academic units in two categories: to first semester faculty and to all other faculty. In either case, the faculty member with release time cannot have an overload and a class that would otherwise be offered cannot be cancelled due to this professional development release time.



Professional Development Release Time for First Semester Faculty

First-year faculty (on tenure track) with no prior teaching experience will receive three hours of release time during their first semester of employment. This release time is only available during the first semester of teaching.

The first-year faculty member must participate in the Center for the Advancement of Teaching's workshops and join an available Course Portfolio Working Group.

Professional Development Release Time for All Other Faculty

Each academic year each College of Arts and Sciences' Department/Division will receive release time hours equivalent to the total number of full time (tenure track and non-tenure track) faculty in their department/division, not including temporary faculty. These release time hours cannot be saved or transferred from one academic year to the next.

The steps for utilizing this release time for non-first semester faculty are:

1. Each department/division arrives at consensus with regard to a departmental process that will be used to determine the recipient(s). The process is reviewed for possible change at least once every three years.
2. The department head notifies the division chair and the CAS dean with the

sought to focus the University's efforts aimed at advancing the art of teaching, particularly through effective and innovative uses of technology.

Its efforts, however, are not limited to supporting faculty use of technology. Recently, the Center has supported a broad range of initiatives aimed at improving teaching and student learning, supporting faculty and student research, and exploring issues in higher education in general and Xavier in particular. Examples of the latter include faculty discussions on



3. Sabbatical leaves of absence shall not constitute a break in continuity of service required for eligibility in various university benefits (fringe benefits, honors, years of service awards, etc.). Therefore, paid leaves of absence shall count toward years of service to the University.
4. A sabbatical leave may be granted for faculty to engage in:
  - a. full/part-time study at an accredited college/university. The purpose of this study should be to enhance or improve teaching competence in his/her current area of responsibility and /or in an adjunct area important to the faculty member's functioning within the university;
  - b. academic/scientific research;
  - c. occupational/professional development experiences to renew or establish credentials in an area directly related or an area tangentially related to a faculty members functioning within the university;
  - d. travel and/or reading and reflection that improves the competence of the faculty member in his/her service to the university;
  - e. and, the preparation of creative/technical materials.
5. Significant changes in original sabbatical proposals must be filed in advance in writing to the Sabbatical Leave Committee and approved by the VPAA office.
6. Three sabbatical leaves are available to be granted on an annual cycle. Faculty have a choice of full salary for one semester or half-salary for two semesters.
7. A sabbatical leave may be rescinded by the faculty member no later than sixty (60) calendar days prior to the leave but not after a temporary replacement has been hired.
8. The total compensation for a faculty member on leave from the University shall not be greater than that amount of the contracted salary he/she would receive if not on sabbatical. All fringe benefits will continue to accrue for faculty members on sabbatical leave.
9. Upon returning to the University, the faculty member shall be permitted to return to his/her academic department with full rights and privileges. The only variance to this policy would be one that had been agreed to by the faculty member and the University prior to the approval of the sabbatical leave.

The purpose of a sabbatical leave is to support faculty who do not have external grants or contracts that provide salary support for scholarly activity. It is understood that faculty members may have funding for travel, research activities, supplies, and other support that is not salary. Therefore, the Sabbatical Leave Committee will give priority to applicants that do not have support for salary. Additionally, the committee will also give special consideration to faculty members with long tenure of service to the University.

## Other leaves

The University encourages members of the faculty to seek grants from outside sources in support of study, research and professional improvements, and it will at any time consider an application for a leave of absence if required by the funding agency.

Application for leave is made to the Office of Academic Affairs for recommendation to the President for approval.

A faculty member receiving financial assistance for a leave is expected to return to his position and to serve the University a minimum of one year. Moreover, a report on the work done and progress made during the leave is to be submitted to the Office of Academic Affairs, if the leave is University-funded.

## ***Policy and Guidelines for the Eminent Scholars Program***

**(5/31/2000 and updated 8/2009)**

Xavier University's Eminent Scholars Program includes provisions for Endowed Professorships and Endowed Chairs which are awarded to faculty demonstrating exceptional scholarship and service to the institution. These positions are funded by the Louisiana Board of Regents' Louisiana Education Quality Support Fund (LEQSF), and through matching funds secured by the University from private donors for this specific purpose.

### Creation

The Vice President for Institutional Advancement, in consultation with the Senior Vice President for Academic Affairs (SVPAA), is responsible for negotiating and formulating donor agreements to establish new Endowed Chairs and Professorships. Unlike Endowed Chairs, endowed professorships may not pertain to specific disciplines or departments unless directly stipulated by the donor. A final draft of the proposal to establish new Endowed Professorships and Chairs must be submitted to the Office of the Senior Vice President for Academic Affairs for approval.

### Selection

Nominees for an Endowed Professorship will ordinarily hold the rank of associate or full professor or be eligible for that rank if selected from outside the university. The Office of the SVPAA identifies candidates for endowed professorships according to the individual's record of creative and scholarly accomplishments, and on the assessment of the candidate's potential. If the professorship is used to recruit an exceptional faculty candidate, standard university procedures for faculty hires must be followed.

The selection of an Endowed Chair is the result of a national search conducted by a committee consisting of at least one member who is not a Xavier employee. Nominees for an Endowed Chair should hold the rank of full professor, be eligible for that rank, or hold professional credentials that merit consideration for the Chair. However, instances where an



renewal or nonrenewal to the President and SVPAA. If an endowed chair is not renewed, then he/she assumes the duties and responsibilities in the department/division as any other senior faculty member. In the event of non-renewal, endowment funds are no longer available to the faculty member vacating the endowed chair position.

## Endowment Revenue

The Louisiana Boards of Regents' regulations require that endowment income be used only for salaries, salary supplements, or for expenses directly related to an endowed faculty member's scholarly endeavors. With approval from the Office of the SVPAA, the earnings may be distributed, in whole or in part, as a summer stipend when the endowed professor or chair has funding from external sources to support and enhance research and/or teaching. Normally, annual earnings from the endowment are used to support the research and teaching activities of endowed faculty positions.

At the beginning of each academic year, the Office of the SVPAA will communicate the available endowment funds to each endowed professor and chair.

## Title

The title of endowed professor or endowed chair is honorary and not one of rank. The title may be used only for the duration of the appointment.

## ***Faculty Benefits***

### Eligibility

All regular full-time and part-time faculty members who teach at least six (6) semester hours.

All benefits are effective the first day of the month following the effective date of the contract period.

### Health Insurance

Xavier University of Louisiana offers to all regular full-time and eligible part-time faculty members health insurance with Humana. The employee pays a certain percentage of the premium and the university pays the remainder for employee-only coverage. If the faculty contract is renewed, the University will pay the same percentage as in the academic year for the summer months. **If a faculty member breaks a signed contract in the summer, he must reimburse the University for any costs incurred in insurance charges for summer months.**

### TIAA CREF(Retirement Plan)

All regular full-time and eligible part-time faculty members are eligible to participate in XU's tax-deferred annuity plan, which is managed by the Teachers Insurance Annuity Association (TIAA-CREF). Although new faculty may participate in the first full month of

their employment, XU does not match the participating faculty's contributions until the third year of employment. XU will match up to 6% of the faculty member's salary after he/she has completed two years of service with Xavier or any institution of higher education. Both the faculty member and the university contributions will be applicable to all earnings, including overtime, overload, summer school, and any supplemental pay. Contributions are on a before-tax basis through a written salary reduction agreement with Xavier.

### Life Insurance

XU provides group term life insurance to all regular full-time and eligible part-time faculty members at no cost to the faculty member. The benefit amount equals the sum of the employee's base annual salary (rounded to the nearest \$1000). The university pays 100% of the premiums.

Voluntary Life is a term life insurance plan that will provide coverage for the employee, their spouse and eligible dependents. This insurance may be converted from a group to an individual plan when the faculty member separates from employment. The faculty member pays 100% of the premiums for voluntary life.

### Sick Leave

***(The Sick Leave Policy is currently under review and will be updated upon review completion.)***

#### Eligibility:

Both full-time and regular part-time faculty members under contract with the University are eligible for sick leave.

#### Policy:





## Vision Plan

The university offers a voluntary vision plan to faculty members and their eligible dependents. The faculty member pays 100% of the premium cost.

## TIAA Long Term Disability

Xavier University of Louisiana offers to all regular full-time and eligible part-time faculty members the Teachers Insurance Annuity Association Long Term Disability Insurance. This benefit becomes effective after a faculty member has been unable to work for three (3) months because of a non-work related illness or injury. This benefit will provide the faculty member with 60% of their base salary up to \$6,000 monthly maximum for a time period established by the plan.

## Worker's Compensation Insurance

All faculty members are covered by Worker's Compensation Insurance according to the statutes and regulations of the State of Louisiana Code of Law. Any work-related injury or occupational illness must be reported immediately to the Director of Health Services. If the work-related injury or occupational illness results in lost time from work, XU's worker's compensation insurance carrier will start paying benefits at the level determined by state law. Benefit payments do not start until the faculty member has been absent from work for seven consecutive days. Specific questions regarding Worker's Compensation Benefits should be referred to the Director of Health Services or the Director of Human Resources.

## Flexible Spending Account

Regular full-time and eligible part-time faculty are eligible to enroll in the flexible spending account. These are pretax dollars, which are designated by the employee for a calendar year, and may be used to cover dependent care expenses, unreimbursed medical, dental and vision expenses. Information regarding these benefits may be obtained by reading plan documents or contacting the Office of Human Resources.

## Tuition Waivers

The spouse and any unmarried dependent children under the age of twenty-four (24) of eligible faculty members may attend undergraduate courses at the University free of tuition during the academic year (summer and enrichment courses are not included) as long as the employee retains his eligible status. A waiver of one-third of graduate tuition is also available. Fees, books, etc. must be paid for by the employee. Spouses and dependent children will be required to file application with the Financial Aid Director to determine eligibility of financial aid. This requirement can be waived by the Senior Vice President, Administration.

## Eligibility

A spouse or dependent child of a faculty member is eligible to receive benefits for any semester which begins on or after the faculty member's date of employment.

## Limitations

The spouse or dependent child must be admitted to the University and must meet all academic requirements stipulated in the University catalog. Undergraduate students receive 100% remission for a period not to exceed nine semesters.

The same limitation of nine semesters applies to spouses or dependents enrolled in the College of Pharmacy, i.e., students will receive 100% tuition remission for a maximum of nine semesters (based on undergraduate CAS tuition) after which they will receive 1/3 tuition remission for the P3 and P4 (5th and 6th) years in the College of Pharmacy.

To retain eligibility, the spouse or dependent must maintain a minimum g.p.a. of 2.0. Students who are placed on academic probation will be allowed one additional semester on tuition remission in order to meet eligibility requirements, after which they must enroll in the University at their own expense to improve the g.p.a. to the expected level.

## Library Facilities

These are extended to all dependents of faculty members. The librarian reserves the right to prescribe rules and regulations governing the same.

## Athletic Facilities

Faculty and their dependents may utilize athletic facilities, equipment, etc., but this is conditional upon the immediate requirements of scheduled student activity.

## Health Center

The health center is specifically designed to serve the needs of students. However, it does attempt to meet faculty health emergencies and provides the faculty with examinations and immunization sponsored by the state or federal government.

## Federal Credit Union

The faculty is urged to participate as members in the faculty-operated Credit Union. The convenience and economy for accumulation of savings and for borrowing needed funds are unusually advantageous to the members. The Credit Union is located on the 4th floor of Xavier South.

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## IV. INSTRUCTION

### ***Standards of Instruction***

In keeping with Xavier University's institutional commitment to teaching, faculty members should always be concerned about the effectiveness of their teaching. Each faculty member should conscientiously strive to:

- prepare thoroughly for each class;
- present course goals clearly;
- provide a complete and thorough syllabus; the syllabus is to be a contract between students and instructor; a syllabus checklist is included in the hard copy version of the Handbook;
- provide clear and precise instructions (in writing, if applicable) for assignments of required work;
- avoid making lengthy assignments late in the semester;
- present course material using diverse means, making use of available technologies, where appropriate;
- maintain a classroom atmosphere which is conducive to student learning and analytical thinking;
- give tests and quizzes with sufficient frequency to motivate student preparation;
- return tests and papers in a timely fashion;
- grade all work fairly, firmly, and objectively; and
- model communication skills and respect for other individuals.

Each teacher should foster a scholarly atmosphere in the classroom, so that students will be encouraged to realize their full learning potential. Teaching methods should be employed which permit students to engage fully in their own educational development.

### ***Attendance***

Attendance at classes at Xavier University is extremely important. Because poor student performance is most often equated with tardiness and absenteeism, the instructor is urged to use all reasonable methods to promote attendance at all regularly scheduled periods.

Roll taking is required in all classes. Attendance records **must be kept** and excessive absences should be reported to the Registrar's office. Attendance itself in 2000, 3000 and 4000 level courses should not be a factor to be graded. It is conceivable; however, that participation in class activities may be linked to it.

Students enrolled in non-degree credit and 1000-level courses may not be absent more than twice the number of times the class meets per week without receiving an FE grade (failure because of excessive absences) for the course. A waiver of FE may be requested by the instructor from the college dean in exceptional circumstances, for compelling and documented reasons.

Instructors in certain disciplines may be influenced by professional or accrediting association directives regarding attendance, and compliance with such directives should be the norm.

In regard to veterans, the University has made the following agreement with the Veterans Administration:

If a veteran accumulates a number of absences in a course, whether excused or unexcused, that exceeds three times the number of scheduled class sessions per week, the VA will be timely advised that an adjustment in payments may be made.

### **Textbooks**

Textbooks must fulfill the objectives of the courses, as they are described in the catalog, and are to be selected by the faculty members in consultation with the department head (CAS)/division chair (COP). All textbook orders must be submitted in a timely manner. After the deadline for textbook orders, textbook selection is the authority of the department head (CAS)/division chair (COP).

If the faculty members complete the required forms, desk copies of textbooks will be ordered with the class order and will usually be shipped by the publisher directly to the faculty members. If the desk copies are enclosed with the shipment to the bookstore, they will be forwarded immediately to the faculty member named on the order. If the faculty member is assigned to teach the course after the book order has been placed, he/she obtains a form from the bookstore on which to request a complimentary copy and sends it directly to the publisher.

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Final examinations are to be administered to eligible students who receive fiscal clearance. One copy of the examination questions is filed with the division chair at the time the grades are entered.

Grades for graduating seniors are due prior to the period assigned for final exams on our academic calendar. The intent is that the graduating seniors be given an early final. However, professors may decide that graduating seniors (and graduating seniors only) receive their current grade in lieu of a final exam. Professors may decide that seniors can

are expected to comply with the directions given by the instructor as to seating arrangements, use of tables or calculators, computers, etc.

Plagiarism – the explicit submission as one's own the words or ideas of another – is to be dealt with firmly. It is important that faculty instruct students, particularly freshmen, as to what constitutes plagiarism.

Faculty members are to follow the Academic Integrity Policy of their respective College. The College of Arts and Sciences Academic Integrity Policy is found at [http://www.xula.edu/cas/documents/cas\\_academicIntegrity.doc](http://www.xula.edu/cas/documents/cas_academicIntegrity.doc). The College of Pharmacy's policy regarding academic integrity is found in the College's Academic and Ethical Policies Handbook found at <http://www.xula.edu/cop/documents/AcademicandEthicalHandbook.pdf>.

## **Grading**

Official grading of students is done twice each semester: at the midpoint of the semester and at its end. Instructions regarding the filing of grades will be issued by the Registrar. It is important that the complete report of grades be filed on time. A student's grade in a course is the combined result of the final examination, tests, class work and other assignments as indicated in the published syllabus. The University has not adopted a formula for arriving at the final grade. The evaluation is entrusted to the faculty member, subject to the supervision of the department head (CAS)/division chair (COP). In no instance should student grades be posted using the name, social security number or any manner that may identify the student. All graded assignments and tests should be returned directly to the student. These materials should never be left in a common area for students to retrieve.

The grade of "C" is the key to understanding the grading system of Xavier. It is considered to be the grade a student receives for average performance. Effort and good will alone do not suffice to reward with a higher grade a student whose performance is not above the "average" or "satisfactory" level. A grave disservice is done to the student and to the academic reputation of the University if the grades do not represent a standard of performance equivalent to that practiced in other good institutions. Teachers are encouraged to review their grade distributions each semester to monitor the rigor of their courses.

Letter grades are defined as follows:

A	=	Excellent	I	=	Incomplete
B	=	Good	W	=	Official Withdrawal
C	=	Average	S	=	Satisfactory
D	=	Poor	U	=	Unsatisfactory
F	=	Failure	PC	=	Passed with Credit
P	=	Passing	NG	=	No Grade
AU	=	Audit	TR	=	Transfer
FE	=	Failure for excessive absence	DC	=	Deferred Credit
W\$	=	Withdrawal for Financial Reasons	PE	=	Pass/Exit

Unofficial withdrawals at any time are to be reported as F's.



When grading students each faculty member should bear in mind that he/she is part of a complete corps of professors who must demand the best performance of their students. No student can be considered competent in his/her disciplinary area unless he/she is capable of adequate oral and written communication.

The grade of "I" (Incomplete) should be given only on very rare occasions when some moral or physical impossibility prevents the student from completing his class requirements promptly. Mere negligence on the part of the student should merit him a grade of "F." Approval of the dean of the college is required for this grade. An "I", unless changed before

1.

51 - 55 students          \$500.00

7. **Division chairs must provide a written rationale for those faculty whose courseload calculation in a given semester is affected by the number of preparations in order for nine hours to be considered a full load, or 12 hours to be considered an overload.**
8. The division chair is responsible for providing written documentation for any request for exceptions to be above rules to his/her dean.

### **Process for Faculty Overload Payment**

(Revised 2011)

Each spring division chairs submit forms reporting the total load (classes and release time) for each faculty members. The total load may not exceed 30 hours and the following guidelines are followed:

- 1.

Since Summer Session III spans both Summer Sessions I and II, half the teaching load for Session III will be counted in Summer Session I, and the other half of the teaching load will be counted in Summer Session II.

Classes with less than ten students enrolled are usually cancelled. In some instances these courses may be offered but with pro-rated compensation. In this case, faculty teaching courses with five or fewer students will be compensated at the directed reading pay rate; compensation for courses with between six and nine students will be pro-rated.

### ***Offices for Faculty Members***

Offices for faculty members are provided in several buildings on the campus, including the Administration Building, the Academic/Science Complex, and Xavier South. Pharmacy faculty are housed in the Pharmacy Building.

### ***Faculty Attendance***

Faculty are expected to meet all scheduled classes promptly. Where emergency situations occur, the instructor should contact his/her department head (CAS) in sufficient time to have his/her class(es) covered. If the instructor cannot locate his/her department head (CAS),

### **Attendance at Other Activities**

Faculty members are urged to manifest interest in the activities of the University, especially those in which the students participate. Faculty are encouraged to attend the opening Mass at the beginning of each semester.

Although no faculty member is required to be present at all such functions, all should try to attend a representative number of them. They should also try to demonstrate in other ways their interest in the activities of the students and the University.

### ***Membership and Participation in Professional Societies***

Faculty members are expected to hold membership in professional societies related to their respective fields and to participate in the scholarly and cultural functions related to each.

### **Attendance at Conventions and Scholarly Meetings**

Attendance at meetings or conventions held during the school year must be approved by the division chair in the case of a faculty member or the dean of the college in the case of a division chair.

Travel expenses for a faculty member may be paid in full or part within the limitations of budgets of the respective colleges or the department's grant funds.

To receive travel monies the faculty must submit a request for travel to the division chair and the respective dean for their approvals. Upon return the faculty must complete and submit an expense report to the division chair and the dean within one week after returning. Travel expenses are calculated according to the guidelines set by the fiscal office. (See Section V, "General Services, Policies and Procedures).

### **Reports**

Recipients of University travel funds are required to submit a written report on significant aspects of such meetings. This report is to be submitted in duplicate to the division chair

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## **V. GENERAL SERVICES, POLICIES AND PROCEDURES**

### ***Cafeteria***

Faculty members may obtain meals at a nominal cost during the operating hours of the cafeteria.

### ***Campus Calendar and Scheduling of Campus Events***

The scheduling of University sponsored events on or off-campus should be cleared on the University calendar through the Office of Student Services or the Director of the University Center. Academic programs should have the acknowledgment of the Se

Illicit drugs and alcohol abuse are a threat to the physical and mental well being of individuals and clearly are an impediment to the learning process and environment. The use of illicit drugs and the abuse of alcohol may contribute to birth defects in children, health hazards and other debilitating conditions.

Employees experiencing problems with alcohol or drugs are encouraged to seek assistance through the University's Health and/or Counseling Services. Assistance will be offered in a confidential way through referrals to local rehabilitation programs. Participation in a rehabilitation program will be viewed positively by the University, but it will not prevent disciplinary action for acts which have occurred, nor will it relieve the employee of his or her responsibility to perform assigned duties in a safe and effective manner. Failure to successfully complete a rehabilitation program will constitute grounds for dismissal.

The University may require drug or alcohol testing of employees in the following situations: (1) when the supervisor has cause to believe that drug or alcohol abuse may be occurring in the workplace, (2) when the employee to be tested is involved or has been involved in a substance abuse rehabilitation program, (3) when the employee involved is in a position which requires the carrying of firearms or is sensitive from the standpoint of safety, (4) when an employee is seriously injured, causes the serious injury of another individual or causes property damage. Any employees who tests positive under these circumstances will be considered in violation of this policy. The failure or refusal by an employee to submit to a drug or alcohol test when requested will also be considered a violation of this policy.

Any violation of this substance abuse policy will constitute grounds for dismissal.

### ***Equal Employment***

It is the policy of Xavier University to hire and to promote into positions of responsibility the most qualified persons regardless of race, color, national and ethnic origin, sex, handicap, age or religious creed.

### ***Employment and Supervision of Relatives***

***(The Employment and Supervision of Relatives Policy is currently under review and will be updated upon review completion.)***

Xavier prohibits employees with supervisory responsibilities from supervising their relatives. A relative is defined as anyone who is related by blood, marriage, or legal adoption.



## ***Family and Medical Leave Policy***

### Eligibility

In order to qualify to take FMLA, the faculty member must meet length of employment conditions:

1. Regular full-time and eligible part time faculty members must have worked for a minimum of two semesters prior to the start of leave.
2. If the FMLA leave is for the birth of a child or to care for a dependent child, and both the husband and wife are employed with XULA, the husband and wife are entitled to a combined total of 12 weeks of FMLA leave. **Unmarried (domestic)**

## Type of Leave Covered

In order to qualify for FMLA under this policy, the eligible faculty members must be taking the leave for one of the following reasons:

1. The inability of the faculty member to perform the essential duties and responsibilities of his or her position because of a serious health condition.
2. The birth and care of a newborn child.
3. The adoption of a child or receiving a child for foster care.
4. The care of a spouse, dependent child or parent with a serious health condition. (Parent is defined as mother, father or someone who functioned as a mother or father). In-laws are not covered by the FMLA leave and unmarried partners are excluded.
5. In order to care for a service member with a serious illness or injury if the employee is the spouse, son, daughter, parent, or next of kin of the service member.
6. Because of a qualifying exigency arising out of the fact that the faculty member's spouse, son, daughter, or parent is on active duty in the National Guard or Reserves (or has been notified of an impending call or order to active duty) in support of a contingency operation.
7. **Note:** The Family and Medical Leave Act has been amended to provide an eligible staff employee who is the spouse, son, daughter, parent, or the next of kin of a covered service member with a serious illness or injury the ability to take up to 26 weeks of leave. The leave shall only be available during a single 12-month period.

## Medical Need for Intermittent/Reduced Schedule Leave

The FMLA leave permits faculty members to take leave on an intermittently or on a

## Procedures and Requesting Leave

1. When a faculty member plans to take leave under this policy, the faculty member must complete a FMLA Request Form and submit it to his or her division chair at least 30 days prior to the starting date of the leave. If the reason for the faculty member's leave is a bonafide medical emergency then the faculty member or their designee must contact the division chair within two days of the occurrence.
2. The division chair completes the employer section of the Certification of Health Care Provider for Employee's Serious Health Condition form and sends the approved leave request to the Director of Human Resources or his designee for final approval. The 30 days notice will not be required in the case of FMLA resulting from the faculty member being hospitalized because of a bona fide medical emergency.
3. The faculty member must go to the Human Resources Department where the FMLA process, rights and responsibilities will be explained. The faculty member will be given the following forms that must be completed and returned to Human Resources before starting FMLA leave:
  - x **FMLA Leave Request Form**
  - x **Certification of Healthcare Provider for Employees with a serous health condition**
  - x **Notice of Eligibility and Rights & Responsibilities (FMLA)**
  - x **Designation Notice**
  - x **Certification of qualifying Exigency For Military Leave (If applicable)**
  - x **Certification for Serious Injury or Illness of Covered Service member for Military Leave ( If applicable)**

Official Human Resources (HR) Department (HR) 1.800.799.0136 (T) 424-2318 (F) 424-2445 (C) 424-2445 (Certification)

### Employee Status and Benefits During Leave

While the faculty member is on FMLA, XULA will continue to pay its contributions toward the faculty member's insurance benefits as long as the faculty member continues to pay his or her share of the premiums.

XULA will not make contributions to the faculty members' retirement plan while faculty members are on unpaid FMLA.

### Use of Paid and Unpaid Leave

If a faculty member request FMLA and the faculty member has accrued paid sick or vacation leave, the faculty member must use paid leave first as part of the 12 weeks of leave and if the faculty member does not have enough accrued leave to cover the FMLA absence, the remaining time will be taken as unpaid leave.

### Employee Status after Returning from Family and Medical Leave

A faculty member who takes FMLA will be offered, upon return from leave, the same job or one which entails substantially equivalent skill, effort, responsibility, authority, equivalent status, pay, benefits and other employment terms, provided the leave (paid or unpaid) does not exceed 12 weeks. Upon return from FMLA, the faculty member will be restored to the same benefits as if he or she continued to work the entire time that he or she was on FMLA.

### Returning from Family and Medical Leave

A faculty member who is on FMLA must give his or her division chair two weeks notice prior to returning from FMLA. The division chair will then notify the department head (CAS) and the dean. If the faculty member is

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when submission to, or rejection of, this conduct explicitly or implicitly affects an individual's academic or employment status, unreasonably interferes with an individual's performance, or creates an intimidating, hostile academic environment. There are two forms of sexual harassment:

1. Quid pro quo (translated from Latin means this for that) which occurs when academic decisions or expectations are based on a student or faculty

## Policy Statement

It is the policy of Xavier University that harassment is prohibited and will not be tolerated. Each academic administrator (dean or department head (CAS)/division chair (COP)) and faculty member has a responsibility to maintain an educational environment that is free of any form of harassment.

An academic administrator or faculty member shall not threaten or insinuate, either explicitly or implicitly, that a student or subordinate's refusal to submit to unwelcome sexual advances will adversely affect the student's or subordinate's academic or employment status, recommendations, teaching or research assignments, evaluations, compensation, promotions, transfers, contracts, or offers of employment.

An academic administrator or faculty member should not tell jokes, make fun of, belittle, or make disparaging remarks about someone's race, religion, national origin, color, age or disability.

## Reporting Harassment

The victim of harassment should directly inform the harasser that the conduct is unwelcome and must stop. If the conduct stops, harassment has not occurred. If the unwelcome conduct continues, it becomes harassment and the faculty should report it to the dean of his/her college or the Senior Vice President for Academic Affairs.

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***Mail Service***

## ***Proposal Clearance, Routing, Approval, and Account Activation Procedures***

The Office of Research and Sponsored Program's (ORSP) website provides the specific proposal clearance, routing, and approval, and account activation procedures. It is important for faculty to reference this website before submitting a proposal and after a proposal is received. These procedures apply to the following areas:

- x Pre Award Clearance and Approval
  - o Proposal Clearance Process
  - o Budgeting
  - o Proposal Completion



University may not increase and/or supplement their base salary from grant and contract funds.

Compensation above and beyond the contractual base salary is allowable for a teaching overload when paid for with University funds or when such arrangements are specifically provided for in the externally funded agreement or approved in writing by the sponsoring agency.

## Summer

Compensation for faculty members for work performed on sponsored projects in the summer is based on the prior academic year contract salary. For each month of work performed on a sponsored project in the summer, a faculty member under a nine-month contract may be paid one-ninth of his/her prior academic year salary. If a faculty member receives compensation from one or more collective sources in the summer (i.e. teaching, research, sponsored projects, etc.), the total summer salary for faculty on nine-month appointments can not exceed  $\frac{3}{9}$ s of the appropriate prior academic year contract salary. However, the regulations regarding how much summer salary can be charged to a grant from the granting agency must always be followed.

Faculty on full salary during the summer ( $\frac{3}{9}$ s of prior academic year salary) are expected to include students in their research laboratory for no additional personal compensation.

## Staff Employees

Exempt employees of the University may not receive extra compensation or overtime pay from sponsored projects. These wages must be paid as part of the base salary. The amount to be supported by the sponsor should be shown as a portion of the annual base salary and should be based on the amount of time spent on the project.

## Effort Certification Reports

Salaries and wages charged to sponsored projects must be supported by Effort Certification Reports which reflect 100% of an individual's time and are based on actual effort expended. Effort Certification Reports (ECRs) are sent to the Principal Investigator for all employees who are receiving salaries from a grant or contract where the source of the funds is the federal government. These forms must be reviewed by the employee, reviewed and signed by the PI and/or the Grant Manager, and reviewed and initiated by the College Dean. The time commitment on the ECR must be the same as indicated in the grant budget. If the time commitment on the ECR is correct, the completed ECR is returned by the college dean to the Office of Grants and Contracts Accounting. If the PI makes any changes to the ECR, the corrected ECR and a new Personnel Action Form must be routed and signed by the division chair, college Dean, and the Associate Vice President for Academic Affairs. It is subsequently sent to the Office of Grants and Contracts Accounting for verification of any changes and forwarded to the Office of Human Resources where the changes are entered into the Banner system.

Effort Certification Reports are required to be completed bi-annually. Effort reports for Fall Semester, covering the period August 15 through December 31 are due on February 1. Effort Reports for Spring semester, covering the period January 1 through May 14, and summer sessions are due on October 1. Summer session covers the period from May 15 through August 14.

### ***Intellectual Property Policy***

The purpose of this policy and procedure is to encourage Xavier faculty, employees, students and any others covered by this policy to disclose and protect intellectual and other property resulting from their research so that the benefits of that research may reach society at the earliest opportunity.

This policy applies to all University Employees, students, and other individuals as described in the Intellectual Property Policy and Procedure. This policy and procedure shall become a part of the conditions of (a) the employment of every Employee and (b) the enrollment of every student, whether such Employee or student was employed or enrolled before or after its adoption. Moreover, as a condition of their impending or continuing employment with, work at, enrollment at, or support by the University, all Applicable Individuals are required upon request to execute all lawful and appropriate patent applications, assignments and other

It is not intended to cover other instances of misconduct that might be reported at Xavier.

Xavier University maintains a zero-tolerance for misconduct under ESA. Violations of Xavier University's policies shall be considered a serious breach of the trust placed in each member of the faculty and staff and may involve disciplinary sanctions, including, but not

they have, or reasonably anticipate having, with a funded project. Such disclosure must be made (1) prior to proposal submission, or (2), if a conflict occurs later, at the time the conflict arises.

This policy shall apply to all projects conducted under agreements that are externally funded, including the licensing of intellectual products. Xavier's policy is consistent with the following regulations and guidelines:

- A. Public Health Service Regulations, "Objectivity in Research," 42 CFR § 50.603, et seq 45 CFR § 94.3;
- B. National Science Foundation Grant Policy Manual, § 510, et seq "Investigator Financial Disclosure Policy";
- C. OMB Circular A-110, "Subpart C. Post Award Requirements and Procurement Standards."

Every Principal Investigator that applies for and is awarded an externally funded project is charged with the duty to report any existing conflict of interest to Xavier's Sr. Vice President for Resource Development. This obligation continues throughout the life of the grant. A Principal Investigator must update and amend his or her conflict of interest statement to reflect any conflicts of interest that arise after submission of a grant proposal to the funding agency. If a conflict of interest is disclosed, it is Xavier's policy to eliminate it, or to reduce and/or manage it, within the confines of acceptable standards.

The Provost and Senior Vice President for Academic Affairs and the Associate Vice President for Research and Sponsored Programs must review all financial disclosures and determine whether a conflict of interest exists. If it appears that a conflict of interest does exist, the Associate Vice President for Research and Sponsored Programs will impose certain conditions or restrictions that might be used to manage conflicts of interests, including:

- A. Public disclosure of significant financial interests;
- B. Monitoring of the project by independent reviewers;
- C. Modification of the project plan;
- D. Disqualification from participation in all or a portion of the project;
- E. Divestiture of significant financial interests, and/or;
- F. Severance of relations that create actual or potential conflicts.

The complete policy can be found on the Office of Research and Sponsored Programs website.

## ***Purchases***

All non-grant funded purchases must receive prior approval from the division chair and department head (CAS) or the cost center manager and from the Office of Fiscal Services. The process is begun by completing an on-line requisition using the Banner 2000 system. When the purchase requisition is approved, a purchase order is usually issued to the vendor. A purchase order is required for all external purchases. The University does not assume

responsibility for any items that are not purchased through official purchasing procedures and supported by a duly authorized purchase order.

Some internal purchases do not require a purchase order, but do require that the purchasing process be followed with an authorized purchase requisition. Internal purchases are most often made from the bookstore, central stores, and the Document Center; however, food and services from the cafeteria must have prior approval via the purchase requisition and a purchase order.

### ***Religious Services***

Masses are offered daily during the fall and spring semesters in the University chapel for the convenience of the students and staff of the University. Announcement of time for Masses will be found on the bulletin boards in the University. Special Masses or changes in Mass schedule will be announced ahead of time on the doors near the chapel.

### ***Repairs and Replacements of Fixed Equipment***

An electronic work order must be submitted via the website of Xavier's Physical Plant. The work order will be assigned a number and processed by that office, or as otherwise necessary.

Approved work orders will be assigned for implementation on priority bases, depending upon the current work load of the physical plant personnel, including emergency tasks, and authorized budget approvals.

### ***Salary Payments***

On the last working day of the month, payments are made electronically into the faculty member's bank account (checking or saving) through direct deposit.

The University also reserves the right to withhold salary checks for any faculty member who has not fulfilled his/her obligation(s) to the University.

### ***"This Month at Xavier"***

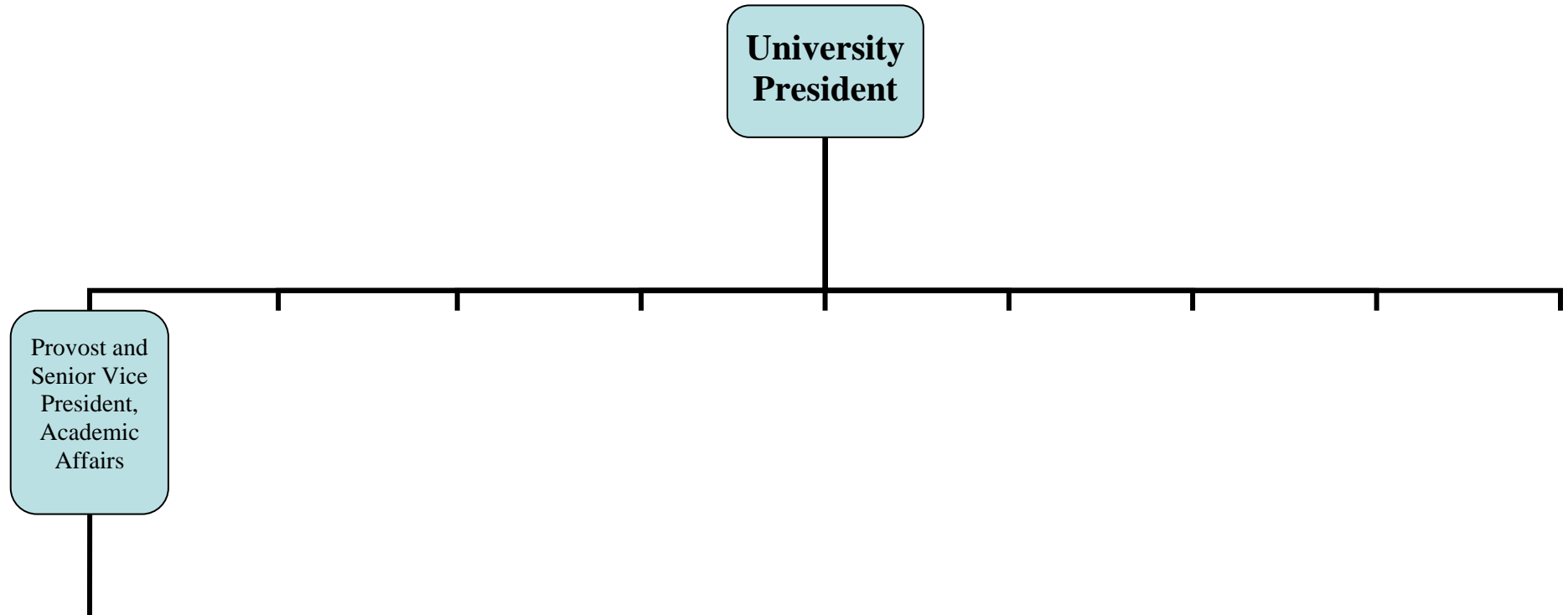
This newsletter is edited by the Director of Communications. While the editor confers regularly with the administrative officers, all faculty members are encouraged to have their departmental representatives electronically submit news items concerning their publications, research results of general interest, presentations, election to office in professional and learned groups and their attendance at meetings and conventions.

### ***Travel***

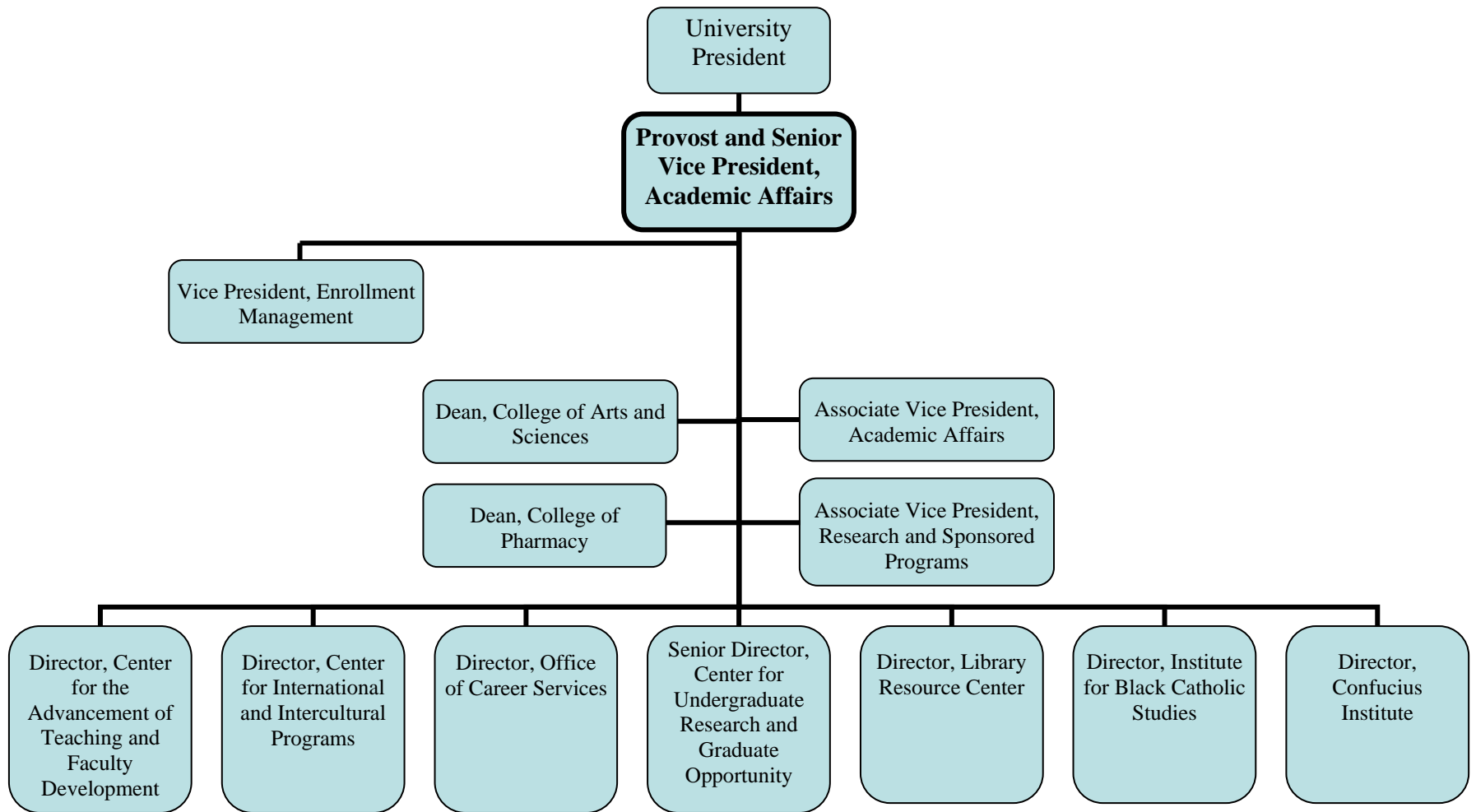
Travel must be approved in advance by the dean of the college or cost center manager, as well as the Office of Fiscal Services. Travel expenses must be estimated on the travel advance form and submitted, with the appropriate signatures, to the Office of Fiscal Services



## APPENDIX A: ORGANIZATION CHARTS

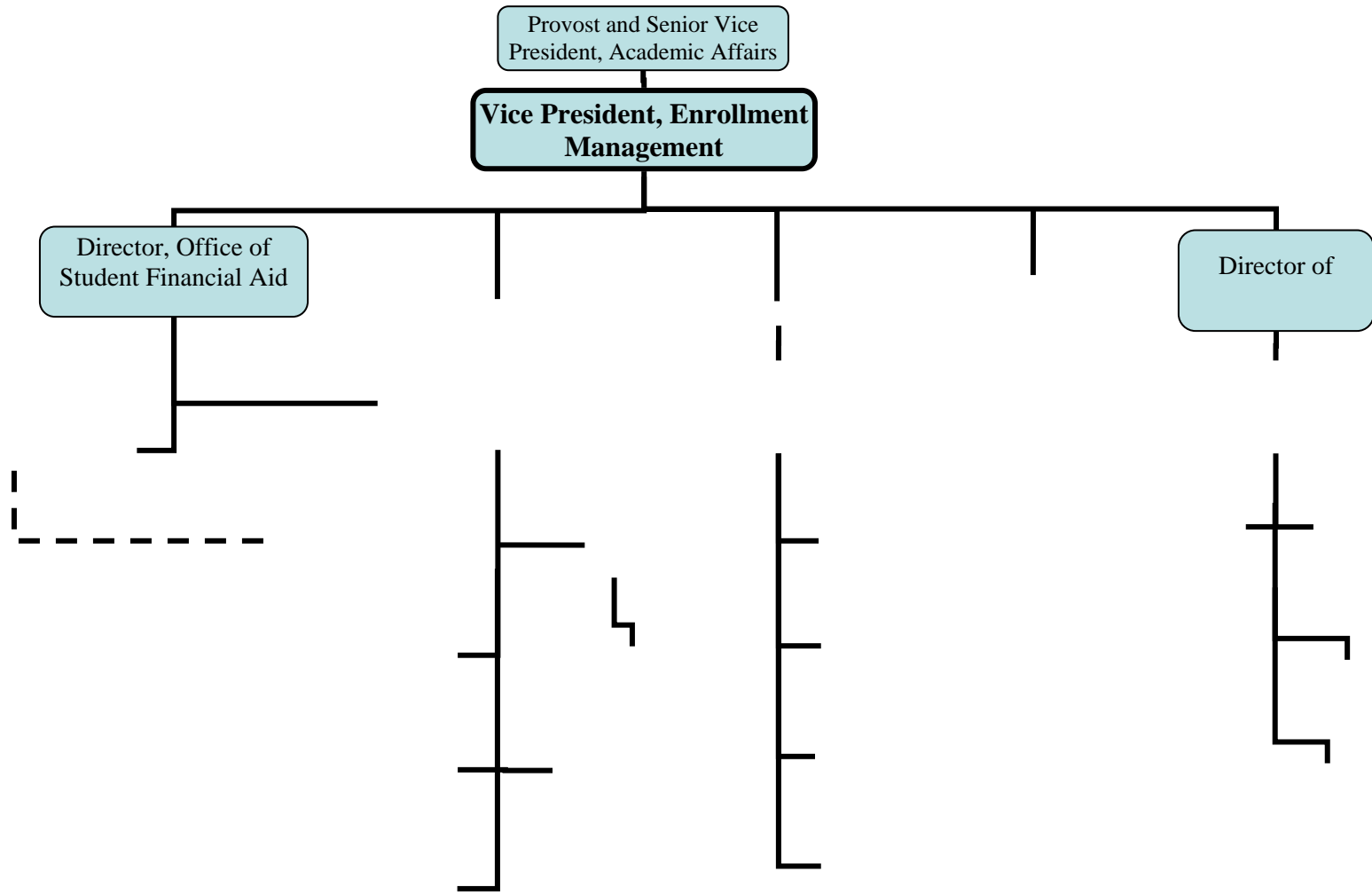


*Office of the President*

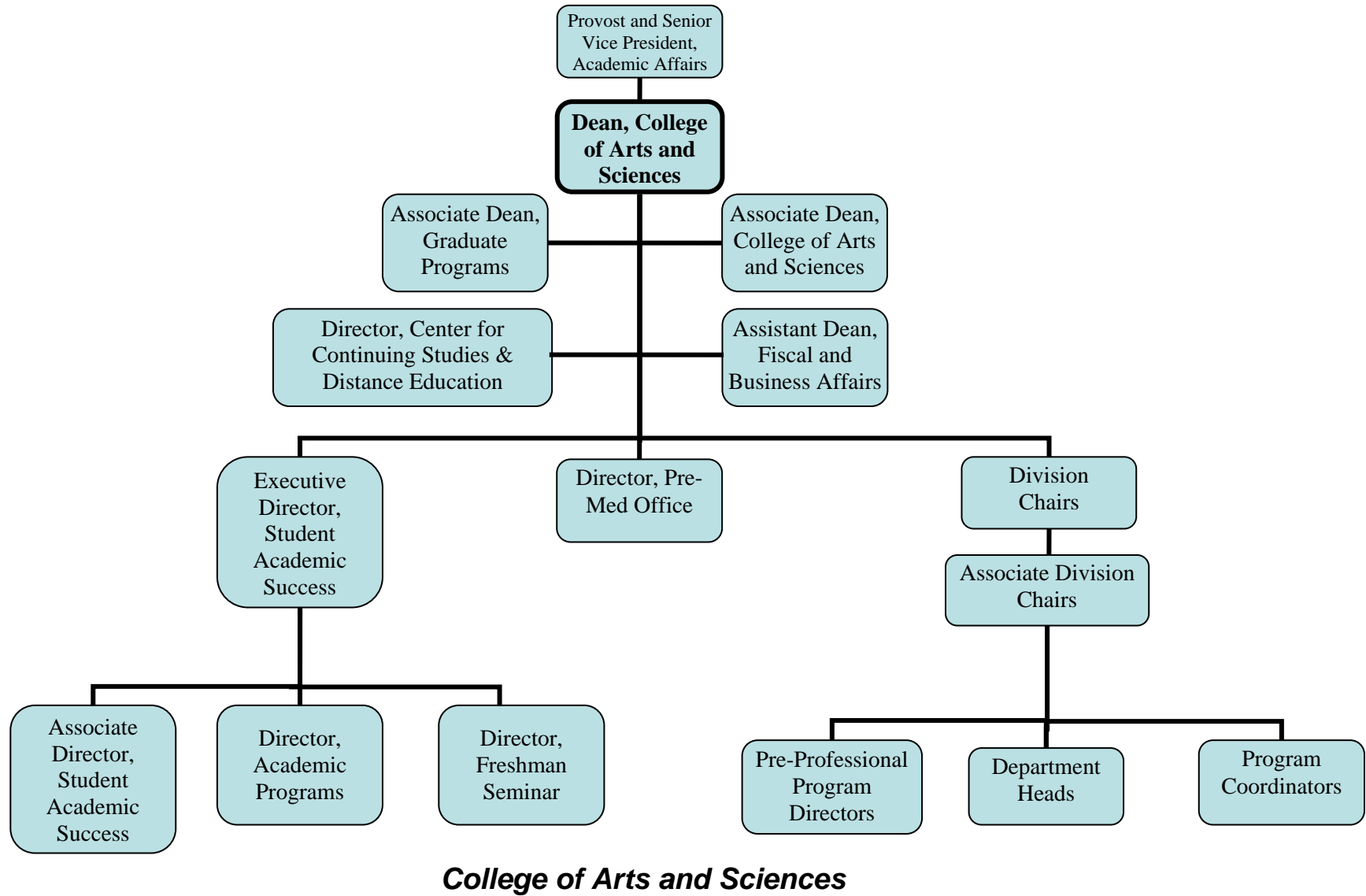


***Office of the Provost and Senior Vice President for Academic Affairs***

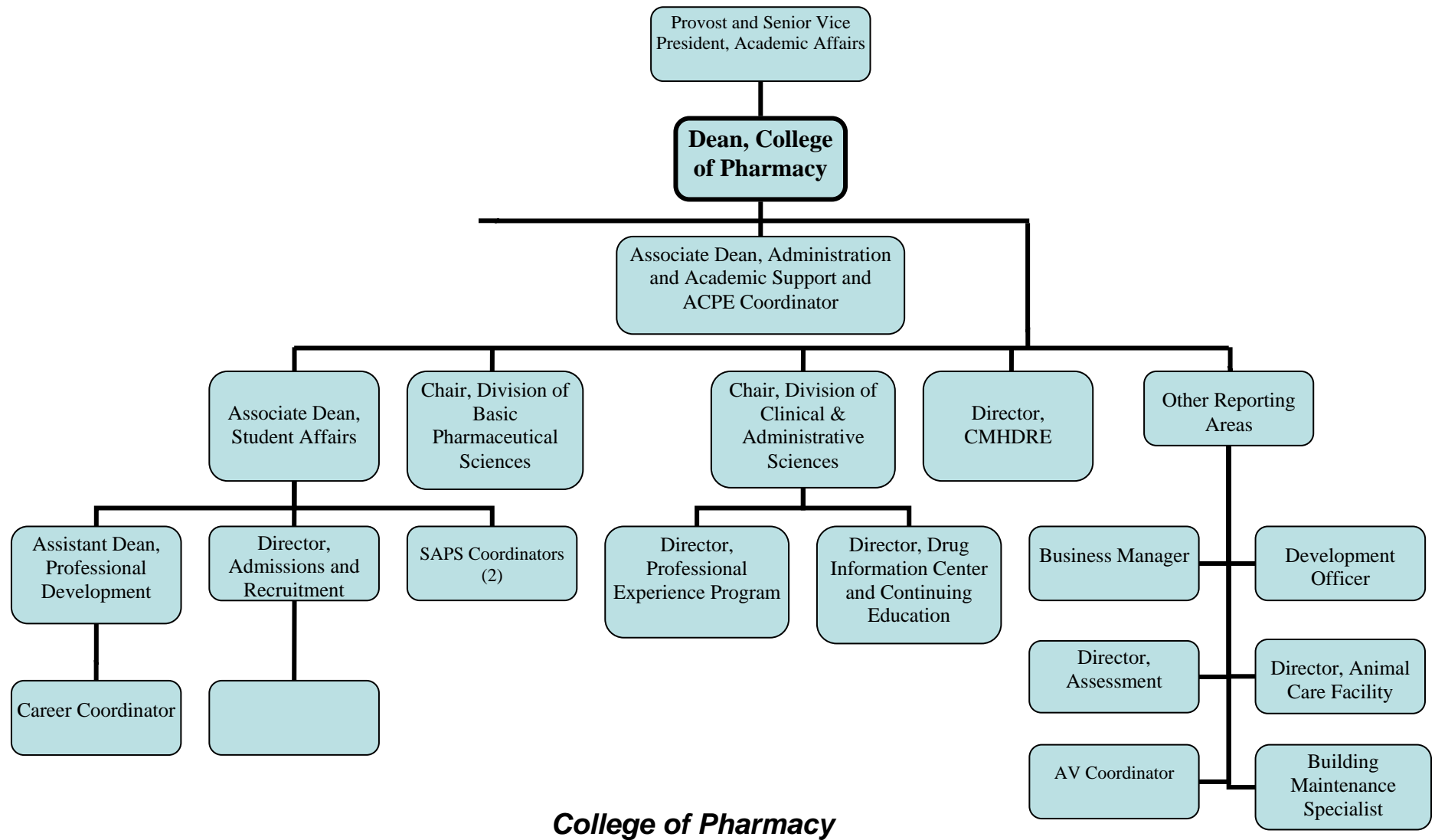


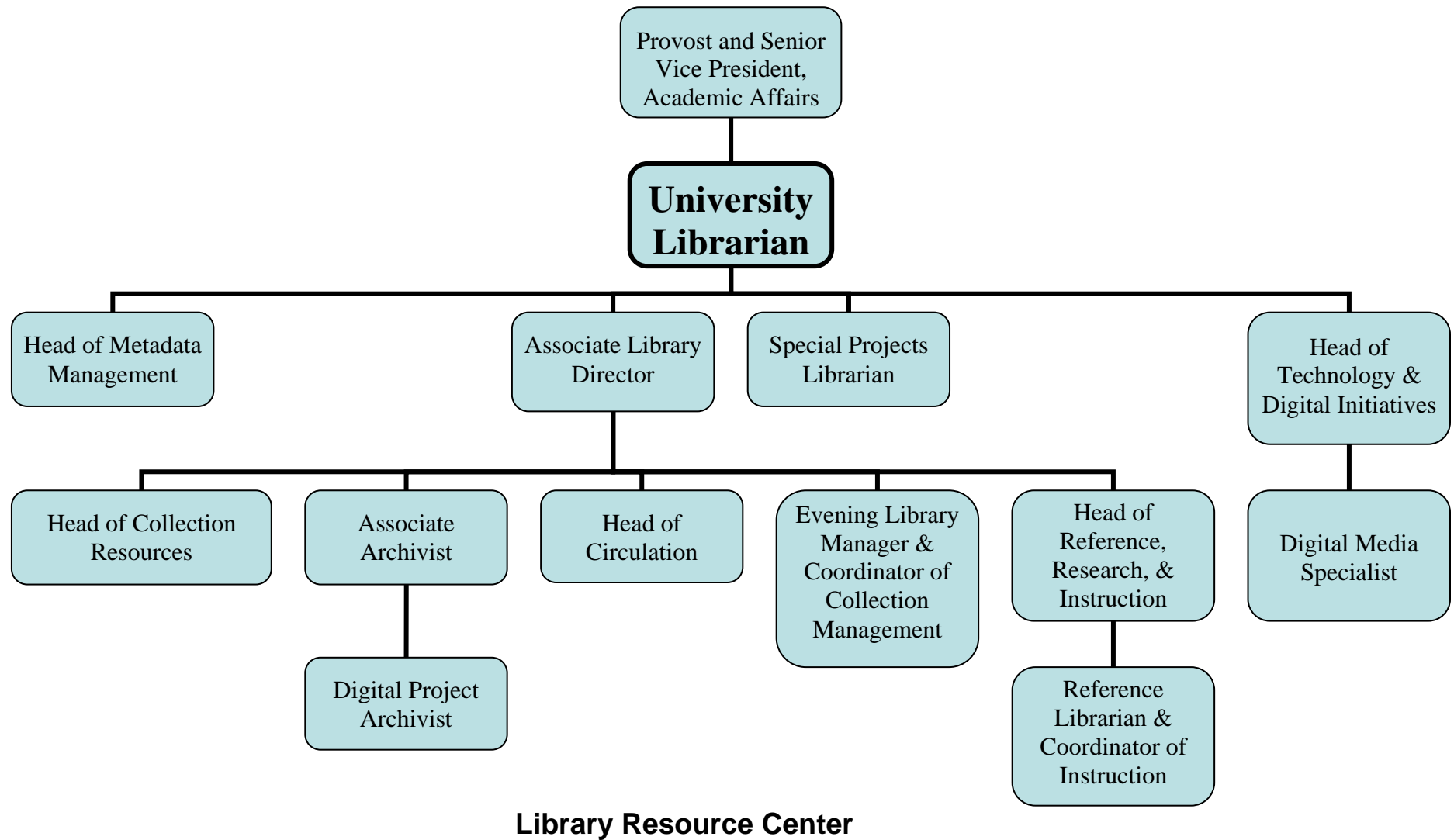


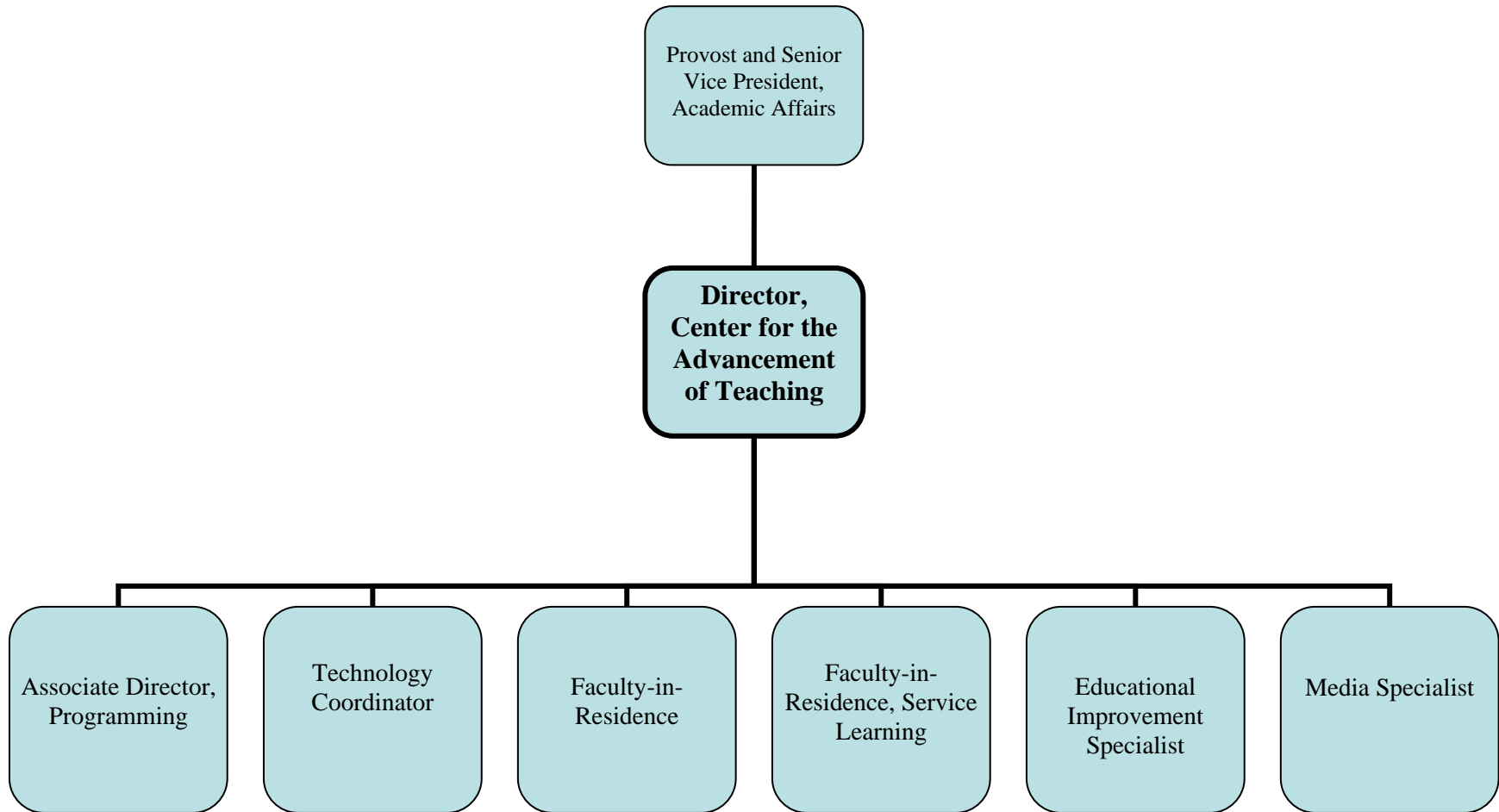
**Office of the Vice President for Enrollment Management**



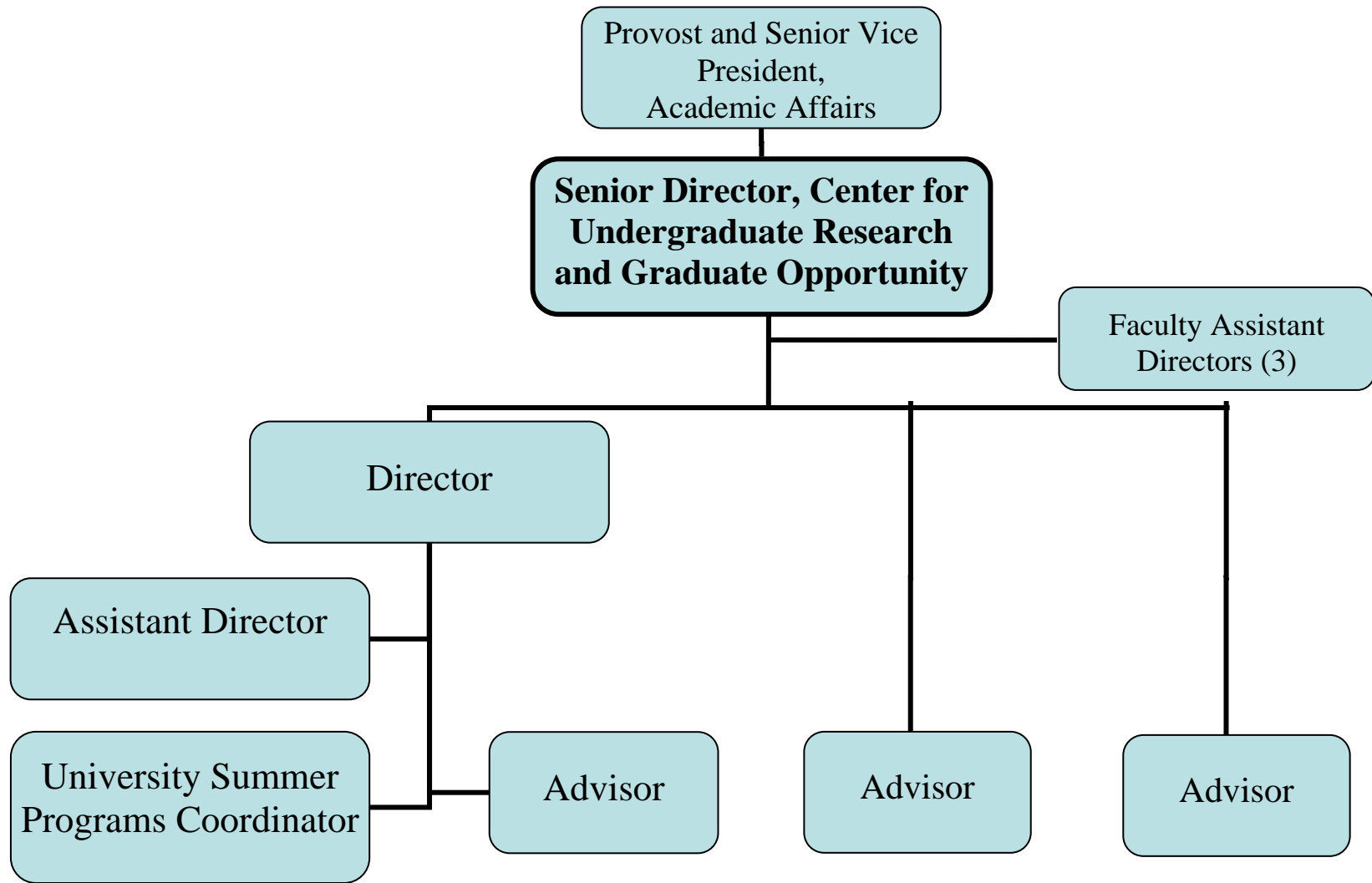
***College of Arts and Sciences***



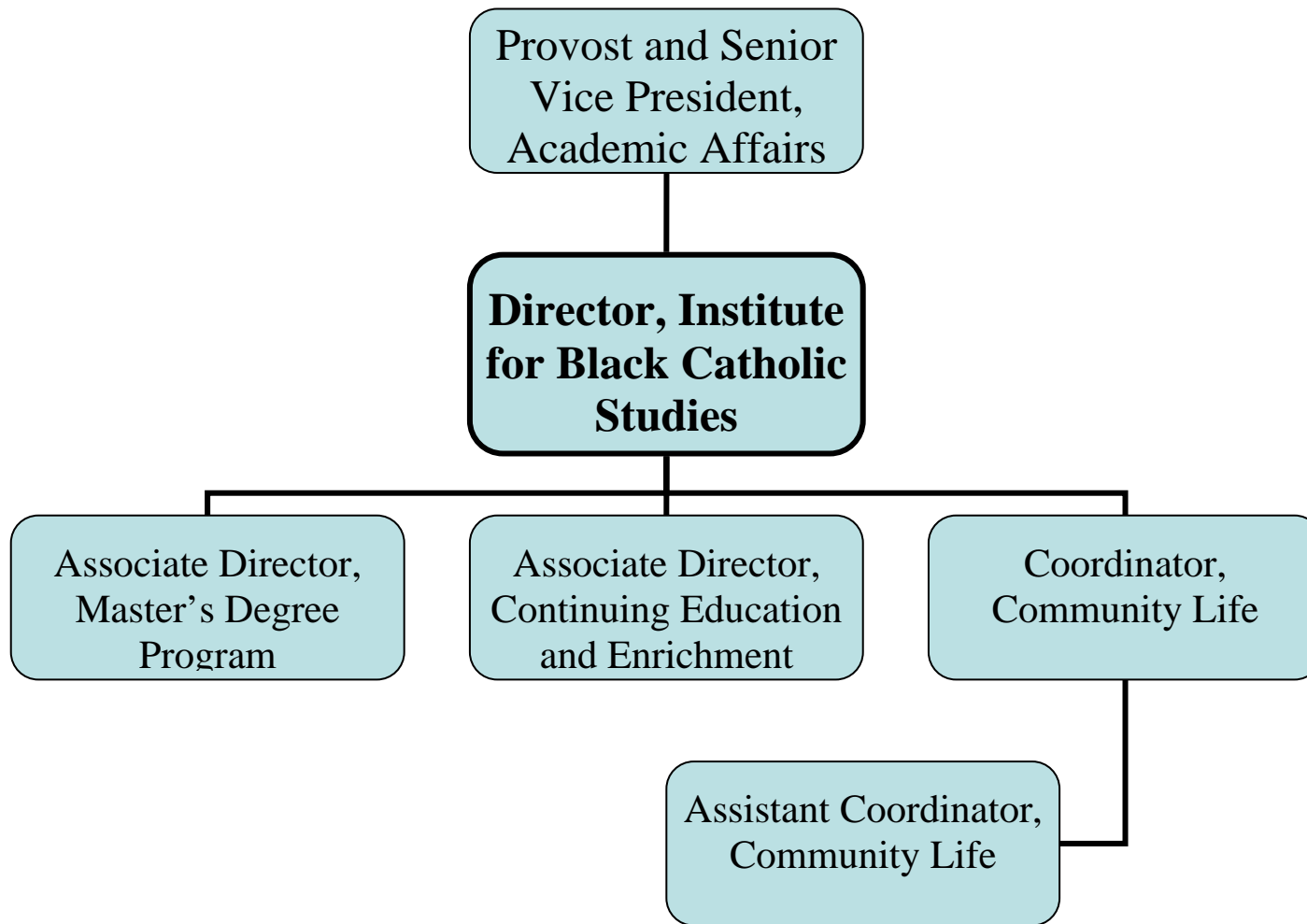




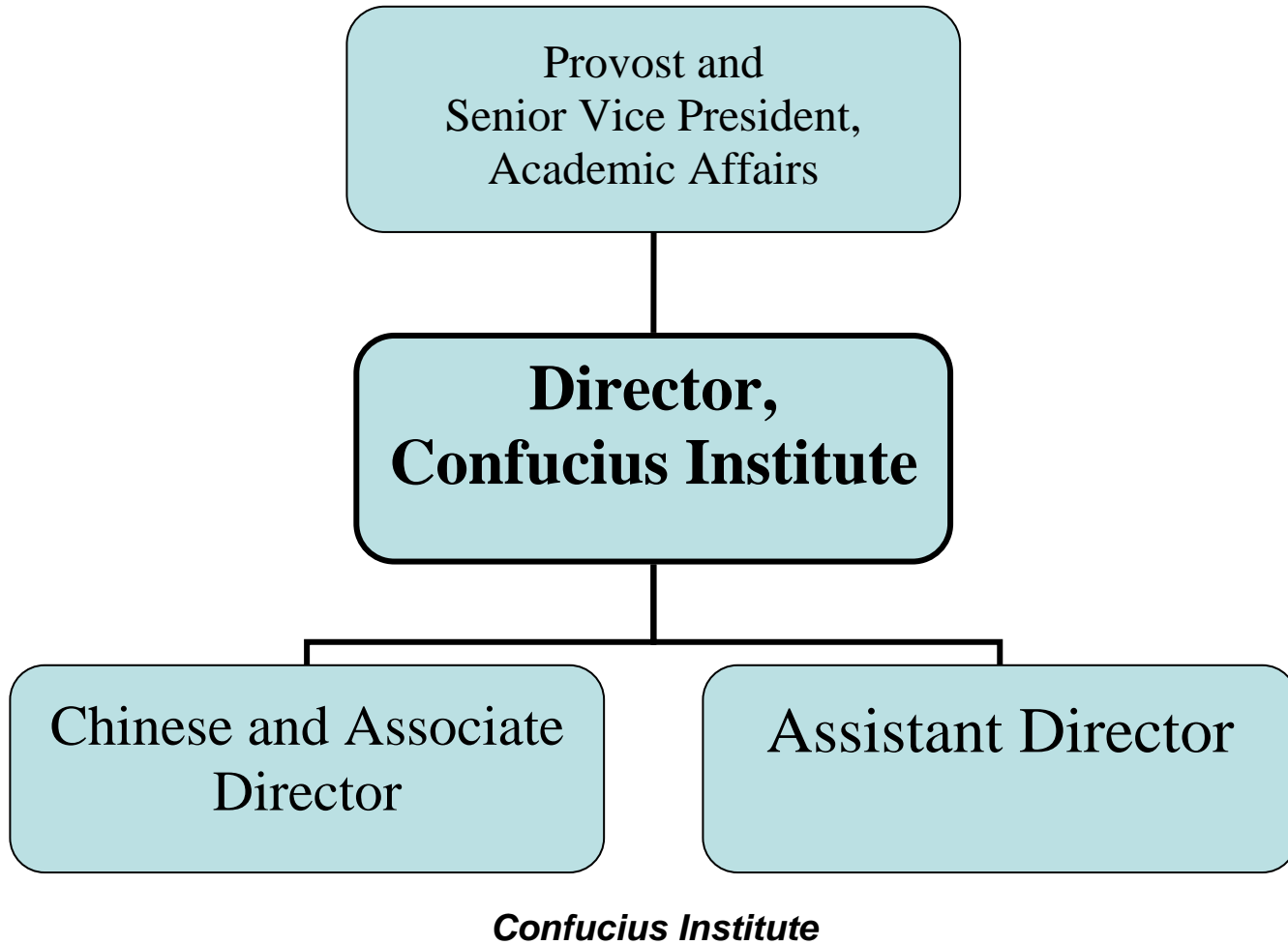
***Center for the Advancement of Teaching and Faculty Development***



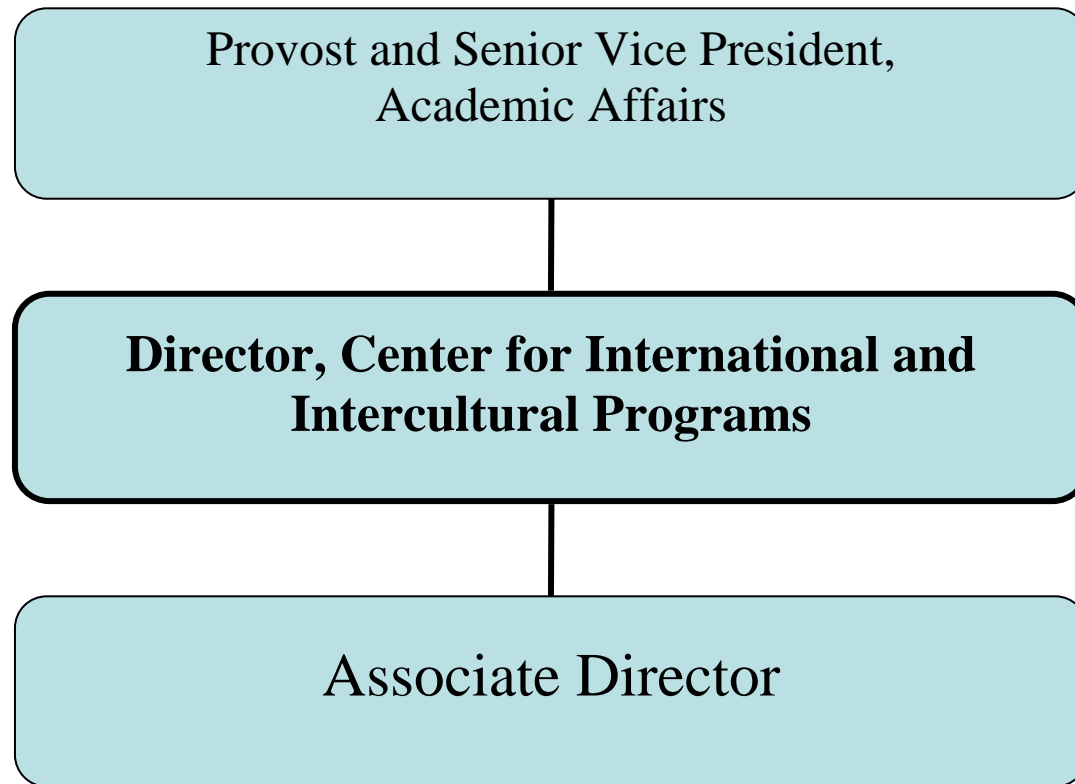
***Center for Undergraduate Research and Graduate Opportunity***



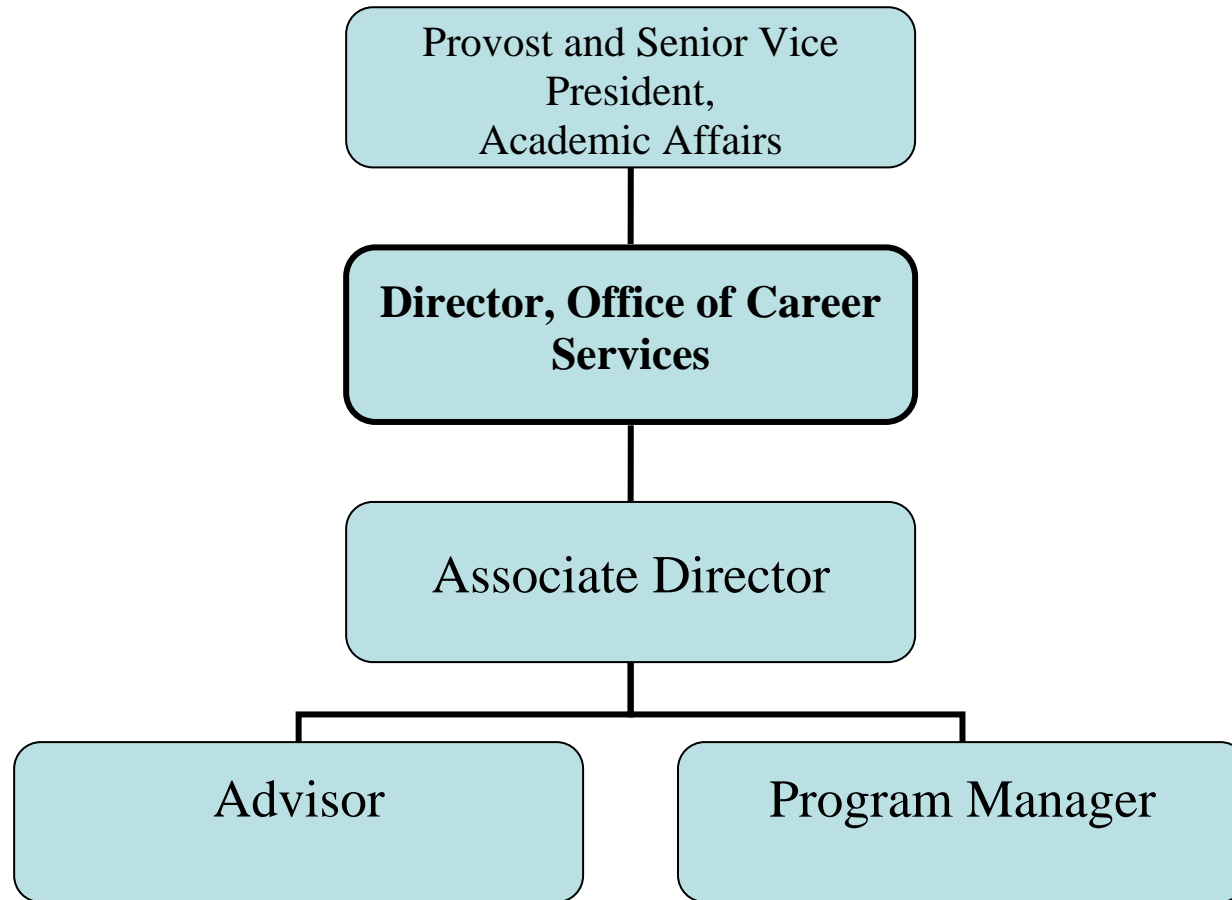
***Institute for Black Catholic Studies***







***Center for International and Intercultural Programs***



***Office of Career Services***

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## **APPENDIX B: UNIVERSITY ACADEMIC ASSEMBLY OF XAVIER UNIVERSITY OF LOUISIANA CONSTITUTION**

### ***Article I***

#### **Purpose of this Organization**

Recognizing the interdependence of the constituent members of the University community (The Board of Trustees, the administration, the faculty, and the students), the faculty of Xavier University of Louisiana in this constitution accepts primary responsibility for policy

institutional research, computer services, university relations, directors of special academic programs, etc.

## **Article III**

### **Office**

#### **Section 1. Presiding Officer** (See Amendment)

- a. The President of the University shall serve as the chair for Assembly meetings;
- b. The Executive Vice President of the University shall perform the duties of the Chair in the event of absence, death or disability of the president;

#### **Section 2. Secretary**

- a. The Secretary shall be elected from the membership by a vote of the Assembly. The term of office shall be two years.
- b. The Secretary shall transcribe all official actions of this Assembly and maintain these as minutes of this body.
- c. The Secretary shall distribute notices of all regular meetings at least one week prior to the meetings. These notices should include the agenda and, whenever possible, a detailed report of the proposals to be voted upon at the meeting.
- d. The Secretary shall distribute copies of the minutes of prior meetings to all members before the meeting at which they are to be approved.
- e. Approved Assembly resolutions may be made available to non-members at the discretion of the Assembly.
- f. Secretary of the Assembly shall serve as secretary of the Coordinating Committee.

## **Article IV**

### **Meetings**

#### **Section 1. Frequency** (See Amendment)

- a. The first regular meeting of each academic year shall take place before the start of classes in the Fall semester. Thereafter, regular meetings shall ordinarily be held once every other month on a day to be determined by the Coordinating Committee. Only in extraordinary circumstances shall a meeting be called during the summer or any recess. In such a case the secretary of the Assembly shall ensure that all members receive adequate notice. All the provisions of this article shall apply to special meetings described below.
- b. Special meetings may be called by the President or at the request of the Coordinating Committee at any time during the fall and spring semesters on one week's written



as soon as possible after the vote is taken, and in any case no later than the next regular meeting, and shall be entered in the minutes together with the original action. The President shall then explain his reasons for the decision at the next Assembly meeting, or at a special meeting called for this purpose. If a majority of the membership does not accept the veto of the President, they shall have the right of appeal to the Board of Trustees.

## **Article VI**

### **Coordinating Committee**

#### **Section 1. Purpose**

The purpose of the Coordinating Committee shall be to act as an organizing and facilitating body. It shall receive the recommendations of the administration, the recommendations of any study body, the recommendation of any standing council or committee, as well as those which are initiated by a faculty organization. Members may present in writing a recommendation to this Committee in order to have it considered for presentation to the total membership.

#### **Section 2. Composition and Eligibility**

- a. This Committee shall be composed of a total of eight (8) members, two (2) teaching members who have both faculty rank and one year of service at the University, the President or his representative, the Vice President for Academic Affairs, the Secretary of the Assembly, the Chair of the Coordinating Committee, and the President and Vice President of the Faculty Association.
- b. The two (2) members of the teaching faculty of this Coordinating Committee shall be elected by the voting membership of the Assembly at any meeting called for this purpose wherein at least 50% of the voting membership is present and voting. (see amendment)
- c. Elected members of this Committee shall serve a two (2) year term.
- d. In the first election effecting membership on this Committee, the secretary of the Assembly and one of the teaching faculty members shall be elected to a one-year term.
- e. In the event that an elected member of the Committee resigns, there shall be an election to fill his or her term on the committee. If the term that is being filled is a one year unexpired term, the member elected to fill this term shall be eligible for re-election to a two-year term. The election procedure shall be the same as that described in this section with the exception that the number of names appearing on the second ballot shall depend upon the number of unexpired terms to be filled. If one member is to be elected, each voting member shall choose one name from the list of eligible members of the faculty. Those (not more than two) receiving the most votes shall be placed on a second ballot. If two members are to be elected, each voting member shall choose two names from the list of eligible members of the

faculty. Those (not more than four) receiving the most votes shall be placed on a second ballot.

**Section 3. Election of the Chair of the Coordinating Committee**

The chair of the Coordinating Committee shall be elected by the voting membership as described in section 2 (b) above



## **Article VII**

### **Amendments to the Constitution**

1. After final adoption of the Constitution, as amended, amendments may be submitted by any voting member as defined in Article II. Such amendments shall be in writing and shall specify the precise passage to be amended and the exact wording to be substituted. They shall be distributed to all members by the individual moving the amendment, at least two (2) weeks prior to the meeting at which they are to be voted on. They shall be effective on the affirmative vote of two-thirds of the voting Assembly, and on the approval of the Board of Trustees.

### **Amendment on Quorum**

**(Passed by University Academic Assembly December 7, 1976)**

A quorum shall consist of forty percent of the voting membership as defined in Article II, excluding those on leave of absence or sabbatical leave.

### **Amendment on Membership**

**(Passed by University Academic Assembly April 8, 2008)**

There shall be two (2) categories of membership in this University Academic Assembly, voting and non-voting.

The voting members shall consist of the following basis:

- a. Full-time faculty.
- b. Personnel who in addition to part-time teaching are employed by the university on a full-time basis in another capacity.
- c. Chairs of academic departments and divisions, Deans and Associate Deans of colleges and schools and the Dean of Freshman Studies.
- d. Chairs of administrative departments (President, Senior Vice President for Academic Affairs, Senior Vice President for Administration, Senior Vice President for Resource Development, Vice President for Student Services, Vice President for Planning and Institutional Research, Vice President for Technology Administration, Vice President for Institutional Advancement, Vice President for Facilities, Vice President for Fiscal Services, Associate Vice President for Academic Affairs, Director of Academic Support, Dean of Admissions.
- e. The duly elected president and vice president of the Student Government Association

Non-voting members shall include all other professional staff members not specifically included above whose responsibilities are directly supportive of the educational process such as, but not necessarily limited to, the areas of personnel, financial aid, student records,





## **APPENDIX C: FACULTY ASSOCIATION HISTORY**

The Constitution of the Faculty Association was adopted by the Faculty Association in the Fall of 1974. Substantially this Constitution was contained in a document written in the spring and summer of 1974 by a committee composed of the president of the University and three faculty members. That earlier document also contained substantially what became the Constitution of the University Academic Assembly. Both organizations were already existing and functioning in 1974.

At the request of the faculty the two organizatio

## **APPENDIX D: FACULTY ASSOCIATION OF XAVIER UNIVERSITY OF LOUISIANA CONSTITUTION**

### ***Article I***

#### **Definition of the Voting Faculty**

The voting members shall consist of the following:

- a. Teachers employed on a full time basis.
- b. Teachers who in addition to part-time teaching are employed by the University on a full-time basis in another capacity.
- c. Chairperson of academic departments.
- d. Full time professional librarians.

### ***Article II***

#### **Officers**

**Section 1.** The officers of the organization shall be President, Vice President, Secretary and Treasurer.

**Section 2.** Except for the first year

- b. The Secretary shall distribute copies of the minutes of prior meetings to all members of the faculty before the meeting at which they are to be approved.
- c. Resolutions of the faculty may be made available to non-members at the discretion of the Executive Committee.

**Section 2. Frequency**

- a. The first regular faculty meeting of each academic year shall take place the month after the start of classes in the fall semester. Thereafter, regular meetings shall ordinarily be held once every other month on a day to be determined by the Executive Committee. Only in extraordinary circumstances shall a faculty meeting be called during the summer or any recess. In such a case the Secretary of the faculty shall ensure that all faculty members receive adequate notice. All the provisions of this article shall apply to any such extraordinary meetings
- b. Special meetings of the faculty may be called by the Executive Committee at any time during the fall and spring semesters on one week's written notice. The President of the Faculty Association shall call a special faculty meeting at the written request of twenty-five members of the voting faculty as defined in Article II.

**Section 3. Quorum**

The purpose of the Executive Committee is to serve as the representative of the faculty organization between meetings. It shall receive the recommendations of the administration, the recommendations of any study body, the recommendations of all Standing Committees, as well as those, which are initiated by a faculty group. Faculty members may present in writing a recommendation to this Committee in order to have it presented to the total voting faculty.

### **Section 2. Composition and Eligibility (See Amendment II)**

- a. This Committee shall be composed of the officers of the Association and six (6) members of the voting faculty who must have been employed at Xavier University for one year.
- b. The president is EX officio Chair of the Executive Committee.
- c. Members of this Committee shall be elected for two (2) year terms. All members are eligible for re-election.
- d. In the, first election of this Committee, one-half of the elected members shall be elected for the regular two-year term. Elections shall be held no later than May 1. An election committee composed of three persons appointed by the Chair of the Executive Committee shall distribute a list of all eligible members of the faculty to the voting faculty.
- e. In the event that an elected member of this Committee resigns, there shall be an election to fill his/her term on the Committee. If the term that is being filled is a one-year unexpired term, the member elected to fill this term shall be eligible for reelection to a two-year term. The election procedure shall be the same as that described in this section with the exception that the number of names appearing on the second ballot shall depend upon the number of unexpired terms to be filled. If one member is to be elected, each voting member shall choose one name from the list of eligible members of the faculty. Those (not more than two) receiving the most votes shall be placed on a second ballot. If two members are to be elected, each voting member shall choose two names from the list of eligible members of the faculty. Those (not more than four) receiving the votes shall be placed on a second ballot.

### **Section 3. Meetings**

- a. Regular meetings shall ordinarily be held once a month on a day to be determined by the Committee. The Chair of the Committee may call special meetings at any time he or she deems necessary;
- b. A quorum shall consist of simple majority of the members of the Committee.

### **Section 4. Duties of the Committee**

- a. The Executive Committee shall prepare the agenda for the total faculty meeting by collecting and organizing all motions passed by the other committees for submission

- to the total faculty, together with the rationales for these motions. The secretary shall distribute this agenda to the total faculty a week before the meeting.
- b. This Committee shall be empowered to transact the minor business matters which arise between scheduled faculty meetings and which need immediate attention. However, resumes of such action shall be distributed to the voting membership within one week, and if ten members of the faculty think that the matter transacted is of such import that the total voting faculty should have been consulted on the decision made, they may present a formal written protest to the Committee which in turn shall present the protest and the matter at hand to the total voting faculty.
  - c. This Committee shall receive reports of major failures to implement policies approved by the faculty and, if the majority of the Committee deems it advisable, shall pursue such complaints



x Secretary/Treasurer

- x One representative from each division of each college (under the organization of the university current at this writing, there are two divisions in the College of Pharmacy and six in the College of Arts and Sciences), and one representative from the library faculty. If no one from a division or from the library is available to serve as the representative, the position is filled by an at-large representative for the duration of the two-year term, and an election for a representative from the given division or from the library will take place at the end of the term.

Only tenured members of the faculty are eligible to serve as President or Vice President.

If either the President or the Vice President is unable to complete a term, an election will be held to fill the vacancy for the remainder of the unfinished term.

If the Secretary/Treasurer, a division representative, or the library representative is unable to complete a term, the Executive Committee will appoint an eligible individual to fill the vacancy for the remainder of the unfinished term.