

## Section 3 – Academic Affairs Policies

### 3.1 Academic Structure

#### 3.1.1 College of Arts and Sciences

The College of Arts and Sciences is administered by its Dean. The undergraduate program is administered by department chairs, who are appointed by the Provost upon the recommendation of the Dean of the College. The graduate program of the College of Arts and Sciences is administered by the Dean of the College assisted by others whom he/she appoints. The College is accredited by the American Chemical Society and the National Council for Accreditation of Teacher Education. Meetings of the faculty of the College of Arts and Sciences are called by the Dean of the College who is the presiding officer. The President of the University or his/her appointee also may convene the faculty of the college. See the Bylaws and Policy Manual of the College of Arts and Sciences for other information concerning policies and procedures of the college.

#### 3.1.2 School of Business Administration

The School of Business Administration is administered by its Dean and organized through departments, committees, and other organizational units. The graduate program is administered by the Director of Graduate Studies who is appointed by the Dean. The School is accredited by AACSB International—The Association to Advance Collegiate Schools of Business. See the Bylaws and Policy Manual of the School of Business Administration for other information concerning policies and procedures of the School.

#### 3.1.3 School of Music

The School of Music is administered by its Dean and Associate Dean. It is structured by areas of instruction. The School is an accredited, institutional member of the National Association of Schools of Music. *See the Faculty Handbook and Music Handbook for the Mission Statement, Bylaws, and operating policies and procedures of the School of Music.*

#### 3.1.4 College of Law

The Stetson University College of Law, founded in 1900, is Florida's oldest law school. For more than half a century it was located in DeLand on the University's main campus. In 1954, the college was relocated to St. Petersburg. Its separate campus in the Tampa Bay area places it within easy access of the many educational opportunities afforded by a heavy concentration of legal firms and courts. The college is approved by the American Bar Association and has been a member of the Association of American Law Schools since 1931.

The college is administered by its Dean, who reports directly to the Provost and Vice President for Academic Affairs. The College of Law, although on the St. Petersburg campus, is an integral part of the University, functioning under the President and Board of Trustees. See the Stetson University College of Law Catalog for further information.

#### 3.1.5 Library

The library is administered by the Dean of the Library and Information Technologies. Librarians are

members of the University faculty. The Library faculty collaborate with faculty members in the College and Schools to support the academic program of the University. The College of Law is served by the Dolly & Homer Hand Library on the Gulfport Campus and the Tampa Law Library at the Tampa Law Center.

### **3.1.6 Graduate Program**

Graduate study at Stetson University is under the supervision of the College or School that awards the degree. Each school/college has a Graduate Studies Committee, which, with their Deans and in accordance with directives from the faculty they represent, establishes admissions standards, programs of study, and degree requirements, and supervises the graduate programs. Coordination of these programs at the University level is through the Provost. See the Graduate Studies section of the University Catalog for more information.

### **3.1.7 Celebration**

Academic offerings on the Celebration campus are administered by the Academic Deans through departmental faculty coordinators and department chairs, with general administrative oversight from the Associate Vice President for Boundless Learning. Faculty teaching on the Celebration campus are members of the appropriate department/program on the DeLand or St. Petersburg campus.

### **3.1.8 Continuing Education**

The Continuing Education program is administered by the Director of Continuing Education who reports to the Associate Vice President for Boundless Learning.

## **3.2 The Faculty (revised August 2010)**

The University faculty is composed of the President, Provost, the Deans of all colleges and schools, and all persons whose letters of appointment confer the title of full-time faculty of Stetson University. The faculty of each College or School is composed of the President, Provost, the Dean of that College or School, and the full-time faculty members who teach in that School or College.

### **3.2.1 Academic Ranks**

#### ***3.2.1.1 Professor***

A full-time tenure-track position. Stetson University's highest rank. Generally, a terminal degree in the area in which the individual teaches is required.

#### ***3.2.1.2 Associate Professor***

A full-time tenure-track position. Generally, a terminal degree in the area in which the individual teaches is required.

#### ***3.2.1.3 Assistant Professor***

A full-time tenure-track position. Generally, a terminal degree in the area in which the individual teaches is required.

#### ***3.2.1.4 Lecturer***

The title lecturer recognizes the faculty member whose assistance with the academic program in a full-time position merits this recognition. Appointment is normally for one academic year. Lecturers are full-

time temporary faculty who are eligible for regular employee benefits. Lecturers do not acquire tenure.

### ***3.2.1.5 Visiting***

The term "visiting" may be added to any of the ranks of professor, associate professor, assistant professor, or lecturer to indicate a full-time appointment for one academic year. Visiting faculty do not acquire tenure.

### ***3.2.1.6 Professor of Practice***

Professor of Practice is a non-tenure track faculty member who holds a full-time appointment. The appointments are frequently multi-year appointments with a primary emphasis on teaching, but often with scholarship and/or service expectations. While individuals with this appointment may have academic backgrounds as documented by advanced degrees, this position classification is also intended to attract faculty members with skills and expertise acquired in nonacademic careers. Professors of Practice do not acquire tenure.

### ***3.2.1.7 Visiting Research Professor***

Visiting Research Professors are accomplished persons in their disciplines of study who continue their research on campus and contribute to campus culture as full-time faculty. They typically have no assigned teaching or service responsibilities. Visiting Research Professors do not acquire tenure.

### ***3.2.1.8 Senior Professor***

Tenured faculty members who are in a full-time teaching status and who have completed five years of service at Stetson University, upon official retirement, shall be eligible to apply for Senior Professor Status. Granting of this status shall be contingent upon (1) available resources and review of Departmental need, (2) the recommendation of the appropriate department head, the Dean, and the Provost, and (3) the approval of the President. Their title will be their highest rank achieved at Stetson University preceded by "Senior." Senior Professors are appointed for a term of up to two years, which may be renewed annually thereafter. Criteria for consideration of renewal include review of departmental/programmatic need, financial feasibility, an analysis of the Faculty Annual Review (FAR), and other relevant factors. Faculty members who have Senior Professor status shall:

1. Retain official faculty status with full voting privileges as members of the faculty;
2. Be entitled to an office space and the secretarial and other services normally provided faculty members;
3. Teach a reduced load as agreed upon with the academic dean;
4. Fulfill University responsibilities as agreed upon with the academic dean;
5. Retain retiree benefits on the same basis as other similarly situated retirees;
6. Be entitled to a negotiated salary based on load and funding available. Salary must be approved by the Dean of the College/School, Provost and the President.

### ***3.2.1.9 Adjunct Faculty***

The title adjunct faculty identifies an expert whose primary place of employment is not Stetson University or whose primary employment within the University is not in a faculty capacity. An adjunct faculty member is an expert in a special field appointed to give instruction on a part-time or discontinuous basis. Appointment is on a course-by-course basis for one academic semester with the possibility of reappointment as needed. Adjunct faculty are part-time temporary faculty who are not

eligible for full-time employee benefits. This is a non-tenure track position.

### **3.2.1.10 Emeritus/a Faculty**

Upon a faculty member's retirement, the designation emeritus/a may be added to his or her title in recognition of distinguished service to the University. The procedure for nominating and selecting emeritus/a professors requires a recommendation from an appropriate department chair to an appropriate academic Dean (or directly from the academic Dean), who submits the nomination to the President through the Provost. The President reports the appointment to the Board of Trustees. The person named should normally:

- Be held in high regard by colleagues and students;
- Have devoted a significant length of service to Stetson University;
- Have received recognition on the basis of professional accomplishments;
- Have a distinguished record as a teacher, a campus leader, and an actively concerned member of the community beyond Stetson; and
- Qualify for official retirement or be at least 62 years of age.

### **3.2.2 Classroom Teaching Responsibilities**

*[To be revised once faculty workload policy is fully defined]*

Teaching responsibilities at Stetson University are determined at the individual college/school level. There are certain University standards that do apply, however. These standards operate on the undergraduate level and are as follows:

1. The normal teaching responsibility is twelve credit hours or the equivalent per semester. Efforts are made to reduce the individual faculty member's teaching responsibility to nine hours, but considerable variation will continue to exist for some time to come.
2. Variations in teaching responsibility occur based on the number of preparations, the nature of instruction, the substance of material, or the extent to which the individual is engaged in research, and certain committee assignments.
3. As a practical matter, in some instances, enrollment or the number of students taught may also affect the teaching responsibility.
4. More particular guidelines exist at the individual college/school level and may be found in the particular policy manuals.
5. Judgments about teaching responsibility in particular cases are made by the respective academic Deans, in consultation with the Provost, as appropriate and at the initiative of the Dean.
6. In addition to classroom teaching responsibilities, faculty are expected to pursue an active scholarly/creative life, to participate in the advising program, to be available to students, to contribute to university life through work on committees and by attendance at major university and college/school events.

### **3.2.3 University Faculty Meetings**

The University Faculty meets on a regular basis (at least twice a year) with an agenda published seven

days in advance by the Provost. By petition or resolution, the University Faculty and/or the Faculty

Senate may have items placed on the agenda for full discussion and vote. The President, Provost, or his/her designee presides at all meetings of the University Faculty, and meetings may be called by the President or Provost, by resolution of the University Faculty, or by resolution of the Faculty Senate.

### **3.2.4 Committee Appointments**

Members of the University Faculty serve on university committees, appointed by the Provost or by the University Faculty Senate. The Schools/Colleges also have committees of their faculties. The objectives and responsibilities of the committees are set out by the appointing authority. In addition to standing committees, ad hoc committees may be appointed in a similar manner. Unless otherwise specified, faculty members of university committees and committee chairs are recommended to the Provost by the Executive Committee of the Faculty Senate and the Council of Deans each summer. Some committee service is by election by the faculty. For a list of University-wide committees and their responsibilities, see sections 2.4 and 2.5. Lists of members of University committees and Faculty Senate committees are published each year.

### **3.2.5 Faculty for Graduate Instruction**

#### *Selection of Faculty for Graduate Instruction*

Stetson University does not have a separately designated Graduate Faculty. Chairs in consultation with departmental faculty assign graduate teaching duties for each semester. Members of the tenured and tenure-track faculty and specially appointed adjunct faculty are eligible for assignment to graduate courses. Graduate instructors must have sufficient credentials, including the appropriate terminal degree and if required, certification, as well as a record of scholarship and teaching excellence commensurate with the expectations of the graduate programs. In cases where professional achievement is clear and their expertise compelling, adjuncts or visiting faculty who do not hold the terminal degree may also be assigned to graduate classes with appropriate justification and documentation. All graduate teaching assignments are reported each semester to the appropriate graduate studies council and are approved by the Dean of the College or School.

## **3.3 Faculty Employment Policies**

### **3.3.1 Recruitment of Faculty**

- Revised 10-31-2012

The Office of Academic Affairs works in conjunction with the Office of Human Resources to assure that University policies are followed in the recruitment of faculty so that:

- Faculty recruitment strengthens the academic mission, fulfills curricular needs, complies with strategic advancement, and can be supported by required resources;
- Diversity is sought in all searches;
- Candidates being considered evidence excellence in teaching or librarianship; the potential for research, creative and professional activities, and service; and commitment to advancing the Stetson University mission, vision, and values.

- All tenure-track searches are conducted at the national level, with the goal of having a robust inclusive pool of teacher-scholar candidates committed to the advancement of the University; and
- Recruitment costs for open positions are reasonable and within budget.

Recruitment of full-time faculty is coordinated through the Office of Academic Affairs upon recommendation from the appropriate Dean and approval of the Provost. Once budgetary support for the position has been verified, a recruitment plan is formulated with the Dean and forwarded to the Provost for approval. Please follow the steps outlined in Faculty Recruitment and Hiring Checklist (FRHC) for Full-Time Faculty and the Guidelines for Proposal for Full-Time Faculty Positions.

Recruitment of adjunct faculty (Section 3.3.3 of University Policies and Procedures) may be handled at the department level, but requires compliance with University Policies and Procedures and must have the approval of the appropriate Dean. The Office of Academic Affairs serves as a resource if assistance is needed or if recruitment funding is requested.

### ***Faculty Recruitment Overview for Full-Time Faculty***

The Faculty Recruitment and Hiring Checklist (FRHC) for Full-Time Faculty outlines the specific steps to be followed for recruitment of full-time faculty.

### ***Faculty Line***

The Provost approves requests to allocate existing or new faculty lines upon recommendation by the respective Dean, following steps outlined in the Guidelines for Proposal for Full-Time Faculty Positions.

### ***Search Committee***

The respective Dean works with the Department Chair (Associate Dean in the School of Music and Library) in appointing a search committee comprised of a robust, inclusive pool of colleagues who are able to represent the department and the University community and who are able to assess the qualifications of the candidates as related to position requirements. Search committees will include at least one faculty member from a program other than the host (or primary) program.

### ***Advertisements***

Advertisements should be placed where they will attract the most attention for the respective discipline, utilizing discipline journals and listservs whenever possible, and also in venues with proven viewership by women and candidates from historically under-represented groups. Departments are encouraged to consult with the Office of Human Resources to identify venues that reach the targeted applicant pool, and they must work with the Office of Academic Affairs when placing advertisements to assure compliance with University policies and for proper payment of such services. The Faculty Recruitment Ad Template gives guidance on writing recruitment advertisements and on including the University EOE statement.

### ***Campus Visits***

Generally three candidates for a position will be invited to campus. These candidates must be approved by the appropriate Dean and an interview with the Provost should be scheduled in advance of

confirming travel dates. While on campus, candidates should have the opportunity to meet with colleagues outside the hiring department who share similar interests and/or commitments, as well as faculty actively involved in advancing the University's values and commitment to inclusive excellence.

### ***Convention Travel***

In some disciplines, it is customary to attend a professional convention or conference to interview candidates for a position. If this is a meeting which would normally be attended by the faculty member, then the expenses should be paid through the regular professional travel funding process. If the trip is expressly for recruitment, then faculty should petition their Dean to seek funding approval from the Provost in advance of making any travel arrangements.

### ***Travel Reservations and Expenses***

Airline reservations (for conference interviews and campus visits) are the responsibility of the traveler, and eligible expenses will be reimbursed by the Office of Academic Affairs upon presentation of itemized receipts and, for the candidate, submission of a completed W-9 form.

### ***Housing***

Contact the Office of Academic Affairs for assistance and guidance in reserving accommodations at local hotels. Corporate rates are available at most local hotels, and a DPO authorized by Academic Affairs may be used for direct-billing at participating hotels following University Finance Policies.

### ***Meals***

University funds may be used during the campus interviews to pay for meal costs of the candidate and hosting faculty (restricted to two faculty members per meal). Efforts should be made to keep these costs reasonable. Faculty may utilize a DPO authorized by Academic Affairs for direct billing at local participating restaurants (please consult with the Finance Department to verify participation). Otherwise, itemized receipts attached to the completed form should be submitted to Academic Affairs following University Finance Policies.

### ***Reimbursements***

All reimbursements associated with recruitment should be processed through the Office of Academic Affairs upon submission of itemized receipts attached to completed form following University Finance Policies.

## **3.3.2 Faculty Appointments**

All full-time appointments to the ranked faculty shall be either (1) term-limited appointments or (2) tenure-track appointments that lead to continuous tenure. Prior to tenure, all tenure-track faculty contracts are for one year.

The terms and conditions of every appointment to the faculty will be stated or confirmed in writing, and a copy of the appointment document will be supplied to the faculty member. Any subsequent extension or modification of an appointment, and any special understanding, or any notices incumbent on either party to provide, will be stated or confirmed in writing, and a copy will be given to the faculty member.

Tenure-track faculty members will be advised in writing, at the time of initial appointment, of the substantive standards and procedures generally employed in decisions affecting renewal and tenure. Any special standards adopted by the faculty member's department or school will be clearly stated in writing. Any changes of renewal, tenure, and promotion procedures will be communicated in writing.

Written notice from the Provost that a tenure-track appointment is not to be renewed will be given to the faculty member at the earliest possible date, but no later than:

- March 1 before the date of termination of an initial one-year contract;
- December 15 before the date of termination of a second one-year contract;
- May 11 before the date of termination of a contract after two or more years of service in the institution.

### **3.3.3 Policy for Employment of Adjunct Faculty**

The University makes use of the services of adjunct faculty on occasion for a variety of reasons. The expertise added by such faculty members adds a new and exciting dimension to our curriculum. They are employed to make it possible for our full-time faculty to take advantage of sabbatical leave and other enrichment opportunities which would take them from campus. In addition, they serve the University by teaching courses that are beyond the loads of our full-time faculty.

The need for adjunct faculty is re-examined each semester and thus adjunct faculty appointments are considered to be one-semester course-specific appointments without expectation of renewal. Adjunct faculty are provided information about their responsibilities and general University rules and regulations which affect them through the Information for Adjunct Faculty brochure, the University Policies and Procedures, and the University Catalog. In addition, the individual colleges/schools also have information for adjunct faculty specific to their area.

The hiring of adjunct faculty follows these general guidelines.

#### ***3.3.3.1 Procedures for Recruitment of Adjunct Faculty (Revised July 2012)***

1. The department chair requests adjunct assistance.
2. The dean/library director considers the request on the merits of the case and the existing budget as reviewed and approved by the Provost.
3. If the request is approved, the dean/library director is provided certain information by the department chair:
  - a. A position description
  - b. A recruitment plan which generally focuses on the local area. The committee must consult with the University diversity advisor to ensure that the recruitment plan includes steps to develop an appropriately diverse applicant pool.
4. The department chair conducts the search with the assistance of faculty from the department. After, examination of the dossiers of candidates, top candidate(s) are brought to campus for interview. Campus interviews with candidate(s) include meeting with department members and other colleagues, an interview with the dean/library director, and a classroom presentation in

the presence of faculty and students whenever possible.

5. The Department Chair advises candidates of University policies which affect adjunct faculty and of general University academic policies.
6. The department chair brings a recommendation for the finalist to the dean for approval.
7. The dean/library director makes the final recommendation to offer the teaching appointment to the candidate after consultation with the department chair. Recommendations are reviewed and approved by the Provost. The Provost can make adjunct faculty appointments more expediently as circumstances warrant.

### ***3.3.3.2 Policy on Adjunct Teaching by Exempt Staff***

Exempt staff may teach on an adjunct basis with the approval of the immediate supervisor, the appropriate academic department chair, the academic dean, and the Provost. Such teaching must not interfere with the effective exercise of the person's primary responsibility, and must not be done on a regular basis without the approval of the Provost and the Vice President of the administrative area in which the person works as documented by completing the Adjunct Status Request for Staff Member form that is available from Human Resources. Adjunct teaching should be outside of normal office hours. If adjunct teaching is scheduled during normal office hours, the staff member is required to define a plan, to be approved by the supervisor, to offset the absence from regularly assigned duties during the day by working compensating hours on regular duties. Compensation shall be at the normal University adjunct rate for those staff at or below Director level. Teaching by administrators above the Director level shall be considered service to the University and such teaching shall be without additional compensation.

### ***3.3.3.3 Access to Adjunct Faculty***

Stetson University is proud of its tradition of personal attention to student needs. To that end, it is important that all adjunct faculty make themselves available to provide assistance to students outside of class. The supervisor is responsible for helping adjunct faculty find time and space to accomplish this goal.

### **3.3.4 Tenure and Promotion Policy DeLand Campus Faculty**

*(Approved May 11, 2018)*

The most current tenure and promotion policy, as well as supporting information for candidates and reviewers is housed on the Stetson University tenure and promotion web page.

[Tenure and Promotion Policy for DeLand Campus Faculty](#)

### **3.3.5 Tenure and Promotion Policy College of Law Faculty**

The most current tenure and promotion policy is housed on the Faculty Policies portion of the Stetson University College of Law policies web page.

[Tenure and Promotion Policy for College of Law Faculty hired prior to Fall 2012](#)

[Tenure and Promotion Policy for College of Law Faculty hired after Fall 2012](#)

## **3.3.6 Appeal of Tenure and Promotion Decision**

### ***3.3.6.1 Requests for Reasons for Non-tenure or Non-promotion***

Upon receiving written notice of non-tenure or non-promotion, the faculty member may request from the President the reasons that contributed to the non-tenure or non-promotion decision. The faculty member should carefully consider whether to request an oral or written report of the reasons. As the AAUP REDBOOK notes, that while a written report, particularly in the case of non-tenure, may avoid misunderstandings, the existence of a written report may obligate the faculty member to "divulge them to the appointing body of another institution if required. Similarly, a written record is likely to become the basis for continuing responses by the faculty member's former institution to prospective appointing bodies" (17).

### ***3.3.6.2 Procedure for Appeal of Tenure or Promotion Decisions***

1. The faculty member must make written appeal to the Tenure, Grievance, and Academic Freedom Committee of the Faculty Senate within four weeks of receiving notification of non-tenure or non-promotion. The faculty member must indicate what is contended, and provide specific evidence that supports contention. The faculty member must agree in writing that he/she understands that the institution will present evidence in support of its decision. Evidence may include:
  - a. Extenuating circumstances;
  - b. Procedural mistakes;
  - c. Factual errors made by decision-making bodies;
  - d. Discrimination;
  - e. Inadequate consideration.
2. It is understood that all information shall be held in confidence by all parties involved in the process.
3. The Tenure, Grievance, and Academic Freedom Committee will review the faculty member's tenure file in the Office of Academic Affairs.
4. The Tenure, Grievance, and Academic Freedom Committee can invite any person involved in the decision to appear before the committee. Even if the faculty member has asked for written documentation, it may be necessary for the chairs of the decision-making bodies to speak on behalf of their recommendation to the Tenure, Grievance, and Academic Freedom Committee.
5. The Tenure, Grievance, and Academic Freedom Committee will provide an opportunity for the faculty to personally appear before the committee. The time and place will be mutually agreed upon by the Tenure, Grievance, and Academic Freedom Committee and the faculty member. The faculty member may be accompanied by another faculty member who is an observer and will not participate.
6. The Tenure, Grievance, and Academic Freedom Committee should determine whether the case has sufficient grounds for appeal, with the understanding that the Tenure, Grievance, and Academic Freedom Committee should not substitute its judgment on the merits of the case for that of the decision-making bodies.
7. The Tenure, Grievance, and Academic Freedom Committee will provide copies of its report and recommendation to the faculty member and the President within four weeks of the date of the

faculty member's written request for appeal. The Faculty Senate will receive a copy of the committee's recommendation.

8. Upon the recommendation of the Tenure, Grievance and Academic Freedom Committee, the President shall request reconsideration by the relevant decision-making bodies. The President shall communicate the grounds for reconsideration. The decision-making bodies will follow the decision-making procedure described in section 4.3.

9. The President makes the final decision following the appeal process and will notify the faculty member in writing of that decision.

**Grievance Procedures.** See Section 4.3.

### **3.3.7 Faculty Evaluation**

1. Each year, each faculty member is expected to submit a self-evaluation (the Faculty Activity Report) to the dean/library director, detailing their professional activity, their goals, and their assessment of their progress to their goals. The department chair responds in writing to the information in the FAR and presents both items to the dean. The dean examines the FAR and department chair response and responds also in writing. This information becomes a part of the faculty member's file.
2. Students are invited to participate in the evaluation process through the process of course evaluation which takes place in each college/school.
3. Periodic reviews for tenure (see 3.3.4.3)
4. Tenure review (see 3.3.4)
5. Promotion review (see 3.3.4)

### **3.3.8 Annual Salary Adjustments**

When funds are available and approved by the President's Cabinet, determination of salary increases will be based on evidence listed in 4.10.10.3.3 Evidence for Tenure and 4.10.10.4.3 Evidence for Promotion as summarized in the Faculty Activity Report and evaluated by the Department Chair, Associate Dean, and/or Dean. Equity and compression issues are examined annually by the University Committee on Faculty Compensation.

### **3.3.9 Professional Development**

Stetson University has a program of professional development to provide opportunities for the professional growth and development of members of the faculty and other professional employees. Professional Development awards are made on the basis of University-wide competition. The program is administered by the Office of Academic Affairs with the authorization from the Provost. Opportunities are published annually in the "Faculty Professional Development Opportunities" handbook, which is available through the Office of Academic Affairs. The Provost makes the final decision concerning grants, awards, and other professional development support after receiving recommendations from the Deans of the Colleges/Schools, the Faculty Development Committee and the Associate Provost.

#### **3.3.9.1 Sabbatical Leave**

Tenured faculty members are eligible for a sabbatical leave after each six years of service at Stetson. The

leave may be for one semester at full salary or for one academic year at half salary. The University will continue full fringe benefits in either case, and the faculty member will be continued in seniority and other considerations. The sabbatical leave is available as an opportunity for professional growth and enrichment, and a tenured faculty member who is granted a sabbatical leave will be required to commit, before the sabbatical begins, to return to full-time teaching for at least one academic year (fall and spring) following the end of the sabbatical leave. Detailed guidelines for sabbatical leave applications are published each year by the Office of Academic Affairs. The faculty member is asked to justify the request, detailing how the time will be utilized, and the applications must be filed prior to the announced deadline during the academic year preceding the requested leave. Applications are submitted through normal administrative channels prevailing in departments and Colleges/Schools/Library and forwarded with recommendation for supplemental funding, if required, to the Office of Academic Affairs for review by the Professional Development Committee. The Professional Development Committee forwards recommendations concerning the proposed plan of study or scholarly endeavor to the Associate Provost for Faculty Development, who in turn forwards cumulative recommendations to the Provost, who confirms the awards.

### ***3.3.9.2 Summer Grants***

Stetson has a summer grant program with funds budgeted for the purpose each year by the University. The program is administered by the Office of Academic Affairs upon the advice of the Professional Development Committee. Each application is considered on its individual merits, for the individual and for the University. Stetson does not, for example, award summer grants for work toward a terminal degree, but does encourage scholarly research or curricular planning efforts. Detailed guidelines and deadlines are published by the Office of Academic Affairs in the fall preceding the summer involved. Applications are submitted by the published deadlines to the Office of Academic Affairs, department chairs, and Deans/Director, after which they are forwarded to the Professional Development Committee. Late applications will not be considered unless the Committee unanimously recommends that an exception be made. The Committee's recommendations are sent to the Associate Provost for Professional Development who makes the final decisions and awards.

### ***3.3.9.3 Faculty Workshops***

The Professional Development Committee develops a series of workshops for professional development. The plan is presented to the Associate Provost for Academic Affairs with a budget for approval.

### ***3.3.9.4 Other Development Funds***

The Provost designates funds to supplement the travel and research funds of professional personnel specifically to present papers, participate in programs, hold leadership positions, and/or engage in other endeavors of a professional nature that will make an obvious contribution to the professional growth to the individual and to the University. Applications for these funds are made through the department chair and appropriate Dean/Library Director with final approval by the Provost. Application guidelines are published each fall by the Office of Academic Affairs.

### **3.3.10 Leaves of Absence**

A leave may be granted for up to one year without pay upon proper application to the Dean/Director of the appropriate School or College/Library, recommendation of the Provost, and approval of the President.

### **3.3.11 Contracts and Resignations**

Faculty members will receive written annual notification detailing rank and salary, by the first week in April of the previous academic year. A faculty member's decision not to return for the following year should be transmitted to the appropriate Dean at that time if possible, and in any event not later than 90 days preceding the beginning of the contract period.

### **3.3.12 Dismissal**

Dismissal is a severance action by which the University ends its professional relationship with a tenured faculty member for adequate cause. It is also the means by which the University removes, for adequate cause, a non-tenured faculty member before the end of his/her appointment. Dismissal proceeding may be instituted for the following reasons:

- a. Professional incompetence;
- b. Continued neglect of academic duties in spite of written warnings;
- c. Grave personal misconduct;
- d. Deliberate and grave violation of the rights and freedoms of fellow faculty members, administrators, or students;
- e. Conviction of a felony.

Prior to dismissal, the Provost will give the faculty member involved a written statement of reasons, framed with reasonable particularity. Because of the nature of dismissal, no fixed time can be specified for notice; however, such action is usually not taken without prior discussion and written warnings to the faculty member.

### **3.3.13 Termination**

Termination is a severance action by which the University terminates the services of a tenured faculty member. Prolonged mental or physical illness, financial exigency, or changes in the education program are the only causes for termination of tenured faculty.

- a. Prolonged Mental or Physical Illness: Termination for medical reasons will be based upon clear and convincing medical evidence. The decision to terminate for such reasons will be made only after the faculty member or his/her representative has been informed in writing on the basis of the proposed action and has been afforded an opportunity to respond to the proposed action. If the faculty member so requests, the evidence will be reviewed by the Tenure, Grievance, and Academic Freedom Committee elected by the Faculty Senate.
- b. Financial Exigency: In the event of financial exigency, the President and the Board of Trustees will officially announce that such a state exists. Should such an emergency arise, the President and the Board of Trustees will take such measures as are deemed necessary to cope with the

crisis, after consultation with the Provost and proper Dean and faculty of the area concerned. In taking such measures, a primary concern will be the retention of viable academic programs. If faculty reductions are required, tenure rights will be protected in so far as possible.

### **3.3.14 Outside Employment**

Permission must be obtained from the University by application to the appropriate Dean in order for a full-time faculty member to accept part-time outside employment. The Stetson faculty believes that no member should engage in any outside activity that is beneath the dignity of the professional community, or so time-consuming as to detract materially from his/her ability to carry out his/her duties as a member of the faculty. Wanton and persistent disregard of this principle shall be deemed grounds for dismissal.

### **3.3.15 Contract and Grant Proposals**

All faculty and staff who apply for a grant or contract must do so through the office of Grants, Sponsored Research and Strategic Initiatives, and adhere to the policies and procedures outlined in sections 3.3.15.1 and 3.3.15.2.

#### ***3.3.15.1 - Policy on Financial Conflict of Interest in Externally-Funded Research***

##### **I. Statement of Policy**

This Financial Conflict of Interest Policy is designed to protect the integrity and credibility of faculty and staff in the University's research, teaching, education and public service activities. In accordance with Federal regulations, the University has a responsibility to manage, reduce, or eliminate any actual or potential conflicts of interest that may be presented by a financial interest of an investigator. **Financial Conflict of Interest (FCOI)** means a Significant Financial Interest that the Institution reasonably determines could directly and significantly affect the design, conduct or reporting of U.S Public Health Service PHS-funded research, which includes the National Institutes of Health (NIH) and all government-sponsored grants.

The University requires that investigators disclose any significant financial interest that may present an actual or potential conflict of interest in relationship with a sponsored project. The University also requires disclosure of any family relationships between investigators and persons working with them on sponsored projects. The policy applies to all Investigators at Stetson University who apply to or receive external research support; therefore, the policy requires that Investigators disclose any significant financial interest that may reasonably appear to be affected by sponsored projects.

The Department of Health and Human Services amended its regulations related to financial disclosure on 8/25/2011. All institutions applying for U.S. Public Health Service (PHS) funding for research are required to have a policy that complies with these amended regulations; this PHS/NIH Financial Conflict of Interest Policy is designed to comply with the federal regulations and hereby incorporates by reference 42 CFR, Part 0, Subpart F.

##### **II. Applicability of Policy**

This policy is the basis for specific certifications that the National Science Foundation (NSF), the Public Health Service (PHS) and other government agencies require from those seeking grant support.

A significant financial conflict of interest exists when the University, through procedures described below, reasonably determines that a potential conflict of interest could directly and significantly affect the design, conduct or reporting of externally sponsored projects. The University recognizes that these conflicts may arise due to interests and investments that faculty and their families may have. The existence of a significant financial interest and any resulting financial conflict(s) is not prohibited in and of itself, but such conflicts must be disclosed to the University and managed appropriately.

### III. Definitions

**Investigator** means the principal investigator/project director, co-principal investigators, and any other person who is responsible for the design, conduct, or reporting of research, educational, or service activities funded, or proposed for funding, by an external sponsor. The *Investigator is also responsible for reporting personal financial interests for any member of the Investigator's immediate family, specifically, any dependent children, spouse, domestic partner or significant other.*

**Significant Financial Interest** means anything of monetary value, including, but not limited to:

- Salary or other payments for services (e.g., consulting fees or honoraria) received by the investigator exceeding \$5,000 in the prior or next 12-month period.
- Equity interests (e.g., stocks, stock options or other ownership interests) of the investigator exceeding \$5,000 in fair market value.
- Intellectual property rights (e.g., patents, copyrights and royalties from such rights) assigned to the investigator in excess of \$5,000 during a 12-month period.
- Reimbursed or sponsored travel related to their institutional responsibilities. This does not apply to travel that is reimbursed or sponsored by a federal, state or local government agency, an institution of higher education, an academic teaching hospital, a medical center or a research institute affiliated with an institution of higher education.

**Note:** If any compensation is conditioned upon a particular outcome in a sponsored research project, then it may be considered a conflict of interest and should be disclosed.

The term **does not** include:

- Salary, royalties, or other remuneration from the applicant institution,
- Income from seminars, lectures, or teaching engagements sponsored by public or nonprofit entities,
- Income from service on advisory committees or review panels for public or nonprofit entities,
- Any ownership interests in the institution, if the institution is an applicant under the Small Business Innovation Research (SBIR) program or the Small Business Technology Transfer (STTR) program; however, a University employee may not conduct research or administrative activities in conjunction with an STTR project on behalf of both the University and the grantee or sub-grantee company,
- An equity interest that when aggregated for the investigator and the investigator's spouse or domestic partner and dependent children does not exceed \$5,000 in value as determined through reference to public prices or other reasonable measures of fair market value, or
- Salary, royalties or other payments that when aggregated for the investigator or domestic partner and dependent children over the next twelve months, are not expected to exceed \$5,000.

### IV. Responsible Office

The Provost, acting as the Institutional Official, is responsible for ensuring implementation of this policy and may suspend all relevant activities until the financial conflict of interest is resolved or other action deemed appropriate by the Institutional Officer is implemented.

Stetson University's Research Integrity Officer (RIO), who is appointed by the Provost, will ensure procedural compliance.

## **V. Policy Details**

### A. Disclosure

#### *When is Disclosure Required?*

A disclosure shall be submitted:

- before a proposal is submitted;
- annually, during the grant period in conjunction with filing the required annual progress and/or final report;
- within 30 days after new or significant financial interests are acquired.

#### *How Do I Submit a Disclosure?*

Financial Conflict of Interest disclosure forms must be submitted to the Office of Grants, Sponsored Research and Strategic Initiatives. The form is available on the Office of the Provost's web site under the link to Policies and Guidelines:

<https://www.stetson.edu/administration/provost/policies-and-guidelines/index.php>

#### *What Happens When I Disclose a Potential Significant Financial Interest?*

If your disclosure indicates that there is a significant financial interest related to a sponsored research project, you will be required to submit additional information that will be reviewed by the Research Integrity Officer (RIO). If it is determined that the interest has the potential to directly and significantly affect the design, conduct, or reporting of research, then the following conditions or restrictions may be used to manage, reduce or eliminate the conflict of interest.

The following list is illustrative, and is not intended to include all possible conditions or restrictions that might be used:

- Public disclosure of the significant financial interest on publications and in presentations, to your research team, and to the public via a publicly accessible site at <http://www.stetson.edu/administration/grants/> or upon a request, within 5 business days
- Monitoring of research or other activities by independent reviewers
- Modification of a research plan
- Disqualification from participation in all or a portion of the proposed project
- Divestiture of the Significant Financial Interest
- Severance of relationships that create actual or potential conflicts

#### *What Information about a Conflict of Interest is Conveyed to the Research Sponsor?*

The following is information about a conflict of interest that will be conveyed to the research sponsor:

- The PHS and agencies that have adopted the PHS rule require notification that a conflict has been identified and is being managed.
- NSF requires notification only of conflicts that cannot be resolved.
- The University will comply with the conflict of interest disclosure rules of other research sponsors.

### B. Collaborative Projects/Sub-agreements

Collaborators/subrecipients/subcontractors from other organizations must either comply with this policy or provide a certification that their organizations are in compliance with Federal policies regarding investigator significant financial interest disclosure and that their portion of the project is in compliance

with their institutional policies.

## C. Record Retention

The Office of Grants, Sponsored Research and Strategic Initiatives will maintain all records of Investigator disclosures of financial interest for three years from the date of submission of the final expenditures report. The RIO will maintain all records of Stetson's review of, or response to, such disclosures (whether or not a disclosure resulted in Stetson's determination of a Financial Conflict of Interest), and all actions under Stetson's policy or retrospective review which will be maintained by the RIO for three years from the date of submission of the final expenditures report.

## D. What Training and Support Will Be Provided?

- **Training:** Each Investigator must complete training on this Policy prior to engaging in research, including any funded by PHS. Investigators must also complete training within 60 days: (1) if this Policy is substantively amended in a manner that affects the requirements of Investigators, or (2) if it is determined that the Investigator has not complied with this policy or with a management plan related to their activities.

## **VI. Related Policies**

Related policies include:

- Department of Human Resources, 4.1.5 Conflict of Interest Policy:

<http://www.stetson.edu/administration/human-resources/media/hotline/conflict-of-interest-policy.pdf>

- Stetson College of Law Conflict of Interest Policy:

<http://www.stetson.edu/law/policies/home/media/conflict-of-interest-pdf.pdf>

## **VII. Supporting Information and Resources**

Additional information on this topic can be found at the following websites:

- <http://grants.nih.gov/grants/policy/coi/>
- [http://grants.nih.gov/grants/policy/coi/coi\\_faqs.htm](http://grants.nih.gov/grants/policy/coi/coi_faqs.htm)

### ***3.3.15.2 Policy on Signature Authority on Grants and Contracts and Grant Proposal Submission Form***

#### **I. Statement of Policy**

The purpose of this Signature Authority and Grant Proposal Submission Policy is to clarify who has the authority to submit applications for externally sponsored projects and research at Stetson University and to sign on behalf of the university at various stages, including proposal submission and award acceptance.

Most grants and all contracts and subcontracts issued to the University require signatures from both the sponsor and the University. In some cases, the University signature will have been provided when the proposal was submitted. The proposal then becomes a part of the grant award document either directly or by reference.

For a grant or contract to be valid and enforceable, it must be signed by a person with specific delegation to sign on behalf of the University. (See Signature Authority below.) Therefore, if a sponsored program award is NOT signed by an authorized University official, the contract, grant, agreement, proposal or

application may be void and unenforceable. Individual faculty, staff or students are not authorized to bind the University in formal agreements except those who have delegated authority as described below.

This policy protects Stetson University and its employees from legal liabilities and maintains compliance with University, state, federal, private and other legislative regulations and requirements while performing research and project activities inherent in grants.

Any Principal Investigator (PI) or other University employee or faculty member who contemplates signing a research proposal or agreement on behalf of the University without actual authority to do so assumes extensive personal legal liability. The PI, employee or faculty member should remember the following potential consequences of signing without authority:

- Because the individual does not have the signatory authority to bind the University to a contract, the University is not bound by that agreement and is not obligated to provide lab or office space, personnel, or any other support to the PI in carrying out the work described in the sponsored agreement.
- If the University faculty or staff member uses University facilities and personnel to conduct research or other sponsored activities not otherwise approved through proper University procedures, the employee may be subject to discipline for misappropriation of governmental property and/or resources.
- Without an authorized signature, only the individual who signed the agreement is personally liable for performance of the agreement and adherence to all of the laws, rules and regulations relating to the agreement, including, but not limited to, the Internal Revenue code and state tax laws. If signed without authority, taxes may be imposed on the entire amount of research funding as the personal income of the individual.
- A PI or other employee who signs a proposal or agreement without authority to do so may be subject to claims by the sponsor of the project or the University for fraud or misrepresentation if the PI led the sponsor to believe that he/she did indeed have the authority to sign on behalf of the University.
- The professional reputation of a PI may suffer if a PI is required to go back to an organization after an unauthorized signature has been given and explain that the sponsor does not have a legally binding agreement with the University.

This policy is supplemented by University procedures and forms related to specific types of grants and contracts as appropriate and the [Resolution of the Board of Trustees](#) regarding those officers of the University who are authorized to execute contract documents and other instruments on the University's behalf.

**Signature Authority for Grant Proposal Submission** – as described in the Resolution of the Board of Trustees, Stetson University, Inc., regarding authority to execute contract documents on the University's behalf, the Authorized Officers are the:

- President
- Executive Vice President and Provost
- Executive Vice President and Chief Finance Officer and
- Associate Vice President for Finance and Risk Management.

These Authorized Officers may delegate his or her authority to another officer, employee or agent of the University.

**Delegation of Grant Proposal Submission** – As part of this policy, the President delegates authority to the Signing Officials (SOs) and the Authorized Organizational Representatives (AORs) for the purpose of submitting grant proposals. The SOs and the AORs do not have signature authority to execute contracts

except when the SO and AOR are also one of the Authorized Officers with Signature Authority listed above.

### II. Applicability of Policy

This policy applies to all externally funded proposals, award agreements and contracts, with the exception of faculty fellowships. This policy applies to all Stetson University employees (i.e., staff, faculty, administrative officers and student employees) whether full-time or part-time. Independent contractors and consultants do not have the authority to bind the institution.

No externally funded proposals or award agreements will be accepted without the proper institutional signature authority.

### III. Definitions<sup>1</sup>

**Account Administrator (AA)** facilitates the administration of NIH eRA Commons accounts. The AA can create, modify and/or remove all types of accounts. Although the AA can create additional accounts, the AA cannot modify institutional profile (IPF) information or perform other research related functions in the system. The AA at Stetson is:

- Assistant Director of Sponsored Programs Administration in the research administration office, which is known as the Office of Grants, Sponsored Research and Strategic Initiatives.

**Authorized Organizational Representative (AOR)** is a role under Grants.gov and NSF, which authorizes certain individuals as the only persons who can submit grants on behalf of the organization. For eRA Commons/NIH grants, this role is an **Administrative Official (AO)**. The AO reviews grant applications for accuracy before the SO submits final applications to the NIH. The three AOR/AOs at Stetson are:

- Executive Director of Academic Administration – Academic Affairs
- Director of Grants, Sponsored Research and Strategic Initiatives
- Assistant Director of Grants, Sponsored Research and Strategic Initiatives

**Grantee** – the recipient of grant funds

**Grantors** – those who provide the funding

**Point of Contact (POC)** is identified by the applicant organization upon registering in the Central Contract Registration (CCR) through E-Business. The E-Business POC is the single person responsible for the administration and management of grant activities in his/her organization. E-Business POCs give representatives of their organization the privilege to submit grant applications through Grants.gov (i.e., authorizes AOR). Stetson's POC is:

- The Associate Vice President of Finance and Risk Management

**Project Director/Principal Investigator (PD/PI)** is designated by the grantee organization to direct the project or activity being supported by the grant. The PI is responsible and accountable to the grantor for the proper conduct of the project or activity. The role of the PI within the NIH eRA Commons includes updating person profile, checking application status, viewing assembled application and performing post-submission functions by completing the required forms via the eRA Commons or by delegating this responsibility. The PI can view information for all of his/her grants and applications at NIH, including access to the Summary Statement and Notice of Award Letter (NoA).

**System for Award Management (SAM)** is an official website of the U.S. government. It combines federal procurement systems and the Catalog of Federal Domestic Assistance (CFDA) into one system. SAM validates applicant information and electronically shares the data with the federal agencies' finance

---

offices to facilitate paperless payments through Electronic Funds Transfer (EFT). The consolidation includes:

- Central Contractor Registry (CCR)
- Federal Agency Registration (Fedreg)
- Online Representations and Certifications Application
- Excluded Parties List System (EPLS)
- Stetson has a SAM User Account registered under the name of:
  - the Associate Vice President of Finance and Risk Management

**Signing Official (SO)** is a role designated by the applicant organization in eRA Commons. The SO is a Business Official (BO) with institutional authority to legally bind the institution in grants administration matters by providing signature approval on grant application submissions. The SO in Commons is the equivalent of an Authorized Organizational Representative in Grants.gov. The SO has the following privileges:

- Register the applicant institution in the eRA Commons
- Create and update the Institutional Profile (IPF)
- Create/delete/update all Commons accounts (except IAR and TRAINEE accounts)
- Create affiliation of an existing PI and/or IAR Commons account
- Submit electronic grant application(s) on behalf of the institution via Grants.gov
- View status of all grant applications originating from their institution and any errors or warnings that may have been triggered
- View assembled image of submitted grant applications before they move on for further processing
- Reject grant applications to address warnings or to address the fact that some part of the application was lost or did not transfer correctly during the submission process due to a Grants.gov or Commons issue
- View award information for all grants awarded to the institution. (Note: The SO cannot view summary statement or priority score.)
- Submit Just-in-Time (JIT) information for a PI
- View the following Training-Grant-related items:
  - Trainee Roster
  - List of Grants
  - Grant Summary
  - Routing History
- PDF-formatted Appointments/Amendments/Terminations
- Delegate Electronic Streamlined Noncompeting Award Process (eSNAP) edit authority to another user on behalf of the PI
- Delegate submit authority for SNAP progress reports to the PI
- Submit an RPPR to the Agency (NIH) on behalf of the institution
- Submit an RPPR to the Agency (NIH) on behalf of the PI
- Submit Final Progress Report
- Apply for a No-Cost Extension on behalf of the PI

The SOs at Stetson are:

- The Executive Vice President and Provost and
- The Director of Grants, Sponsored Research and Strategic Initiatives.

**Sub-grantee** – those who have contractual or grant relationships with grantees.

### **IV. Responsible Office**

The Provost, acting as the Institutional Official, is responsible for ensuring implementation of this policy.

### **V. Policy Details**

Proposal Submission: External grant proposals should be submitted for review, signature and submission to the Office of Grants, Sponsored Research and Strategic Initiatives **at least 10 business days** before the grant submission deadline, to allow time for complete review and the securing of all required institutional signatures.

An official grant proposal must be accompanied by the University's external grant routing form, with the appropriate signatures as indicated on that form, and must be signed by one of the following (or their officially authorized delegate):

- President
- Executive Vice President and Provost
- Executive Vice President and Chief Finance Officer or
- Associate Vice President for Finance and Risk Management.

### **VI. Related Policies and Procedures**

Related policies include:

- [First Alert Policy](#)
- [External Grant Form Procedures](#)

### **3.3.16 Faculty Sick and Vacation Leave**

Please refer to Section 4, Part 5: Employee Leave.

#### ***3.3.16.1 Faculty Parental Leave Policy (Approved 12-12-05)***

A full-time faculty member may request Parental Leave with reduced pay for up to one academic semester for either of the following reasons:

1. To exercise primary responsibility for the care of the infant for the period immediately following birth.
2. To exercise primary responsibility for the care of a child placed with a faculty member for adoption or foster care immediately following placement.

Pursuant to the University Personnel Policies, birth mothers would be required to complete the necessary paperwork for Short-Term Disability (See Section 4.5.8.A of the University Policies and Procedures) and the Family Medical Leave Act (See Section 4.5.17 of the University Policies and Procedures). Birth mothers and parents who do not qualify for Disability leave should also notify, in writing, the Dean of their College or School.

The faculty member requesting Parental Leave would be granted six weeks of leave with no duties. During the first four weeks of leave, the faculty member would be paid at 100% of his/her regular base salary. The salary for the following two weeks of full leave would be 80% of the faculty member's base salary. To avoid disruption to the academic environment of the classroom, the faculty member returning to work at the end of six weeks would not be expected to resume teaching. Rather, he/she would

resume non-teaching duties such as committee work, administrative work, academic advising and supervision of senior work. The faculty member would be compensated for these duties at the rate of at least 60% of his/her salary for the remainder of the academic semester.

A faculty member planning to take advantage of the Parental Leave Policy must, when possible, notify the appropriate Dean 3 months in advance of the anticipated start of leave, in order that the Dean and Department Chair can work together to accommodate the teaching needs of the Department.

Faculty members, who prefer a full leave with no university responsibilities for the remainder of the semester or an unpaid leave of absence for a period not to exceed 1 year, may make application to the appropriate School or College Dean. Such requests ultimately require recommendation from the Provost and approval of the President.

If both parents or partners are employed as tenure-track or tenured faculty by the university, only one parent or partner may make use of the Faculty Parental Leave Policy for each birth or adoption event.

The University recognizes that the birth or placement of a child will likely impede a faculty member's ability to make progress toward tenure. Therefore, the tenure clock can be stopped for one year for the birth or placement of a child, even if leave is not taken. To stop the clock, the faculty member must submit a request in writing to the appropriate Dean/Library Director by the following fall of the year in which the birth or placement takes place. This option can be exercised up to two times during the tenure-track period. Guidelines regarding a delay in tenure decisions are given in the Faculty Handbook (Section 4.d. of Appendix A).

### **3.3.17 Faculty Exchange**

The University provides a program for faculty exchange with the Paedagogische Hochschule in Freiburg.

For information on exchanges with faculty in other countries, contact the Director of International Learning and with other institutions within the United States, contact the Associate Provost for Faculty Development.

## **3.4 Academic Policies and Support**

Many academic policies for graduates and undergraduates are provided in the *Stetson University Catalog* and *Connections: Campus Life Handbook*. Summaries of certain policies are provided here for convenience.

### **3.4.1 Course Syllabus**

The teacher of each course must provide the students with a syllabus summarizing basic information about the course. This syllabus may take many forms but must include information on the following:

1. Goals and requirements
2. Nature of the Course Content
3. Methods of instruction to be used
4. Attendance policy
5. Instructor's office hours

Please refer to the College/School Policy Manual for additional information on syllabi.

### **3.4.2 Class Attendance**

Individual professors may establish their own class attendance requirements. However, professors should make their policies known to students at the beginning of each term. The University has no general attendance rule; the individual colleges and schools may establish attendance regulations.

Faculty members should notify the Vice President for Campus Life of a student's excessive class absences. The primary purpose of this notification is to enable the Dean to make sure the student has not disappeared from the campus without explanation. Faculty members, therefore, should contact the office of the Vice President for Campus Life on the day that a student misses his/her third successive MWF class or second successive TT class. There are no "excused" absences. The practice of listing student absences in The Newsletter (because of special trips they will be taking or activities they will be engaged in) is intended only to provide information to the instructor.

Preliminary class rolls are provided the first day of classes. A student who enters a class after these lists are prepared must present an "add" card for the instructor's signature or a class schedule stamped "Cleared by the Finance Office." A student whose name is on the preliminary class list but who drops the class must present a "drop" card for the instructor's signature. Any discrepancy (i.e., a student who enters or leaves a class except by the procedure outlined above) must be reported to the Office of the Registrar.

### **3.4.3 Field Trips**

*(Revised September 2003)*

A professor sponsoring a field trip must notify the appropriate academic Dean's office at least one week prior to the field trip. Students must make their own arrangements for any class absences resulting from the trip.

The "Field Trip/Travel Acknowledgement & Release Form," available electronically on the Academic Affairs website (<http://www.stetson.edu/academic-affairs/>) or in hard copy from Risk Management must be completed prior to the trip and kept in the department file for a minimum of one year.

Professors should complete the "Special Activities/ Risk" information and then have students complete and sign signifying their acknowledgement and release of liability.

If students are traveling by University-provided transportation to include rental vehicles, all drivers must be approved through the Office of Risk Management (386-822-7701) at least one week prior to the trip.

A professor sponsoring a course related trip outside of the U.S. must contact the Center for International Education and comply with current requirements.

### **3.4.4 Change of Registration (Drop/Add)**

See current *Stetson University Catalog*.

During the first few days of each term, an opportunity is accorded students to make changes in their

class schedules. The exact dates for this period are published in the official University calendar included in this Catalog. The necessary change-of-registration forms are available in the Office of the Registrar. Within the drop/add period, a certain initial period of time is allowed for students to add as well as drop courses, followed by a period of time in which students may only drop courses without academic penalty. It is imperative that students consult the University calendar for the exact dates provided each term for adding or dropping courses. A change of registration after the "add" period does not reduce charges. A course dropped after the drop period carries a grade of X or XF as determined by the student's academic dean. No course may be dropped during the last two weeks of classes in any given term.

### **3.4.5 Pass/Fail**

See current *Stetson University Catalog*.

A student has the option of taking on a pass/fail basis a total of two courses not ordinarily pass/fail. To exercise this option, students must obtain a pass/fail form from the Office of the Registrar, have the form signed by the faculty advisor, and return it to the Registrar prior to the end of the add period. Once initiated, the pass/fail option may not be changed.

For students majoring in the College of Arts and Sciences or the School of Music, the pass/fail option may be used only for courses which are not applied toward a major or minor and not applied toward Foundation Requirements (Part I) for the Arts and Sciences General Education program, or toward the English, mathematics, and communications course requirements for Music School degrees.

For students majoring in the School of Business Administration, the pass/fail option may be used only during the junior or senior year and may be used only for courses that are beyond all School of Business Administration requirements, not applied toward a minor, and offered outside the School of Business Administration.

### **3.4.6 Academic Honors**

See current *Stetson University Catalog*.

Undergraduate students who have attended Stetson University only and whose cumulative grade point average (GPA) is between 3.50 and 3.69 are graduated Cum Laude; if it is between 3.70 and 3.89 they are graduated Magna Cum Laude; and if it is 3.9 or higher they are graduated Summa Cum Laude. Undergraduates who have attended other academic institutions and have earned 60 or more credit hours at Stetson are also eligible for all academic honors. In such cases the academic requirements for honors must be met both on all graded work taken at Stetson, and on all the combined graded work taken at Stetson and at all previous institutions.

The Honor Roll includes undergraduates with a 3.0 GPA based on twelve hours work attempted with no grade below a "C." The Dean's List includes undergraduates with a 3.5 GPA based on twelve hours of work attempted and no grade below a "B."

### 3.4.7 Grade Inventories

Once each semester, at mid-term, unsatisfactory grades are reported. This report is called a grade inventory. Only grades less than "C-" are reported, and these are not recorded on the student's permanent record. They are simply to give the student an idea of progress up to the time of the inventory. Copies are sent to the student, their academic advisor, and their academic dean. It is the student's responsibility to arrange for conferences with the instructor, faculty advisor, Campus Life staff, Counseling Center staff, or anyone else the student feels may be of help.

### 3.4.8 Interpretation of Grades and Quality Points

See current *Stetson University Catalog*.

Grades and quality points represent the instructor's final estimate of the student's performance in a course. The grade of A (+ or -) may be interpreted to mean that the instructor recognizes exceptional capacity and exceptional performance. The grade of B (+ or -) signifies that the student has gained a significantly more effective command of material than is generally expected in the course. The grade of C or C+ is the instructor's certification that the student has demonstrated the required mastery of the material. A student is graded C- or D (+ or -) when his/her grasp of the course essentials is minimal. The F grade indicates failure to master the essentials and the necessity for repeating the course before credit may be earned.

Quality points are values assigned to letter grades. Students' cumulative grade-point averages are based on a four-point scale. Letter grades are assigned the following numerical equivalents per semester hour:

- A+ = 4.00
- A = 4.00
- A- = 3.67
- B+ = 3.33
- B = 3.00
- B- = 2.67
- C+ = 2.33
- C = 2.00
- C- = 1.67
- D+ = 1.33
- D = 1.00
- D- = 0.67
- F = 0.00
- XF = 0.00

The grade-point average is determined by dividing the total quality points earned by the total hours attempted, including all courses failed. Only courses taken at Stetson will be used by the University in computing the student's cumulative grade-point average. Recognize, however, that other universities, agencies, and employers may calculate GPA's using all grades that appear on the transcript, including

the forgiven Fs.

- **I = incomplete.** This is the grade given when a student cannot complete the work of the course because of illness or other extenuating conditions, and the instructor's academic dean has approved an extension of time for the completion of a course. The work of the course must be completed two weeks prior to the last day of classes in the next academic session of enrollment (excluding summer term); but in all cases, except graduate thesis courses, it must be removed within 24 months from the date issued regardless of enrollment status; otherwise the I becomes an F. An I grade cannot be removed by repeating the course.
- **P = credit, no quality points earned, does not affect grade-point average.**
- **W = an approved withdrawal from the University before mid-term.** See Academic Calendar for actual date. No credit or quality points are earned and the grade-point average is not affected.
- **WP = an approved withdrawal from the University after mid-term.** The grade is given according to the instructor's evaluation. No credit or quality points are earned and the grade-point average is not affected.
- **WF= an approved withdrawal from the University after mid-term.** The grade is given according to the instructor's evaluation. No credit or quality points are earned, but the grade WF is treated as hours attempted and the grade-point average is affected.
- **X = the grade received for late drop of a course without academic penalty.** No credit or quality points are earned and the grade-point average is not affected. The grade must be approved by the student's academic dean.
- **XF = the grade received for late drop of a course with academic penalty.** No credit or quality points are earned, but the grade XF is treated as hours attempted and the grade-point average is affected. The grade must be approved by the student's academic dean.

### 3.4.9 Examinations

Examinations are given in all courses at the end of each academic term. If a student misses an examination without prior permission from the Dean of the applicable School or College, the student will be graded "F" in that course.

### 3.4.10 Academic Withdrawal

Official withdrawal from the University can be granted only after proper clearance from the Dean of the College/School concerned, the Office of Campus Life, and the Office of Student Financial Planning. For further information, see the current *Stetson University Catalog*.

### 3.4.11 Academic Honesty

*Revised 2003-2004 academic year*

As an institution of higher learning, Stetson University depends upon its members—students, faculty, staff, and administration—to uphold the highest standards of academic integrity. Without a commitment to this ideal, the foundation of our educational mission is undermined, and truth—the ultimate goal of our pursuits at the university—loses its meaning and force. The Honor System seeks to nourish a vital campus culture, one where students, faculty, administration, and staff are mutually

committed to pursuing truth in a spirit of cooperation and respect. Laws and rules exist to protect a society and its members, but truly to flourish, a community relies upon the individual to take responsibility for his or her actions and to uphold certain bedrock principles. The Honor System specifies actions that are harmful to the community and establishes ways of dealing with those who violate basic standards. But the primary justification for the Honor System is that it challenges individuals to reflect upon the ethical issues they face as members of a university and encourages them to take positive steps to maintain the integrity of themselves and their community. Moreover, by affirming student self-governance in the form of an Honor Council, this Honor System underscores the central roles that both students and faculty play in upholding academic integrity.

### ***The Honor Pledge***

The Honor Pledge is a promise made by undergraduates to uphold high standards of integrity and honesty in their academic work. By enrolling in Stetson University, students commit themselves to abide by the principles and spirit of the Honor System. They will be asked to demonstrate that commitment by signing a written pledge that will be kept on file by the Honor Council.

#### The Pledge:

As a member of Stetson University, I agree to uphold the highest standards of integrity in my academic work. I promise that I will neither give nor receive unauthorized aid of any kind on my tests, papers, and assignments. When using the ideas, thoughts, or words of another in my work, I will always provide clear acknowledgement of the individuals and sources on which I am relying. I will avoid using fraudulent, falsified, or fabricated evidence and/or material. I will refrain from resubmitting without authorization work for one class that was obtained from work previously submitted for academic credit in another class. I will not destroy, steal, or make inaccessible any academic resource material.

By my actions and my example, I will strive to promote the ideals of honesty, responsibility, trust, fairness, and respect that are at the heart of Stetson's Honor System.

The Honor System in its entirety is found at <http://www.stetson.edu/honor-system/>.

### **3.4.12 Buckley Amendment/FERPA**

The Family Educational Rights and Privacy Act of 1974 (FERPA), commonly referred to as "The Buckley Amendment," may affect a faculty member's activity and relationship with students in several areas. The Act gives students and/or parents certain rights of access to, and control over, certain educational records. In particular, the student (18 years of age or over) has acquired the right to exclude information which the student believes to be misleading, inaccurate, or unfairly damaging to the student's interests. The following general comments are intended to provide a superficial review of the relevance of the Act to faculty members. More detail may be found in Connections: Campus Life Handbook.

1. Personal References and Recommendations: Such letters or forms which become a part of a student's permanent file are available for the student to inspect, if they were prepared after December 31, 1974. A student may choose to waive the right of access by signing an

appropriate statement; however, such a waiver possibly would not prevent the latter's being subpoenaed in the event of legal proceedings (e.g., the student is denied admission to a school and institutes civil action).

2. **Access to Information About Students:** The law states that persons with a "legitimate educational interest" may look at a student's records without the prior consent of the student. This implies that if a faculty member believes that he or she can help a student academically by knowing, for example, the student's SAT scores or grades or other information contained in University records, the faculty member may request such information from the appropriate office, and that request may be given consideration by the responsible persons. The student's permission for release of such data to the faculty member is not required. The faculty member may not release this information to a third party.
3. **Grade Books:** The Act indicates that the student has no right to demand to inspect the grade books or other notes about the student which the faculty member keeps strictly for his or her own use.
4. **Grades:** The regulations pertaining to the execution of the Act provide that a student has the right to challenge a grade and to request a hearing before a University official regarding such a challenge. If the hearing upholds the grade, the student still has the right to place a statement in his/her academic file indicating disagreement with the grade. This provision suggests that the faculty member would be well-advised to retain adequate information regarding the giving of grades and to keep in the file copies of the final exams of students for at least twelve (12) months after the administration of the exam. This right to a hearing applies to all educational records which the student believes to be inaccurate, misleading, or in violation of his or her rights.
5. **Directory Information** may be unconditionally released without the consent of the student, unless the student has specifically asked that prior consent be obtained. Directory Information includes the student's name, campus and home address, and telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational institution attended by the student.

### **3.4.13 Advising and Counseling**

All faculty members share in the guidance offered to students. Some guidance is appropriate in the classroom, but most of this assistance is given outside of class, either formally as a faculty advisor or informally as a faculty friend. To this end, faculty members are expected to maintain regular office hours.

The more serious cases and special problems should be referred to the appropriate administrative officer and/or the Director of the Counseling Center.

#### ***3.4.13.1 The Faculty Advisor Program***

Each undergraduate student entering the University is assigned to a member of the faculty who serves as his/her advisor. In general, students are assigned to advisors in the student's major field or in a field

in which the student has expressed an interest. Undeclared students are assigned to advisors in the Discovery Program. In the event of a change in the student's major, the student should consult the Dean of the appropriate College/School for a change of advisor. The student may consult his/her advisor at any time in regard to both academic and personal matters.

### ***3.4.13.2 Registration Advising***

The student will particularly need to consult the advisor during registration periods. Faculty members are expected to be available as much as possible during these periods to advise students. The advisor's approval is necessary before a student can register.

The Office of the Registrar provides both advisor and student with an up-to-date "check sheet" for each student. This outlines the requirements of the student's major and records his/her progress toward the degree. The "check sheet" is set up according to the major that is recorded for the student in the Registrar's records. These "check sheets" are sent to the faculty advisor at the time of registration. For regulations on academic load and graduation requirements, the advisor should consult the Stetson University Catalog and the appropriate school or college policy manual. See also Summer Registration (section 12.9.015).

### ***3.4.13.3 Registration Advising of International Students***

All new international students must present their passports with visas to the Center for International Education on the Saturday of Orientation weekend. Once the information has been recorded, students may register for courses. Faculty members advising new international students should remind their advisees of this requirement.

### ***3.4.13.4 Counseling Center***

The Counseling Center is committed to providing services for effectively dealing with those issues relevant to personal growth and development as it relates to the students' university education. Services include: personal counseling, group counseling, career and life planning, study skills training, testing programs (e.g., CLEP, SAT, GRE, CLAST), outreach programming, training in interpersonal relations, and graduate studies in counseling. Although services are directed towards the undergraduate students, graduate students, faculty, and staff may also call for an appointment or for information regarding current offerings.

### **3.4.14 Orientation for New Students**

An orientation program is provided at the beginning of each semester to assist incoming freshmen and transfer students in understanding Stetson's policies, academic requirements, social regulations, and University facilities. The orientation program is planned by the Student Success Center in conjunction with Campus Life staff. Participation in these activities is beneficial to students in anticipation of entering the University community.

### **3.4.15 Curriculum Policies**

University-wide undergraduate curriculum policies are voted on by the University Faculty. The Academic Affairs Committee of the Faculty Senate (composed of one senator chosen by each undergraduate

college/school, a faculty representative from the Curriculum Committee of each undergraduate

School/College) has the responsibility of coordinating curricular matters among the three undergraduate schools. Recommendations for changes in such policies are brought before the University Faculty for decision.

Each College/School has specific curriculum policies and its own structure for curricular matters. These are found in the policy manuals of the particular College/School. Copies of these manuals are available in the Library and in the Deans' offices.

### **3.4.16 Student Work Study Program**

The availability of student help is determined by the financial planning program of the University. Work study is assigned on a priority basis, with University-wide needs (e.g., cafeteria, library) considered first.

If a faculty member has departmental work that can be done by a student, he/she should furnish the Office of Student Financial Planning the following information: (1) the job description; (2) the name of student, if a particular student is requested. Rates of pay and number of hours to be worked are set by the Office of Student Financial Planning. For further information, contact the Director of Student Financial Planning.

### **3.4.17 University Master Calendar**

The University Calendar of Events is posted online. Before scheduling any event on campus, especially events which students are required to attend, the faculty member should check the University Calendar so that serious conflicts can be avoided.

### **3.4.18 Continuing Education and Related Programs**

The Office of Continuing Education, under the direction of the Director of Continuing Education offers various non-credit programs designed to serve the educational needs of the part-time adult learner. Faculty members are invited to participate in the planning and teaching of these programs. A special pay scale is in effect for teaching these courses. For further information, contact the Director of Continuing Education.

### **3.4.19 Library**

The University's collections of books, journals, government documents, microforms, audio-visual materials, scores, and recordings are housed in the duPont-Ball Library. The Library also provides numerous electronic full-text resources, including streaming video and audio resources. All electronic resources are available from off-campus through the email/network login assigned to each faculty member, student, and staff member. For more information about the library and its services and resources, see <http://www.stetson.edu/library/>. The College of Law is served by the Dolly & Homer Hand Library on the Gulfport Campus and the Tampa Law Library at the Tampa Law Center.

#### **3.4.19.1 Orders for Library Materials**

Faculty input in the development of the collection is highly encouraged, and each academic department is allocated funds based on historical spending patterns and use. Faculty members may request that a

book, journal, video, or other item be ordered for the Library's collection by clearing the expenditure with his/her department chair or Library liaison and sending the request to the Library's Head of Technical Services through campus mail (Unit 8418) or by email.

### ***3.4.19.2 Interlibrary Loan Service***

Interlibrary loan is a service available to Stetson University faculty, students, and staff. The Library will borrow from other libraries items not held locally. Requests may be made using print forms available at the Library or using the online interlibrary loan forms for books or journal articles linked from the Library's website at <http://www.stetson.edu/library/>. Some of the Library's databases include an "ILL" link, and that link may also be used to request that item.

### ***3.4.19.3 Reserve Materials***

Faculty wishing to put items on reserve in the library are asked to complete the Faculty Reserves Submission Form at <http://www2.stetson.edu/library/about-us/departments/reserves/> or to pick up copies of the form at the Circulation Desk. Faculty members are responsible for pulling their own books and making their own copies to place on reserve, submitting them with the forms at the Circulation Desk. Any item to be assigned to several students should be placed on reserve before the assignment is made. Most reserve materials are "Library Use Only" for two hours, although a 24-hour checkout from the building may be specified. Many articles or books may be available in one of the Library's electronic databases, in which case that link may be used, and reserves will not be needed.

### ***3.4.19.4 Library Instruction***

The Library offers a wide range of classes on library resources, evaluation of materials, research methods, and instruction in the use of electronic databases. These are taught at the request of individual instructors, and all presentations are tailored to the specific course. Faculty and students may also request one-on-one instruction on specific research topics. Contact the Coordinator of Library Instruction for more information or to schedule instruction classes.

### **3.4.20 Information Technology Services**

The Stetson University Office of Information Technology is located on ground floor of the Lynn Business Center and provides the academic community with technology services in both the areas of instruction and research. The Associate Vice President and Chief Information Officer and an experienced staff are available to assist faculty members in the use of technology in their investigation and research. For routine technology support, academic community may call the Help Desk at 386-822-7217.

### **3.4.21 Gillespie Museum of Minerals**

The Gillespie Museum of Minerals, located on the corner of Amelia and Michigan Avenues, was established at Stetson in 1958 as a gift of Mr. and Mrs. Thomas B. Gillespie. The collection of minerals, one of the largest in existence, is used in teaching and research and The Museum is open to the public.

### **3.4.22 Textbooks**

All textbooks are to be ordered through the University Bookstore. Normally, order forms are sent to each instructor after the schedule for the coming term has been set. Desk copies cannot be issued or

loaned to faculty members. It is the responsibility of the faculty member to order desk copies directly from the publisher. The Bookstore should be notified when a textbook will be used more than one semester. It is less expensive to hold books over than to return them to the publisher only to reorder again. Class and laboratory materials produced by University staff and printed by the University Print Shop are sold to students through the Bookstore under a policy which provides uniform costing and pricing for similar materials.