

**Jackson State University**



**Faculty Handbook**

**December 1, 2011**

## Preface

An outstanding faculty is the key in achieving academic excellence. The success of the faculty in scholarly activities ultimately determines the caliber of academic programs and University prestige. Appointment to the faculty of Jackson State University comprises responsibilities for excellence in teaching, intellectual discourse and professional growth of students, contributing to the knowledge base of the disciplines, and transferring knowledge to address societal issues.

This Handbook contains academic policies and regulations related to evaluation, promotion, tenure, post-tenure review, shared governance, appeals processes, applicable administrative procedures, and personnel or employment policies and procedures which apply to or affect University faculty.

The Faculty Handbook shall be construed and interpreted in a manner consistent with applicable IHL Bylaws and Mississippi statutory law as they are amended. Any provisions which are contrary to such mandatory requirements shall be amended to conform to such authority. This Handbook is not a contract, nor shall it be viewed as such.

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# Table of Contents

	Page #
<b>PREFACE</b>	
<b>Sec. I INTRODUCTION</b>	<b>8</b>
<b>Sec. II ADMINISTRATIVE ORGANIZATION</b>	<b>11</b>
Board of Trustees	
Powers and Duties of the Board	
Jackson State University Administration	<b>12</b>
Executive Leadership	
Academic Leadership	
Chief Academic Officer	
Dean and Associate Dean	
Department Chair	
Council of Academic Deans	
The Faculty Senate	
The Graduate Faculty Council	
Campus Governance	
<b>Sec. III THE FACULTY</b>	<b>16</b>
Faculty Defined	
Accreditation Statement Regarding Credentials	
Procedures for Initial Appointment	<b>17</b>
Authority	
Search and Screening Procedures	
Campus Interviews	
Recommendation Process	
Verifications and Background Checks	
Criteria and Standards for Faculty Appointments	<b>19</b>
Faculty Rank	<b>20</b>
Joint Appointments	<b>22</b>
Classification of Instructional Personnel	<b>22</b>
Tenured	
Tenure Track Faculty	
Non-Tenure Track Faculty/Professional Faculty Personnel	
Employment Orientation	<b>25</b>
Procedures for Selecting a Departmental Chairperson	<b>26</b>
Roles and Members of Promotion and Tenure Committees	<b>27</b>
Departmental Promotion and Tenure Committee	
School/College Promotion and Tenure Committee	

University Promotion and Tenure Committee	
Promotion and Tenure Implementation Procedures	
Notification	
Appeal	
Criteria, Standards and Procedures for Promotions in Rank	<b>32</b>
Considerations	
Basis	
Qualifications	
Promotion to Associate Professor	
Promotion to Professor	
Documentation	
Criteria, Standards and Procedures for Awarding Tenure	<b>36</b>
Tenure Defined	
Purpose of the Tenure System	
Authority to Award Tenure	
Minimum Standards for Tenured Employment	
Criteria for Tenure	
Eligibility for Tenure Consideration	
Basis for Awarding Tenure	
Documentation	
Notification	
Appeal	
Probationary Period	<b>42</b>
Exceptions	<b>43</b>
Extension of the Probationary Period	<b>44</b>
Externally Funded Positions	<b>45</b>
Tenured Administrators	<b>46</b>
Notice of Non-Renewal or Termination of "Tenure Track" Faculty	<b>46</b>
Tenured Faculty Dismissal	<b>47</b>
Appeals of Tenured Faculty Termination	<b>48</b>
Grievances and Other Appeals	
Notice of Non-Renewal or Termination of "Non Tenure Track" Faculty	<b>52</b>
Evaluation of Faculty Performance	<b>53</b>
Purpose	
Evaluation Procedures	
Graduate Faculty	<b>54</b>
Meritorious Distinction for Faculty	<b>59</b>
Faculty Productivity Awards	<b>63</b>
Educational, Sabbatical, and Professional Leaves	<b>64</b>
Statement of Academic Freedom	<b>67</b>
Shared Governance	<b>67</b>

<b>Sec. IV</b>	<b>FACULTY RESPONSIBILITIES AND ACADEMIC OPERATING PROCEDURES</b>	<b>69</b>
	Code of Conduct	70
	Intellectual Property Policy	70
	Academic Integrity	70
	Roles of the Faculty Member	71
	Full-Time Equivalency	72
	Academic Calendar	72
	Workload	72
	Teaching Load and Released Time Policy	72
	Office Hours	74
	Class Attendance	74
	Grade Reporting	75
	Access to Student Educational Records	75
	Academic Honesty	75
	Student Collegiate Code of Conduct	75
	Division of Student Life	76
	University Student Judicial System	76
	Students with Disabilities	77
	Participation in University Events	79
	Textbooks and Supplies, Instructional Materials, and Subscriptions	80
	University Photocopying Policy	80
	English Language Fluency	82
	Faculty Development	82
	Political Activities	82
	Consulting and Outside Professional Service	83
	Responsibilities during Campus Emergencies	83
<b>Sec. V</b>	<b>COMPENSATION, BENEFITS, EMPLOYEE LEAVE, TRAVEL AND OTHER FINANCIAL POLICIES AND INFORMATION</b>	<b>85</b>
	Salaries and Compensation	85
	Written Employment Contracts	
	Federal Funds and Contracts	
	Externally Funded Positions	
	Outside Employment	
	Employee Benefits	87
	University Health Center	
	Flexible Benefits/Cafeteria Plan	
	Dental Insurance	
	Disability Insurance	
	Tax Sheltered Annuities	
	Tuition Remission	
	Undergraduate Tuition Remission	

Withholding of Pay	88
Payroll Deductions	
Garnishments and Tax Liens	
Leaves of Absence for Professional Development	88
Upgrading Credentials	88
Sabbatical Leave	89
Professional Leave	90
Separation from the University	91
Resignation	
Terminal pay	
Political Activities	
University Travel	91
<b>Sec. VI HUMAN RESOURCES/PERSONNEL POLICIES</b>	<b>96</b>
Non-Discrimination Policies	96
Equal Employment Opportunity Commission and Affirmative Action	
Non-Discrimination of Disabled Individuals	
Anti-Harassment Policy	
Sexual Harassment	
Drug-Free Workplace	
Employment of Relatives (Nepotism)	100
Ethics Policy	101
Contracting Authority	103
Identification Cards	103
Access to Employee Personnel Files	104
Immigration Requirements for Work Authorization	104
Family Leave	104
Federal Family and Medical Leave Act of 1993	104
University Holidays	105
Campus Safety	106
Lawsuits (Legal Matters)	107
<b>Sec. VII RESEARCH ADMINISTRATION (Link to Office of Sponsored Programs and Federal Relations)</b>	<b>109</b>
Rights, Roles, and Responsibilities of Research Investigators	
Research and Other Sponsored Projects	
Protection of Human Subjects in Research	
Institutional Review Board (IRB)	
Laboratory Animals in Biomedical Research or Teaching	
Definition of Conflict of Interest	
Research/Teaching	
Consultants	
Employees	

Patent Rights and Technology Transfer	
Intellectual Property Policy	
Professional Journals	
The Researcher	
University Press	
Lawsuits (Legal Matters)	
Ethics Policy	
<b>Sec. VIII UNIVERSITY ACADEMIC RESOURCES AND SERVICES</b>	<b>111</b>
Libraries	<b>111</b>
H. T. Sampson Library	
Departmental Libraries	
Computing Environment	<b>113</b>
Academic Information Technology	
WebCT Course Management System	
Creating Your NetID	
Digital Measures	
Qualtrics	
Plagiarism Prevention Software	
Academic Information Technology Training Center (AIT)	
Computing and communications	
Technology Help Desk	
Purchasing a Computer	
Academic Centers and Service Units	<b>115</b>
Community Service/Service Learning Center	
Mississippi Learning Institute (MLI)	
Mississippi Urban Research Center (MURC)	
Center for University Scholars	
Testing and Assessment Center	
Mississippi Center for International Development	
Division of International Studies	
Office of Public Safety and Parking	<b>116</b>
Other Helpful Links	<b>118</b>
<b>Sec. IX ATTACHMENTS</b>	
A-Promotion and Tenure Guidelines and Application	<b>118</b>
B-Tenure and Promotion Appeals Committee and Procedures	<b>119</b>
C-Faculty Personnel Committee and Hearing Procedures	<b>122</b>
D-Faculty Grievance Committee and Hearing Procedures	<b>127</b>
E-Sexual Harassment Committee	<b>130</b>
F-Sexual Harassment Policy	<b>132</b>

## SECTION I INTRODUCTION

Jackson State University (JSU), a coeducational institution, is supported by the State of Mississippi. It is controlled by the Board of Trustees, State Institutions of Higher Learning, appointed by the governor. The University is supported by legislative appropriations supplemented by student fees, as well as federal and private grants. The University is categorized by the Carnegie Foundation as a *high research activity* institution.

Jackson State University is located in Jackson, Mississippi, the capitol and largest city of the state and its geographic, political, industrial and cultural center. The metropolitan area consists of an estimated 400,000 population. The location of the University in the densely populated section of central Mississippi is such that nearly one-half of its students come from within a fifty-mile radius of the institution; however, the student population represents every county in the state, as well as several other states and countries.

The main campus is a scenic 120-acre tract. In addition to the main campus location, several academic, research, and service programs are also housed at the Mississippi eCenter, Universities Center, and the Jackson Medical Mall. The main campus is located one mile west of the main business district of the city of Jackson and is easily accessible from U. S. Highways 80, 49 and 51 as well as Interstates 20, 55 and 220. A modern airport with direct connections to major cities is about fifteen minutes away.

### **History**

Jackson State University was founded as Natchez Seminary in 1877 by the American Baptist Home Mission Society; the school was established at Natchez, Mississippi "for the moral, religious and intellectual improvement of Christian leaders of the colored people of Mississippi and the neighboring states." In November 1882, the school was moved to Jackson; in March 1899, the curriculum was expanded and the name was changed to Jackson College. The state assumed support of the college in 1940, assigning to it the mission of training teachers. Subsequently, between 1953 and 1956, the curriculum was expanded to include a graduate program and bachelor's programs in the arts and sciences; the name was then changed to Jackson State College in 1956. Further expansion of the curriculum and a notable building program preceded the elevation of Jackson State College to university status on March 15, 1974. In 1979, Jackson State was officially designated the *Urban University of the State of Mississippi*.



## Presidents/Institutional Executive Officers

The following individuals have provided vision and leadership to the university throughout its history:

- Charles Ayer 1877-1894
- Luther Barrett 1894-1911
- Zachary Taylor Hubert 1911-1927
- B. Baldwin Dansby 1927-1940
- Jacob L. Reddix 1940-1967
- John A. Peoples 1967-1984
- James A. Hefner 1984-1991
- Herman B. Smith (interim) 1991-1992
- James E. Lyons 1992-1999
- Bettye Ward Fletcher (interim) 1999-2000
- Ronald Mason, Jr. 2000-2010
- Leslie Burl McLemore (interim) 2010-2010
- Carolyn W. Meyers 2011-

Building on the university's historic mission of empowering diverse students to become leaders, the current leadership of the university envisions it becoming a challenging, yet nurturing, state-of-the-art technologically-infused intellectual community. Students and faculty will engage in creative research, participate in interdisciplinary and multi-institutional/organizational collaborative learning teams and serve the global community.

## Mission

Jackson State University's mission is to produce technologically-advanced, diverse, ethical, global leaders who think critically, address societal problems, and compete effectively.

As a public, coeducational institution, Jackson State University is supported by legislative appropriations supplemented by student fees as well as federal and private grants. Programs are provided for students at the baccalaureate, masters, specialist in education, and doctoral levels. Non-credit programs are also offered to encourage lifelong learning and to provide opportunities for personal and professional development. Our special commission to serve as the *Urban University* is pursued through programs and activities which seek solutions for urban problems.

The University's students are diverse, including first-generation, non-traditional, and low-income, which means that they bring with them the cultural, social and academic challenges associated with these categorizations. The University embraces the diversity of its students and is proud of its legacy of successfully challenging their minds and changing their lives through higher education, research, service, and preparing them for competitive careers.

## **Institutional Accreditation**

Jackson State University is accredited by the Southern Association of Colleges and Schools Commission on Colleges (1866 Southern Lane, Decatur, Georgia 30033-4097; Telephone number 404-679-4501) to award the bachelor's, master's, education specialist, Doctor of Education, Doctor of Philosophy, and Doctor of Public Health degrees. The Commission is to be contacted only if there is evidence that appears to support an institution's significant non-compliance with a requirement or standard.

## **Academic Program Accreditations**

For the most current listing of program accreditations and memberships, visit the Jackson State University website: [www.jsums.edu/jsuoa](http://www.jsums.edu/jsuoa)

## **SECTION II ADMINISTRATIVE ORGANIZATION**

### **Board of Trustees**

The Board of Trustees manages and controls Mississippi's eight institutions of higher learning in accordance with the Mississippi Constitution and to see that the IHL System's mission is accomplished. To do so, the Board will operate a coordinated system of higher education, establish prudent governance policies, employ capable chief executives, and require legal, fiscal, and programmatic accountability. The Board will annually report to the Legislature and the citizenry on the needs and accomplishments of the IHL System.

Jackson State University is one of eight universities operating under the management and control of the Board of Trustees of State Institutions of Higher Learning, State of Mississippi. This Board, established by the State Constitution, consists of twelve (12) regular members, each serving twelve (12) years, four of whom are appointed by each incoming governor. Appointments include one (1) member from each congressional district of the state as now existing, one (1) member from each Supreme Court district, and two (2) members from the State at large.

All final authority for the operation of the institutions under its control lies within this Board which, according to Board policy, is uninfluenced by any political considerations. All legislative appropriations for the operating expenses are made directly to the Board, which in turn allocates funds to the institutions under its jurisdiction in accordance with its General Financial Policy.

#### **Powers and Duties of the Board**

The Board's Policy Manual addresses the General Powers and Duties of the Board and Board Regulations.

Following are selected items from the Board Policy Manual:

A. The Board shall manage and control:

1. Alcorn State University
2. Delta State University
3. Jackson State University
4. Mississippi State University
5. Mississippi University for Women
6. Mississippi Valley State University
7. University of Mississippi
8. University of Southern Mississippi



- B. Elect the heads of the various institutions of higher learning and to contract with faculty and staff members.
- C. To terminate the contract of any employee at any time for malfeasance, inefficiency, contumacious conduct, or financial exigency, or for cause, but not for political reasons.
- D. To make any adjustments the Board thinks necessary between the various departments and schools of any institution or between the different institutions.
- E. To appoint a commissioner of the Board who will have the highest qualifications as an administrator and research worker, and to employ such additional personnel and contract for such services as may be necessary to accomplish the purposes for which the Board was established.
- F. It shall be the duty of each member of the Board to:
  - 1. Periodically visit all of the institutions of higher learning under the jurisdiction of the Board.
  - 2. Attend functions and events at all institutions.
  - 3. Inspect the buildings and equipment.
  - 4. Become informed as to the general business administration and instructional program.
  - 5. Meet with the personnel of the institutions.
  - 6. Gather such other information as may be deemed necessary so as to be qualified to perform the duties of the office.
- G. No member shall act in a committee or vote on a question in which his/her private interest, distinct from public interest, is immediately concerned.

*SOURCE: Policy Manual of the Board of Trustees*

## **Jackson State University Administration**

### **Executive Leadership**

The Institutional Executive Officer (IEO), the President, is accorded full administrative and supervisory control of the University by the Board of Trustees of State Institutions of Higher Learning. This control is exercised through organizational divisions which are led by the IEO, Chief Academic Officer (CAO), and vice presidents.

### **Academic Leadership**

#### **Chief Academic Officer**

The CAO, commonly referred to as the “provost” or “vice president”, is responsible for ensuring that the institution maintains high quality academic programs and providing leadership in all areas related to the academic life of the University. This includes the formulation, implementation, administration, and communication of official academic policies and procedures; the review of recommendations received from the faculty; the

identification of issues and needs related to the academic programs and policies of the University; and, the participation with the faculty in deliberations concerning academic matters. This position reports to the IEO.

Associate and/or assistant provosts/vice presidents may also assist the CAO in performing these responsibilities.

### **Dean and Associate/Assistant Dean**

The dean is the leader of the college and reports to the Chief Academic Officer. The dean is expected to exercise intellectual and administrative leadership, vision, and strategic thinking in academic planning, faculty recruitment and performance assessment, research and scholarly activity development, program review, and in all aspects of accreditation. The dean is expected to lead department chairs and the faculty in fundraising efforts to support the college's academic programs, research activities, and student scholarships. S/he is responsible for managing the college's fiscal resources and personnel, for recruiting, evaluating, and retaining a well-qualified faculty and staff, and for developing effective student recruitment and retention programs in the college.

Associate and assistant deans may also perform position responsibilities within a college which are similar to that of the dean.

### **Department Chair**

The department chair serves as a representative of the University as a whole to departmental faculty and staff. S/he is the chief advocate for departmental faculty members to the highest echelons of University management, as well as to external constituents, and is the department's frontline administrator, the supervisor of all personnel, and the primary fiscal agent. The department chair's responsibilities commonly fall into four primary categories: administrative, leadership, interpersonal, and resource development.

### **Council of Academic Deans**

#### Membership

The Council of Academic Deans shall consist of the Chief Academic Officer and his/her associate/assistant vice presidents, the deans of each academic college, and the deans of Undergraduate Studies, the Division of Graduate Studies, International Studies, and Library and Information Resources.

#### Purposes

- To provide a forum for discussion of academic matters and policies pertinent to the achievement of the academic mission of the University
- To recommend (to appropriate bodies) changes or establishment of academic policies that are necessary to the achievement of the academic mission

- To maximize effective coordination of activities assigned to the departments and operating units within the academic affairs divisions

#### Officers

The CAO serves as the Chairperson of the Council of Academic Deans, and he or she shall appoint the other officers of the Council as needed.

#### Meetings

There shall be regularly scheduled meetings of the Council. The schedule of meetings shall be determined by the CAO.

#### Reporting

The Council of Academic Deans shall report to the Chief Academic Officer of the University. Minutes of the meeting shall be kept as a part of the official records of the Council, and copies shall be sent to the IEO.

### **University Faculty Senate**

The Faculty Senate is a deliberative body composed of representatives elected from academic departments. The membership and function of the Faculty Senate are in accordance with its constitution. Among the many roles served by the organization are (1) providing official representation for all faculty members of the University in matters which affect the general welfare of the university and its educational purposes and effectiveness and (2) providing consultative services to the IEO as requested.

### **Graduate Council**

The Graduate Council is that body which, according to the recommendation of the Council of Graduate Schools in the United States, is responsible for development and coordination of general policies and procedures for graduate programs and especially for the maintenance of uniform standards for the admission of students and for the awarding of graduate degrees. It is, therefore, the responsible body to recommend, initiate, develop, and approve graduate programs.

## **Campus Governance**

Shared governance, at Jackson State University, requires the full participation of the faculty, staff and students on all matters that directly or indirectly affect the academic environment at the University. The institution publishes policies on the responsibility and authority of faculty in academic and governance matters. Matters on which shared governance is practiced include, but are not limited to, curriculum, course content, degree requirements, class schedules, evaluations, discipline and dismissal of faculty/staff/students, fair faculty/staff/student representation on University decision and policy-making unit or bodies, and fair faculty/staff/student representation on search committees for University administration. Administrators may act on such

recommendations and make best efforts to provide timely rationale for any modification or rejection of the input received.

Jackson State University agrees that the University Community plays an essential part in reaching collective decisions on matters of policy and procedure. We also agree that Faculty Governance is inextricably linked to Academic Freedom. Therefore, in the interest of Representation and Procedural Integrity, the University Administration embraces the Principles of Shared Governance enunciated in the AAUP's 1966 Statement on Government of Colleges and Universities.

Moving forward, and to the extent consistent with Mississippi law, Federal law, and Board policy, the University accepts the Statement on Shared Governance as stated in this Handbook.



## SECTION III THE FACULTY

### Faculty Defined

The faculty of Jackson State University includes *the teaching staff and those members of the administrative staff having academic rank in the University or one of its divisions.* The faculty and the administrative officers with faculty rank comprise the Corps of Instruction (IHL Board Policies and Bylaws, 402.01, 2008).

1. Teaching Staff (Corps of Instruction)

*The Corps of Instruction at Jackson State University consists of full-time professors, associate professors, assistant professors, instructors, lecturers, and teaching personnel with such other titles as may be approved by the Board. Full-time faculty conducting research and duly certified librarians (with academic rank) may be included in the Corps of Instruction on the basis of comparable training. Persons holding adjunct (i.e. supplemental faculty) appointment or other honorary titles are not considered members of the faculty although they are considered instructional personnel (IHL Board Policies and Bylaws, 402.01, 2008).*

2. Administrative Staff (Administrative Officers)

*A faculty member who has academic rank and rights of tenure in the Corps of Instruction and who accepts an appointment to an administrative office shall retain his/her academic rank and rights of tenure as an ex-officio member of the Corps of Instruction but shall have no rights of tenure in the administrative office to which he/she has been appointed. The additional salary, if any, for the administrative position shall be stated in the employment contract, and shall not be paid to the faculty member when he or she ceases to hold the administrative position. In all other cases of an individual becoming a full-time member of the faculty after relinquishing an administrative position, his or her salary shall be determined on the basis of such individual's qualification as a faculty member. An administrative officer having faculty status shall retain privileges of faculty membership. Administrative officers shall be nominated by the IEO for selection by the Board (IHL Board Policies and Bylaws, 402.0102, 3/2008).*

### Accreditation Statement Regarding Credentials

Any person appointed to the Corps of Instruction (teaching staff) must comply with all accreditation standards as mandated by the University's regional accrediting association, the Southern Association of Colleges and Schools (SACS) Commission on Colleges. The following SACS standard references faculty credentials:

The institution employs competent faculty members qualified to accomplish the mission and goals of the institution. When determining acceptable qualifications of its faculty, an institution gives primary consideration to the highest earned degree in the discipline. The institution also considers competence, effectiveness, and capacity, including, as appropriate, undergraduate and graduate degrees, related work experiences in the field, professional licensure and certifications, honors and awards, continuous documented excellence in teaching, or other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes. For all cases, the institution is responsible for justifying and documenting the qualifications of its faculty. (*Source: SACS Commission on Colleges Guidelines for "Faculty Credentials."*)

## **Procedures for Initial Appointments**

### **A. Hiring Procedures**

The University *abides by the provisions of the Fair Labor Standards Act ("FLSA") which addresses the definition of exempt and non-exempt personnel and the handling of overtime hours worked by non-exempt personnel and minimum wage requirements. Provisions of the FLSA are on file in the Division of Human Resources (IHL Board Policies and Bylaws, 801.05, 2005).* JSU's policies shall also conform to any other applicable state and federal laws.

The faculty and administration have responsibility for taking the appropriate action on such matters as faculty appointments, reappointments, promotions, and the granting of tenure. These actions are evaluated by the department chair, the dean, the CAO, and the IEO and are submitted to the Board of Trustees for final action.

### **B. Search Procedures**

The search for a person to fill a faculty appointment shall be initiated by the department chair based on authorization from the dean and CAO. The search should be conducted by a committee established by the departmental faculty. Open and uniform procedures shall be followed by all units and search committees in filling vacant or new positions. Jackson State University is an equal opportunity employer and individuals are recruited and employed in all positions without regard to race, national origin, religion, sex, age, physical handicap, or any other similar classifications.

A departmental search committee composed of five full-time faculty members is established by each department through the electoral process and charged with the responsibility of evaluating all applications for faculty appointment. It is

recommended that a majority of the members be full-time tenure track faculty at or above the academic rank of associate professor. The Search Committee shall elect a committee chair at its first meeting with the department chair. For evaluation, the candidate's application must meet the criteria as mandated by SACS and stated in *The Principles of Accreditation: Foundations for Quality Enhancement*. Upon completion of the evaluation, the Committee shall recommend candidates to the department chair. The search procedures are as follows:

- a. The search committee and department chair will develop a job description and recruitment plan for the vacant position to meet the needs of the department.
- b. The search committee will screen all applications and select candidates for campus interviews.
- c. The chairperson, after verification of employee's eligibility by the Division of Academic Affairs and a representative of the Division of Human Resources, shall seek approval to invite candidates for campus interviews.

**C. The Campus Interview**

Campus interviews shall consist of the following, and may include other presentations as deemed appropriate by the specific unit:

- a. Interview with the departmental search committee;
- b. Interview with the departmental faculty and student representatives at which time the candidate will be asked to present his/her recent scholarly activity;
- c. Interview with the department chair;
- d. Interview with the dean or designee; and
- e. Interview with the Chief Academic Officer or designee.

**D. The Recommendation Process**

- a. The Departmental Search Committee shall present its findings and make recommendations to the chairperson.
- b. The department chair shall forward the recommendations of the Departmental Search Committee, along with his/her recommendation, to the dean. The department chair's recommendation should be

accompanied by any documents and forms required for processing the candidate's employment.

- c. The dean shall forward the recommendations of the Departmental Search Committee and the department chair, along with his/her recommendation, to the CAO.
- d. The CAO shall make recommendations to the IEO.
- e. The IEO shall present recommended appointments, where applicable, to the Board of Trustees of State Institutions of Higher Learning and shall notify the recommended candidate of the decision regarding the appointment with copies to the CAO, the dean, and the department chair. An appointment is not final until a written notice of appointment has been sent by the IEO to the candidate and where applicable, IHL has approved the action.

#### **D. Verifications and Background Checks**

- a. *Language Proficiency.* When the department chair initiates an appointment, there is an obligation to secure evidence from the prospective employee that he/she is proficient in oral and written communication in the language in which assigned courses will be taught and is authorized to work in the United States under the immigration laws currently in force.
- b. *Citizenship Status.* Verification is required regardless of whether the prospective employee is a United States citizen. Detailed instructions regarding the means by which verification can be established are available from the Division of Human Resources.
- c. *Background Check.* All offers of employment are contingent upon the successful completion of any background check required by the University. It will be considered *just cause* for termination of employment for any individual to become unable to legally work in the position during his or her employment.

#### **Criteria and Standards for Faculty Appointments**

Appointments of all instructional personnel at Jackson State University are based on the personnel requirements of the University's academic programs and on the ongoing goal of achieving and maintaining excellence in its teaching, research, and public service activities. Recruiting for faculty positions is conducted according to the University's Affirmative Action Plan and other approved procedures established by the various administrative and academic units. The University attempts to involve faculty, students, and others as may be appropriate in the review of candidates for positions of academic

and administrative leadership. The Board of Trustees has authorized the IEO to make faculty appointments subject to IHL Bylaw 401.0102 (2008).

## **Faculty Rank**

The ranks for faculty appointments, in ascending order, are Instructor, Assistant Professor, Associate Professor, and Professor. The criteria for promotion will be applied when assigning rank to newly appointed faculty. Rank should reflect a comparable level of accomplishment by both new and existing faculty. The following are the requirements for faculty appointments:

### 1. Instructor

A candidate for appointment to the rank of Instructor must hold *the master's degree in the discipline* when teaching undergraduates or providing field-based or clinical supervisor, have an appropriate record of educational achievement and have relevant experience, as well as the potential to be an effective teacher. Evidence of promise in research is desired. An instructor is expected to be able to plan and conduct courses effectively. All instructors are expected to demonstrate competence that would contribute to student learning in assigned courses and to exercise responsible academic citizenship. Faculty members holding the rank of instructor will be employed on a contract not to exceed one year which will be renewable at the discretion of the institution (IHL Board Policies and Bylaws 402.02, 1998).

### 2. Assistant Professor

Appointment to the rank of Assistant Professor is based on educational achievement or related professional experience or both, potential for outstanding instructional effectiveness, and scholarly contributions appropriate to his/her discipline and fields of specialization. The candidate normally should have completed a doctoral program or other terminal academic program appropriate to the discipline (exceeding the minimum standard). The minimum educational requirement includes a *Master's degree or the equivalent and one year of additional graduate work* (IHL Board Policies and Bylaws 402.02, 1998). There should be acceptable evidence to indicate that the individual has the capabilities and competencies required for successful performance of all anticipated professional responsibilities.

Any individual appointed to the rank of Assistant Professor who does not hold the appropriate terminal degree or the equivalent may only be appointed to a non-tenure track position. When the individual receives the appropriate terminal degree, he/she may be eligible to apply for a tenure-track position when one is available.

All faculty members at the rank of Assistant Professor are required to maintain the expected level of performance in the classroom and/or other appropriate instructional settings; to contribute to the overall instructional effectiveness of the academic programs in which they have assigned duties; to engage in an ongoing program of research, publication, creative activity, public service in keeping with the urban mission of the University, and scholarly efforts appropriate to the discipline and fields of specialization; and to exercise responsible academic citizenship.

3. Associate Professor

Appointment to the rank of Associate Professor is based upon a candidate's instructional effectiveness and record of scholarly contributions appropriate to his/her discipline and fields of specialization (*successful teaching experience and successful research and/or creative work*); however, candidates who have no prior record at the rank of Assistant Professor may be appointed at the rank of Associate Professor provided they possess a combination of educational achievement and professional contributions which attest to the capabilities, competencies, and professional stature required for successful performance and stature of the rank.

The candidate must hold a *doctoral degree (or other terminal degree or equivalent* - IHL Board Policies and Bylaws, 402.02, 1998) appropriate to the discipline and have demonstrated *successful teaching in addition to research and/or creative work*. All faculty members who hold the rank of Associate Professor are expected to display outstanding performance in the classroom and/or the appropriate instructional settings; to contribute to the overall instructional quality of the academic programs in which they have assigned duties; to engage in an ongoing program of research, publication, creative activity, public service in keeping with the urban mission of the University, and scholarly efforts appropriate to their discipline and fields of specialization; and to exercise responsible academic citizenship.

4. Professor

The rank of Professor is the highest academic rank, and the holder must have a cumulative record of teaching effectiveness, refereed research publications or peer-reviewed creative activities appropriate to the discipline, professional development, and substantial service appropriate to the discipline.

Appointment to the rank of Professor is based upon a candidate's instructional effectiveness and record of scholarly contributions appropriate to his/her discipline and fields of specialization (*successful teaching experience and successful research and/or creative work*); however, candidates who have no prior record at the rank of Associate Professor may be appointed at the rank of Professor provided they possess a combination of educational achievement and

professional contribution which attest to the capabilities, competencies, and professional stature required for successful performance at the rank of Professor. The candidate must hold an earned *doctoral degree (or other terminal degree or equivalent)* - IHL Board Policies and Bylaws, 402.02, 1998) and have demonstrated *successful teaching in addition to research and/or creative work*.

All faculty members who hold the rank of Professor are expected to contribute to the leadership of academic programs; to maintain an outstanding level of effectiveness in the classroom and/or other appropriate instructional settings; to make a strong contribution to overall instructional quality; to engage in an ongoing and substantive program of research, publication, creative activity, public service in keeping with the urban mission of the University, and scholarly efforts appropriate to their discipline and fields of specialization; and to exercise responsible academic citizenship.

### **Joint Appointments**

Occasionally, reasons may exist for appointing faculty members to more than one department or area. Recommendations and authorizations for joint appointments follow the same policies and procedures that apply to appointments to a single department or area. Salary and/or professional assignments for these appointments are distributed between two or more units of the University in any proportion of full-time service on which there is mutual agreement. Before approving a joint appointment, the CAO will ensure that there is agreement between all the authorities involved. This agreement will include rank in each department or area and procedures for considering tenure and promotion and for assigning duties and compensation.

### **Classification of Instructional Personnel**

Instructional personnel are classified as *Tenured, Tenure Track Faculty* (IHL Board Policies and Bylaws, 403, 1998 and 2008), or *Non-Tenure Track Faculty/Professional Faculty Personnel* (IHL Board Policies and Bylaws, 404; 404.01, 2005) in accordance with the definitions below. A faculty member's contract must reflect whether he or she is tenured, tenure track, or non-tenure track.

1. **Tenured** faculty status denotes continuing employment that may be granted after a probationary period upon nomination by the Institutional Executive Officer for election by the Board. Tenured faculty are protected from dismissal except for those reasons set forth in the section below. Faculty are tenured to a department unless otherwise designated by the Board (IHL Board Policies and Bylaws, 403.01, 3/91; 2/98).
2. **Tenure Track Faculty**. Tenure track faculty are those full-time persons whose employment record will be evaluated in accordance with established University promotion and tenure eligibility criteria. A tenure track appointment is a definite-

term appointment at the faculty rank of assistant professor, associate professor, or professor for one or more years which allows the faculty member to apply for tenure in accordance with the guidelines and criteria established by the University and Board policies and stipulated in this handbook and other official documents. There is no presumption that a faculty member will be awarded tenure simply by being in a tenure track position.

Probationary conditions for personnel in tenure-track positions are as follows:

- a. Probationary faculty members are employed with the understanding that performance at required levels during the probationary period may result in the award of tenure provided that the criteria for the award of tenure are met.
- b. The probationary period for tenure is the cumulative amount of time spent in term appointments while on the tenure track.
- c. The time period a full-time faculty member may remain probationary may not exceed a total of six continuous years. He/She must apply for tenure in the sixth year.

3. **Non-Tenure Track Faculty.** The University may enter into renewable contracts, for periods up to four years in length, with non-tenure track faculty members based upon the mission and needs of the institution. Non-tenure track faculty will be formally evaluated at least annually. Renewal of a contract is not guaranteed and will be determined at the University's discretion. Individuals employed in non-tenure track positions have no expectation of continuing employment beyond the expiration of their contracts and will not be eligible for consideration for the award of tenure. Individuals in non-tenure track positions may not have their status converted to tenure track positions. They are eligible, however, to apply for tenure track positions when available (IHL Board Policies and Bylaws, 404.01 2005). Time spent in a non-tenure track position may be used as credit toward the fulfillment of the minimum probationary period, upon approval of administration, if such decision is made in writing and can only be made at the time of initial appointment to the tenure track position. Non-tenure track faculty are persons employed in one of the following categories.

- (a) Adjunct/Supplemental. This designation applies to part-time instructional personnel with special competence and accomplishments in a given academic area as determined by needs and criteria established by the area. Adjunct personnel may be employed on a semester by semester basis or may receive other limited term appointments, and may perform some of the academic duties associated with full-time faculty.

Adjunct/supplemental faculty are non-tenure track, and such appointments may or may not be for remuneration/pay.



Persons serving in this position and who are full-time University employees (e.g. staff) may not be provided remuneration/pay for instruction provided during the normal work day.

- (b) *Instructor*. An instructor is a full-time faculty member who ranks below an assistant professor. Beginning with the 1999-2000 academic year, the aggregate period of appointment in this rank will not exceed a total of seven years of continuous, full-time service. At the conclusion of the seventh year in this employment category, the faculty member will not be reappointed.
- (c) *Assistant Professor(Non-tenure Track)*. Appointment to the rank of Assistant Professor is based on educational achievement or related professional experience or both, potential for outstanding instructional effectiveness, and scholarly contributions appropriate to his/her discipline and fields of specialization. The candidate normally should have completed a doctoral program or other terminal academic program appropriate to the discipline (exceeding the minimum standard). The minimum educational requirement includes a *Master's degree or the equivalent and one year of additional graduate work* (IHL Board Policies and Bylaws 402.02, 1998). There should be acceptable evidence to indicate that the individual has the capabilities and competencies required for successful performance of all anticipated professional responsibilities.

Any individual appointed to the rank of Assistant Professor who does not hold the appropriate terminal degree or the equivalent may only be appointed to a non-tenure track position. When the individual receives the appropriate terminal degree, he/she may be eligible to apply for a tenure-track position when one is available.

- (d) *Associate Professor(Non-tenure Track)*. Appointment to the rank of Associate Professor is based upon a candidate's instructional effectiveness and record of scholarly contributions appropriate to his/her discipline and fields of specialization (*successful teaching experience and successful research and/or creative work*); however, candidates who have no prior record at the rank of Assistant Professor may be appointed at the rank of Associate Professor provided they possess a combination of educational achievement and professional contributions which attest to the capabilities, competencies, and professional stature required for successful performance and stature of the rank.

The candidate must hold a *doctoral degree (or other terminal degree or equivalent - IHL Board Policies and Bylaws, 402.02, 1998)* appropriate to the discipline and have demonstrated *successful teaching in addition to research and/or creative work*. All faculty members who hold the rank of Associate Professor are expected to display outstanding performance in

the classroom and/or the appropriate instructional settings; to contribute to the overall instructional quality of the academic programs in which they have assigned duties; to engage in an ongoing program of research, publication, creative activity, public service in keeping with the urban mission of the University, and scholarly efforts appropriate to their discipline and fields of specialization; and to exercise responsible academic citizenship. When the individual receives the appropriate terminal degree, he/she may be eligible to apply for a tenure-track position when one is available.

- (e) *Visiting Professor.* A visiting professor is a distinguished or recognized scholar who holds, or has held, professorial rank at another institution or served in other notable capacities, and is appointed to the rank of visiting assistant professor, visiting associate professor, or visiting professor for temporary-term appointments.
- (f) *Temporary Instructional Personnel.* This designation applies to individuals with non-recurring or other limited term appointments. Temporary instructional personnel are employed in non-tenure track positions. Employment as a temporary instructional person conveys no right or expectation that employment will continue beyond the period specified in the letter of appointment.
- (g) *Full-time professional faculty personnel employed in (i) technical, special, career, research and public service programs (e.g., Developmental Studies, Jackson Heart Study, Community Health Program) or (ii) programs which are anticipated to have a limited life span or which are funded, fully or partially, through non-system sources (IHL Board Policies and Bylaws, 404.01, 2005).*
- (h) *Clinical/Practitioner/Professional Faculty* serve as clinicians in the teaching process. Professional faculty at the institution have earned doctorates or have exceptional expertise, have contemporary professional experiences in school settings at the levels that they supervise and/or their practicing disciplines are meaningfully engaged in related scholarship. All clinical practitioner professional faculty are licensed in the fields that they teach or supervise and are master teachers or well recognized for their competence in their field.

A department chair may recommend that a tenure-track faculty member who does not meet tenure qualifications be assigned clinical track status.

### **Employment Orientation**

Verification of employee eligibility is made by a representative of the Division of Human Resources. After employment verification, the new faculty member

receives individual or group orientation from several sources within the University. These include the University Division of Human Resources, the academic department, the school/college, and/or the Division of Academic Affairs designee.

### **Procedures for Selecting a Departmental Chairperson**

When a departmental chair vacancy occurs, the dean shall meet with the departmental faculty to consider the nature of the search and establish a search committee. The search committee shall be chosen through the electoral process and composed of three departmental faculty members and two faculty members and a chair from related disciplines. It is recommended that a majority of the members be full-time tenure track faculty at or above the academic rank of associate professor. The Search Committee shall elect a committee chair at its first meeting with the dean. Should an actual or apparent conflict of interest exist between a committee member and a candidate for the position so that the member's ability to be unbiased is legitimately in question, then that individual should be replaced by a committee member who can be impartial. The dean, with approval from the CAO, will facilitate selecting a replacement committee member from the department or a related discipline when, due to a conflict of interest, illness, or other permissible reason, a member becomes unable to participate.

- A. The Search Committee, working in cooperation with the Dean, shall establish selection criteria, advertise the position in a manner appropriate to the nature of the search, and coordinate the review and evaluation of candidates for the position.
- B. On the basis of evaluations, the Search Committee, with the approval of the Dean, will select persons to be interviewed.
- C. Campus interviews should allow for discussions and other presentations, where appropriate to the nature of the search, with the following constituents:
  - a. The Search Committee
  - b. The Departmental faculty
  - c. Departmental students
  - d. School Dean
  - e. Chief Academic Officer (CAO) or designee
  - f. Others at the discretion of the department/school/college
- D. The Search Committee shall present its findings and make recommendations to the Dean. Explicit narrative statements regarding each candidate's qualifications should be submitted along with the list of candidates.
- E. The Dean shall forward the recommendations of the Search Committee, along with his/her recommendation, to the CAO. Explicit narrative statements regarding each candidate's qualifications should be submitted along with the list of candidates.
- F. The CAO shall make recommendations to the Institutional Executive Officer (IEO).

- G. The IEO shall present recommended appointments to the Board of Trustees of State Institutions of Higher Learning and shall notify the CAO, the Dean, and the candidate(s) of the decision regarding the appointment.
- H. Where necessary, the Dean will make interim or acting appointments with limited time periods. Normally, such appointments are made only after considering the advice and concerns of the search committee. If this occurs:
  - a. The Dean will organize a formal search as soon as practical.
  - b. The acting or interim appointments which exceed one year shall be subject to review and the faculty's recommendation as to continuation.
- I. **Roles and Members of Promotion and Tenure Committees**

Department chairs and deans act in supervisory roles to ensure compliance with policies and procedures, which may include chairing and directing committees and processes.

#### **Departmental Promotion and Tenure Committee**

1. The roles of the Departmental Promotion and Tenure Committee are as follows:
  - a. To receive and evaluate credentials submitted by the faculty applicant through the department chair;
  - b. To complete and sign departmental evaluation forms resulting from the review and assessment; and,
  - c. To submit committee recommendations, rationale for decision and other appropriate material to the college dean for consideration by the school/college committee by November 1 (*Note: Colleges may establish supplementary guidelines.*)
2. The Departmental Promotion and Tenure Committee shall be established as follows:
  - a. Membership. This committee will consist of five tenured faculty members. The department chair may not serve on this committee.
  - b. Method for Determining Membership. All five faculty members shall be from the candidates' department. Committee members will be elected by the departmental faculty. All committee members must be tenured and at the rank or above that which is sought by the applicant.

Where there are not sufficient faculty personnel with the required academic ranks within a given department, faculty from other related departments with the appropriate ranks may serve as committee members. It is recommended that a majority of the members be at the academic rank sought by the applicant.

When a department chair is to be considered for promotion, the departmental faculty will elect a department chair from a related discipline to conduct the proceedings only during the discussion of the chair's application.

- c. Departments with fewer than the required faculty at the rank(s) for which candidates are applying for promotion will have departmental faculty elect additional faculty of appropriate ranks (associate and/or professor) from related disciplines. A senior tenured faculty member shall serve as the Committee chair.
- d. Length of Service. Committee members are elected to serve for one academic year, but may be re-elected.
- e. Other. Faculty members must be tenured to qualify for membership on the Departmental Promotion and Tenure Committee, but may not serve on the Committee during the academic year in which they are being considered for promotion and/or tenure. A faculty member who is elected to serve must do so unless a permissible reason (e.g. illness, conflict of interest, etc.) prevents participation. The exemption from Committee service is at the discretion of the department chair.

### **College Promotion and Tenure Committee**

- 1. The roles of the College Promotion and Tenure Committee are as follows:
  - a. To receive and evaluate faculty promotion and tenure materials as submitted by the chair of the Departmental Promotion Committee following the departmental review and the summary review by the department chair;
  - b. To complete and sign school/college evaluation forms resulting from the college review; and,
  - c. To transmit the applicant's promotion material (including departmental and college committee recommendations and rationales) to the Dean by December 1.
- 2. The college Promotion and Tenure Committee shall be established as follows:

- a. Membership. The Committee shall consist of seven tenured faculty members. The assistant or associate dean of the applicants' school/college shall serve as chair of the Committee.
- b. Method for Determining Membership. The six remaining members shall be elected at large by the faculty of the applicant's college and shall consist of:
  - i. Four faculty members from the applicant's college; and
  - ii. Two faculty members from colleges different from that of the applicant.

Committee members must be at either the associate or full professor rank with tenure.

- c. Length of Service. Committee members shall be elected to serve for one academic year, but may be re-elected. The Assistant or Associate Dean for the College in which the candidate is applying shall have continuous service as Chair of the Committee.
- d. Other. Faculty members may not serve on the Committee during the academic year in which they are being considered for promotion, or if they are members of the departmental committee. A faculty member who is elected to serve must do so unless a permissible reason (e.g. illness, conflict of interest, etc.) prevents participation.

### **University Promotion and Tenure Committee**

1. The University Promotion and Tenure Committee is an oversight committee. Its role is as follows:
  - a. To receive promotion and tenure materials from the CAO;
  - b. To review promotion and tenure materials to insure that promotion and tenure policies, procedures and administrative guidelines have been followed uniformly throughout the University;
  - c. To forward to the CAO by the announced deadline those materials found to be in compliance with promotion and tenure policies, procedures and administrative guidelines; and,
  - d. To report to the CAO those materials not in keeping with University policy, procedures and guidelines for return to the appropriate committee for reconsideration.

2. The University Promotion and Tenure Committee shall be established as follows:
  - a. Membership. This Committee shall consist of the following members: the CAO designee, who serves as Chairperson, and two faculty members selected at large by each school/college.
  - b. Method for Determining Membership. Faculty members are to be elected at large by each school/college. Faculty considered for membership shall be full-time tenured faculty members who have served the University for a minimum of three years, who are not being considered for promotion and tenure during the year in which they are elected, and whose faculty rank is either associate professor or full professor.
  - c. Length of Service. Faculty Committee members are elected to serve for one academic year, but may be re-elected. The CAO or designee shall have continuous service as Chair of the University Promotion and Tenure Committee. Due to conflict of interest or other circumstances, an alternate shall be elected by the school/college or the committee member will recuse themselves during the review of the application in review.

#### **E. Promotion and Tenure Implementation Procedures**

Requests for consideration of promotion in academic rank shall be initiated by individual faculty members and shall be based upon criteria delineated in this handbook and in the attached Promotion and Tenure guidelines and application. *(Note: Beginning with the 2010-2011 academic year, all faculty will be evaluated according to these Promotion and Tenure guidelines.)* Tenure consideration must occur in the sixth year of probationary service as a full-time member of the faculty.

Requests for consideration for a promotion in academic rank and tenure will be accompanied by documentation of the required qualifications and submitted to the departmental chairperson by the announced deadline or by an earlier date designated by the department and approved by the dean.

Promotion and tenure recommendations will be forwarded through the departmental, school/college, and university committees in accordance with the deadlines announced in the promotion and tenure packet. The CAO will submit recommendations to the IEO by March 15 for his/her consideration and recommendations to the Board of Trustees.

The complete portfolio of each promotion and tenure application, along with the recommendations and rationale of each office and committee, shall be forwarded

to the CAO. The *CAO*, along with persons designated by him/her, will review the completed portfolio, application, and recommendations. If the *CAO's* initial recommendation is contrary to the recommendation of the department chair and dean, the *CAO* will meet with the faculty member upon the faculty member's request to discuss the recommendation.

Chief Academic Officer's recommendations and all supporting documentation are forwarded to the IEO. The CAO and IEO shall confer regarding the recommendations, and their agreed upon recommendations for approval are submitted to the Governing Board for approval. If the recommendation is not approved, the CAO will inform the candidate of the decision in writing, and shall state the reason(s) in writing which contributed to the recommendation.

The faculty member seeking academic promotion and tenure may request, at any time, that his/her application be withdrawn and not receive further consideration. If the application is withdrawn, a terminal contract will be issued in the seventh year.

#### **F. Notification**

Notice of Board action on the recommendations for tenure that are forwarded by the IEO to the Board for consideration shall be communicated to the individual, the respective department chairperson, the Dean, and CAO by the IEO following Board action. Board action typically occurs in May.

#### **G. Appeal**

If the candidate is denied promotion and/or tenure, the candidate may appeal that decision at the level of the CAO. The grounds for appeal may include:

1. Violations of established procedures;
2. Actions were arbitrary or capricious, or were predicated upon grounds which violate academic freedom, or discrimination on the basis of race, color, religion, national origin, gender, age, marital, disability, or veterans' status; and,
3. Constitutional rights.

The faculty member may initiate an appeal of the CAO's negative recommendation not later than thirty (30) working days after receipt of the CAO's reason(s) for the negative recommendation. The request must be written and set forth the basis for the appeal.

The request for a hearing must be made to the chair of the Tenure and Promotion Appeals Committee (with a copy sent to the CAO), who shall



convene the Tenure and Promotion Appeals Committee to investigate the matter, and afford the employee an opportunity to present information and evidence pertinent to the hearing.

## **Criteria, Standards, and Procedures for Promotions in Rank**

### **A. Considerations**

Heads of institutions in making decisions regarding ranks and promotions in rank, shall take into consideration evidence of professional achievement and academic growth to include, but not be limited to, the following:

- i. Professional training and experience;
- ii. Effectiveness of teaching;
- iii. Effectiveness in interpersonal relationships, including collegiality, academic citizenship, professional ethics, cooperativeness, resourcefulness, and responsibility
- iv. Professional growth, such as research, publications, and creative activities; and,
- v. Service and other non-teaching activities which reflect favorably upon the institution. (IHL Board Policies and Bylaws, 402.03, 1998)

### **B. Basis**

The promotion policy recognizes the fact that differences exist among faculty members' academic achievements and that academic rank should reflect those achievements. A decision regarding promotion is an individualized process whereby the qualifications and guidelines shall be considered. The initiative and primary responsibility for promotion recommendations should be with those most professionally familiar with the academic qualifications and achievements of the individual (i.e. the departmental faculty), chairperson, and the dean. Recommendations citing significant professional experience and accomplishments should be accompanied by tangible and verifiable supporting evidence.

The minimum qualifications of experience and education for the various ranks and the guidelines for measuring professional achievement are to assist participants in the evaluation process on each level in their deliberations and recommendations. The qualifications, as stated should not, however, be interpreted as an exclusive set of objectives to be met for advancement in rank.

### **C. Qualifications**

A faculty member applying for promotion to associate professor must have served at least five years as assistant professor. When applying for promotion to full professor, a combined service of eight years with at least three years as associate professor is required.

The minimum qualifications expected to be met prior to consideration for specific ranks are summarized as follows; however, faculty members are referred to the online Promotion and Tenure Application for the most up-to-date required qualifications, application deadline, and application review schedule. It should also be noted that the School of Social Work and the College of Science, Engineering and Technology have supplemental requirements.

**1. Promotion to Associate Professor**

- a. Education: A doctoral or other terminal degree.
- b. Experience: To apply for promotion to the rank of Associate Professor, the candidate must complete at least four years of successful, recognized teaching and/or other professional experience in the field at the rank of Assistant Professor.
- c. A successful candidate must satisfy and provide appropriate documentation that they have satisfied the following requirements:
  - i. A record of effective instructional performance in the classroom and/or other instructional settings
  - ii. A record of research, publication, grantsmanship, creative activity, scholarly achievement appropriate to his/her discipline and area of specialization, and a record of service

*Effective 2011-12: A record of research; publication of a minimum of three (3) refereed articles (since initial appointment) with the applicant serving as the lead author of one (1) of them; grantsmanship; creative activity; scholarly achievement appropriate to his/her discipline and area of specialization; and, a record of service. Applicants who serve as members of the graduate faculty should have a minimum of four (4) refereed articles (since initial appointment) where he/she is the lead corresponding author, in addition to all other criteria.*

- iii. A documented record of continuing, responsible academic citizenship and professional collegiality appropriate to the discipline.

*(Note: Please see the Application for Promotion and Tenure for specific quantitative requirements.)*

**2. Promotion to Professor**

- a. Education: A doctoral or other terminal degree.
- b. Experience: To apply for promotion to the rank of full professor, the candidate must complete at least eight years of successful, recognized teaching and/or other professional experience in the field. Three years at the rank of Associate Professor with recognition of that experience extending beyond the University community is required.
- c. A successful candidate must satisfy and provide appropriate documentation that they have satisfied the following requirements:
  - 1. A record of effective instructional performance in the classroom and/or other instructional settings;
  - 2. A record of research, publication, grantsmanship, creative activity, scholarly achievement appropriate to his/her discipline and area of specialization, and a record of service.

*Effective 2011-12: A record of research; publication of a minimum of four (4) refereed articles (since last promotion) with the applicant serving as the lead author of two (2) of them; grantsmanship; creative activity; scholarly achievement appropriate to his/her discipline and area of specialization; and, a record of service. Applicants who serve as members of the graduate faculty should have a minimum of six (6) refereed articles (since last promotion) where he/she is the lead corresponding author, in addition to all other criteria.*

- 3. A documented record of continuing, responsible collegiality and academic citizenship.
- 4. Satisfactory external review when a faculty member applies for promotion to full professor, when appropriate. The procedure for external review will be recommended by the department chair in consultation with the dean and faculty member and approved by the CAO.

*(Note: Please see the Application for Promotion and Tenure for specific quantitative requirements.)*

#### **D. Documentation**

The primary responsibility for preparing a dossier to be considered by a faculty committee for promotion and/or tenure rests with the candidate, but the departmental chairperson will provide appropriate assistance upon request. The candidate is responsible for the collection of the following documentation, where appropriate:

1. A complete curriculum vitae containing information of past educational and professional experience and a bibliography of published work.
2. Documentation of success in teaching in the form of student course evaluations for each probationary year; annual evaluations by chairpersons or departmental committee; course syllabi and other materials; descriptions of courses taught; courses developed or revised; and sample assessments.
3. Copies of the most relevant publications, indicating if they were peer reviewed.
4. Evidence of grants, awards, certificates, and fellowships received.
5. Evidence of exhibitions, concerts, or other forms of creative activity.
6. Evidence of participation in professional conferences, invited symposia, and invited seminars.
7. Evidence of participation in reviewing manuscripts, grants, and scholarly research.
8. Evidence of participation in professional societies.
9. Evidence of service to the department, the school or college, the University, and the community.

#### **E. Evaluation of Qualifications**

The following guidelines should be used in the determination and evaluation of significant professional experience, accomplishments, and qualifications:

1. *Teaching Excellence*, as evidenced by a distinct demonstration of teaching effectiveness recognized by colleagues, students, chairpersons, and deans. This includes academic advisement, course development, course revision, use of instructional technology, and evidence of expected student learning outcomes;

2. *Research*, as evidenced by peer-reviewed and non peer-reviewed publications, presentations, grant proposal writing, patents, reports recognized by professional organizations, meaningful innovations and recognized creative productivity in the discipline; and,
3. *Service*, as evidenced by leadership in various facets of academia, including service to the department, the school/college, the University, and the community. It also includes appointments to professional boards; the institution of and direction of effective programs, clinics, workshops, or seminars; grant proposal preparation; serving as an official representative of the University; sponsorship of University approved extracurricular activities; attendance and participation in conferences and professional societies; and public service in keeping with the urban mission of the University.

### **Criteria, Standards, and Procedures for Awarding Tenure (Tenure Track Faculty)**

#### **A. *Tenure Defined***

*Tenure is defined as continuing employment that may be granted to a faculty member after a probationary period upon nomination by the Institutional Executive Officer for election by the Board. Tenured faculty are protected from dismissal except for those reasons set forth in this section below. Faculty are tenured to a department unless otherwise designated by the Board (IHL Board Policies and Bylaws, 403.01, 1998).*

#### **B. *Purpose of the Tenure System***

Tenure is continuing employment that may be granted to a faculty member after a probationary period upon nomination by the Institutional Executive Officer for election by the Board. From time to time, letters of appointment or reappointment for individuals with faculty rank contain an assignment for administrative and/or service-related duties beyond those required by the general faculty. However, an individual cannot earn tenure solely by performing in an administrative or service capacity. To be awarded tenure at the University, all persons must undergo the review process described in this section.

Jackson State University recommends faculty to academic tenure for three reasons:

1. To create a collegial atmosphere favorable to academic freedom and responsibility;

2. To provide the faculty member a reasonable expectation of security so that the University may attract and retain quality faculty; and
3. To promote institutional stability by creating a faculty with a strong, long-term commitment to Jackson State University.

The existence of a system of tenure is justified in that it ensures the necessary conditions that allow tenured faculty to achieve and maintain superior quality in their performance of the four major functions of universities in the modern world.

These functions are:

1. The discovery and dissemination of new knowledge;
2. The communication of that knowledge to students and the cultivation of the understanding and skills that enable them to engage productively in the further pursuit of knowledge;
3. The preparation of globally aware and technically prepared students for entry into professions that require a systematic body of specialized knowledge and skills; and
4. Service to the larger community locally, nationally, and internationally through knowledge transfer, volunteerism, and leadership.

**C. Authority to Award Tenure**

Tenure is awarded only by the Board of Trustees of State Institutions of Higher Learning upon the recommendation of the IEO who is guided by the judgment of the faculty committees and the responsible officials at the various levels of review. There shall be no tenure by default or by the mere serving of the maximum probationary period.

In accordance with the Bylaws and Policies of the *Board of Trustees Section 403.0101*, full-time employees in one of the professorial ranks may be granted continuing employment (tenure) under the provisions outlined below.

**D. Minimum Standards for Tenured Employment**

*All faculty contracts will specify whether the appointment is with tenure, tenure track, or non-tenure track. Beginning with a tenure track appointment to any professorial rank (assistant professor, associate professor, or professor), a faculty member must be reviewed for tenure during the sixth academic year of the probationary period. The review shall include, but not be limited to, the criteria set forth in Criteria, Standards, and Procedures for Promotions in Rank section of this publication. Upon written agreement between the institution and the faculty*

*member, credit up to a maximum of four (4) years toward fulfillment of the minimum probationary period may be allowed for service at an institution of higher education. Such credit toward the probationary period can only be allocated at the time of initial appointment to rank. Such allowance is to be granted only to an individual who possesses exceptional professional qualifications and achievements and is not to be construed as exempting said individual from any other institutional policies and procedures governing the award of tenure.*

*Once the probationary period has been successfully completed, a professor of any rank, if reappointed, must be awarded tenure or a terminal contract. For tenure to be awarded, the Institutional Executive Officer must make a recommendation to the Board in writing. Only faculty members of professorial rank can be awarded tenure. The award of tenure is not vested until notice of the award is given in writing by the Institutional Executive Officer, after approval by the Board, and the written notice is actually received by the faculty member.*

*Faculty members who transfer from one institution to another within the Mississippi system are subject to the same probationary period in a given institution as any other faculty member who is new to the system.*

*At the time of initial employment by the Board, a faculty member or an administrative employee whose preceding employment included faculty rank at the level of assistant professor, associate professor, or professor and tenure may be granted tenure only if so recommended by the Institutional Executive Officer and approved by the Board.*

*There shall be appropriate tenure/grievance committees at the institutions (IHL Board Policies and Bylaws, 403.0101, 2008).*

#### **E. Criteria for Tenure**

The basic criteria for tenure are excellence in carrying out the responsibilities of the position and promise for continued achievement. The responsibilities of a faculty member include teaching; research and other scholarly achievement; academic citizenship and professional collegiality; professional development; public service; student advising; and contributions to the department, the school/college, and the University. The emphasis given to each responsibility, as determined by existing circumstances, may vary among the departments/schools/colleges.

The faculty of each department/school/college may initiate, formulate, and establish additional criteria for appointment, promotion, and tenure that are specific to and appropriate for the department and/or department/school/college, which must be approved by the University administration and subject to the Board of Trustees' policies.

The precise terms and conditions of every appointment should be stated in writing and be in the possession of both the University and the faculty member before the appointment is consummated. Moreover, fairness to probationary faculty members prescribes that they be informed, early in their appointments, of the substantive and procedural standards that will be followed in the promotion and tenure processes. The University may revise such standards, or implement new ones, at any time for the best interest of the University. New policies will not be enforced until after being publicized.

Probationary faculty must be aware, however, that in the granting of tenure or reappointment, consideration will be given to the academic needs of the department and to the fiscal condition of the department, school/college, and the University as a whole. If a faculty member is not awarded tenure, he/she will receive a terminal contract at the beginning of the seventh year of the probationary period.

#### **F. Eligibility for Tenure Consideration**

1. Pursuant to the purposes of tenure, especially "to attract and retain quality faculty," all full-time tenure track faculty members holding academic rank as an assistant, associate professor or professor and employed full-time or more in teaching credit courses are eligible for tenure considerations provided that at the time of tenure consideration the faculty member:
  - a. has an earned doctoral degree in his/her principal area of responsibility or equivalent professional credentials; and,
  - b. has completed satisfactorily a probationary period of up to five (5) academic years of continuous full-time, active service (exclusive of leaves and with consideration of credit towards the probationary period awarded at the time of hire) to Jackson State University in the rank of Assistant Professor, Associate Professor, Professor, or a combination thereof. The faculty member must apply for tenure during the sixth year. Upon request, a faculty member will be informed in writing of the status at each review level. The request should be made in writing to the department chair who will forward it to the appropriate levels.

The Division of Academic Affairs notifies the college dean and department chair of the tenure-track faculty members' eligibility to apply for tenure. The department chair notifies the eligible candidate(s) during the spring semester prior to the application deadline.



## **G. Basis for Awarding Tenure**

The tenure decision must be a deliberate and considered action involving both faculty and administrative recommendations. To assure institutional stability and quality, and to facilitate a spirit of professional inquiry, both the capabilities of the individual as well as the needs of the department, the school/college and the University must be evaluated during the tenure determination process.

Those who make tenure recommendations will be guided by the established criteria for evaluating faculty performance and by those factors determining departmental, school/college and University needs for quality and development. These include the following:

1. *Faculty Performance.* The criteria for assessing faculty performance include the following as well as the criteria stated in the current Promotion and Tenure application:
  - a. Teaching excellence and classroom performance which includes but is not limited to student learning outcomes, student performance on discipline-specific common and standardized exams and university-wide exams, the use of current instructional technology, and course design and enhancement; and student ratings of instructional performance should also be considered;
  - b. Scholarly activities, including research, peer reviewed and other professional publications, grant proposal writing, and creative works;
  - c. Service excellence, including contributions to the department, college/school, University, community, and profession;
  - d. Evidence of concern for students, including academic advising, and contributions to student development;
  - e. Academic as well as professional integrity;
  - f. Professional development and growth;
  - g. Academic and professional recognition; and
  - h. Academic citizenship and professional collegiality.

*(Note: Please see the Application for Promotion and Tenure for specific quantitative requirements.)*

Each academic year, in conjunction with the annual performance review conducted by the departmental chairperson or departmental evaluation committee,

each probationary faculty shall receive a written evaluation based on the established criteria for assessing faculty performance. A formal *third year review* will be conducted to assist tenure-track faculty in assessing their progress toward tenure mid way through the probationary period. This advisory review will occur in the fall of the fourth year. (See Third Year Review Policy for specific requirements.) Documentation of performance must be included in the required professional portfolio. Should the probationary faculty member disagree with any aspect of his/her annual evaluation, he/she shall have the privilege of forwarding his/her response which will be attached to the written evaluation to the Dean. *(Note: The establishment of a departmental evaluation committee and how it operates shall be determined by a majority of the faculty within a department.)*

These evaluation procedures do not preclude regular faculty, chairpersons or deans from consulting with tenured faculty in the department or any tenure recommending agency relative to the criteria for evaluating faculty performance or the needs of the University.

2. *Needs of the University.* The factors determining departmental, school/college and University needs for quality and development are:
  - a. Institutional and disciplinary accredited standards and deficiencies therein;
  - b. Attainment of institutional and school/college master plan goals and objectives;
  - c. Breadth of graduate degree preparations;
  - d. Maintenance of sufficient flexibility to adapt staffing requirements to changing enrollment and programmatic needs; and
  - e. Institutional financial stability.

#### **H. Documentation**

The primary responsibility for preparing a dossier to be considered by a faculty committee for tenure rests with the candidate, but the departmental chairperson will provide appropriate assistance upon request. The candidate is responsible for the collection of the following documentation where appropriate:

1. A complete curriculum vitae containing information of past educational and professional experience and a bibliography of published work.

2. Documentation of success in teaching in the form of student course evaluations for each probationary year; annual evaluations by chairpersons or departmental committee; course syllabi and other materials; descriptions of courses taught; and, courses developed or revised sample assessments.
3. Copies of the most relevant publications, indicating if they were peer reviewed.
4. Evidence of grants, awards, certificates, and fellowships received.
5. Evidence of exhibitions, concerts, or other forms of creative activity.
6. Evidence of participation in professional conferences, invited symposia, and invited seminars.
7. Evidence of participation in reviewing manuscripts, grants, and scholarly research.
8. Evidence of participation in professional societies.
9. Evidence of service to the department, the school or college, the University, and the community.

**I. Tenure Process**

The IEO will receive advisory recommendations both favorable and unfavorable for the granting of tenure from the CAO based on the evaluation and recommendations from the applicant's department and school/college as described in this document. Based upon those recommendations and the IEO's own evaluation of both the candidate's capabilities and the needs of the University, the IEO will submit the names of those faculty members he/she recommends for the granting of tenure to the Board of Trustees.

**K. Notification**

When tenure is granted, notice of such action will be sent by the IEO of the University to the individual, the chairperson of his/her department, his/her dean and the CAO.

Any faculty member who is considered for and not awarded tenure must be notified in writing that he/she will be employed for only one (1) additional year in his/her current position.

**M. Probationary Period**

Beginning with an appointment at the institution to any professorial rank (assistant professor, associate professor, professor), the probationary period shall not exceed six academic years. Upon recommendation of the department chair, the college/school dean, the CAO, and the IEO, the faculty member at the initial appointment may be given credit by the IEO of up to **a maximum of four (4) years** for service at one or more other institutions of higher education toward fulfillment of the minimum probationary period. Such allowance is granted by the IEO at the time of initial appointment to rank and only to an individual who possesses exceptional qualifications and achievements. If a faculty comes to the university with tenure from another institution, upon the recommendation of the chair and the dean at the time of initial appointment, the faculty member may be granted tenure (Board Policy 403.0101).

Upon meeting the criteria set forth herein, only when so informed in writing by the IEO after approval by the Board, a faculty member with professional rank shall be awarded tenure.

An award of tenure is based on a thorough evaluation of the candidate's total contribution to the University. Basic competence or mere satisfactory performance in itself is not sufficient to justify granting tenure, inasmuch as such competence is a prerequisite for the initial appointment. Nor shall tenure be granted by default, through the mere serving of the full limit of time by a faculty member under a probationary appointment. The decision to grant tenure is inherently and inescapably judgmental and is a deliberate action indicating that the person has been selected as a member of the permanent faculty because the prescribed criteria have been met.

In addition to the qualifications of the candidate for tenure, other considerations that enter into a decision to confer tenure include the particular needs within the department or the circumstances of the University. A decision not to grant tenure, therefore, does not necessarily reflect an unfavorable judgment of the candidate for tenure.

## **N. Exceptions**

- a. The six year probationary period may be reduced through the awarding of prior service credit not to exceed four (4) years at this or another institution of higher education, provided that such service otherwise meets the provisions of the policy. Such a recommendation will be made in writing by the appropriate school/college dean at the initial appointment. The final approval of the recommendation is by the IEO, and must be communicated in writing to the applicant. The IEO will submit the final recommendation to the Board of Trustees.

- b. If a faculty member joins the University following distinguished senior service with tenure from another institution, upon the recommendation of the chair and the dean at the time of initial appointment, the faculty member may be granted tenure. The recommendation must be approved by the CAO with final approval of the recommendation by the IEO and must be communicated in writing to the applicant. The IEO will submit the final recommendation to the Board of Trustees.
- c. To be eligible for tenure consideration in the faculty classifications, deans of schools/colleges shall teach (i.e. classroom instruction) a minimum of three (3) credit hours each academic year; associate and assistant deans shall teach a minimum of three (3) credit hours and department chairs shall teach a minimum of six (6) credit hours each academic term (i.e. semester or summer session). Tenured faculty members in administrative positions shall retain tenure in the faculty classification but not in any administrative positions.

The total period of continuous employment for a full-time faculty member at Jackson State University eligible for tenure consideration and who is not awarded tenure shall not exceed six (6) full academic years. (Faculty members must apply for tenure during their sixth year of continuous full-time employment [exclusive of leave]). Faculty members who are not awarded tenure during that time period must be given a one-year terminal contract at the end of their sixth year, which expires at the end of the seven-year period or placed in a non-tenure track position upon the recommendation of the department chair.

### **Extension of the Probationary Period**

1. Any faculty member may request an extension of one year of the probationary period based on personal circumstances which resulted in less than five full years of probationary service, such as may be the case where a faculty was granted extended medical leave. Extensions shall not be granted for circumstances of which the University or faculty member had reasonable control over, such as administrative assignments, accreditation work, or elective leave.
2. A request for an extension must be initiated on or before March 1 prior to the academic year in which a tenure decision is to be made.
3. The process can only be initiated by the faculty member. A written request for an extension shall be prepared by the faculty member and submitted simultaneously to the Department Chair and the Dean, or, for those in schools without chairs, to the Dean and the Provost. Suitable supporting material will be submitted with the application. The request for extension and the rationale for the request shall be kept confidential to the

extent permitted by Mississippi law. Only the granting of the extension shall be made public.

4. Upon receipt of the written request, the Department Chair will then make his or her recommendation to the Academic Dean. The Academic Dean's recommendation will be forwarded to the CAO. The recommendation of the CAO shall be forwarded to the faculty member. If the CAO supports the extension request, the request shall be forwarded to the President. The President shall take final action on the request to extend the probationary period. The President will inform the faculty member, Department Chair, Academic Dean, Dean of the Graduate School and the CAO of the final disposition of the request. When all action has been completed, the recommendations alone will be filed in the Division of Human Resources. The faculty member making the request shall be notified in writing at each stage of the process or the recommendation made at that stage.

5. If the request is granted, an appropriate indication shall be placed in the applicant's promotion and tenure file. All documentation regarding the rationale for the request shall be kept confidential and maintained in a file separate from the faculty member's official institutional personnel file. This confidential file may be accessed by and must be released to the applicant upon request.

6. The faculty member whose application is approved is held to the same standards as other tenure applications.

7. No person shall be discriminated against in any promotion and tenure proceedings for seeking or obtaining an extension under this provision.

8. Tenure extensions are limited to one year.

#### **O. Externally Funded Positions**

1. The appointment and subsequent reappointment (of a faculty member to a position funded in whole or in substantial part) from sources other than continuing funding shall specify in writing that the continuation of the faculty member's services shall be contingent upon the continued availability of such funds.

The Board of Trustees policy on individuals in this category is as follows:

*From time to time, the Board of Trustees authorizes new positions which are to be funded from federal or private sources. In approving these new positions, the Board does not obligate itself or the institution to continue these positions when the federal or private funding is exhausted. The intent of*

*the Board is that these positions are temporary and that tenured positions are not to be established in connection with federal or private resources. (Board of Trustees Minutes, 9/90; 1/98 Section 801.06)*

Therefore, faculty members appointed to "soft-money" (funded through sources other than state appropriations, tuition and fees, and designated endowment income) positions are not eligible for tenure consideration but may continue employment so long as it is mutually agreeable to the faculty member and Jackson State University that such employment would be beneficial.

**P. Tenured Administrators**

Tenured faculty members in administrative positions shall hold tenure in the faculty classification but not in any administrative position.

***Notice of Non-Renewal or Termination of "Tenure Track" Faculty***

*Notice of intention not to renew a tenure track faculty member will be furnished in writing:*

1. *Not later than March 1 before the date of termination during the first year of service; not later than December 1 before the date of termination during the second year of service; and not later than September 1 before the date of termination of a contract after two or more years of service in the institution.*
2. *This notification obligation shall apply only to full-time tenure-track faculty members who have a written contract of employment with the Board.*
3. *Termination for Lack of Funds – Tenure track faculty may be terminated prior to the expiration of a contract of employment due to a lack of funds, as determined by the Institutional Executive Officer. Notice of termination of tenure track faculty prior to the expiration of a contract of employment due to a lack of funds shall be furnished in writing at least thirty (30) calendar days prior to the termination.*
4. *Termination for Malfeasance, Inefficiency, Contumacious Conduct, or for other Cause Prior to Expiration of Term-The termination of a tenure track faculty member shall not be recommended by the Institutional Executive Officer until the faculty member has been afforded the opportunity for a hearing. The faculty member shall be informed in writing of the proposed termination action and of the right for an opportunity to be heard. Within ten (10) calendar days of such notice, the faculty member shall state in writing the desire to have a hearing. The member shall be permitted to have an advisor, who may be an attorney, at the hearing but the advisor shall not be permitted to address or otherwise communicate with the institution, its officials, or a hearing panel on behalf of the*

*member. The institution is directed to record (suitable for transcription) all hearings. In the hearing of charges of incompetence, the testimony shall include that of faculty and other scholars. Any decision made by the hearing body shall be a recommendation to the Institutional Executive Officer. Tenure track faculty members whose contracts are terminated for cause prior to the expiration of their contract may have their contracts terminated at any time subsequent to notice and hearing with no right to continued employment for any period of time. At the discretion of the Institutional Executive Officer, the member's salary may be paid, and the member may be relieved of all teaching duties, assignments, appointments and privileges when the member is subject to being dismissed for cause, even while pending a termination hearing. (IHL Board Policies and Bylaws, 403.0102, 2009)*

## **Tenured Faculty Dismissal**

1. *Termination of service of a tenured faculty member is made only under these extraordinary circumstances:*
  - a. *Financial exigencies as declared by the Board;*
  - b. *Termination or reduction of programs, academic or administrative units as approved by the Board;*
  - c. *Malfesance, inefficiency or contumacious conduct; or*
  - d. *For other cause.*
2. *Termination of a tenured faculty member shall not be recommended by the Institutional Executive Officer until the faculty member has been afforded the opportunity for a hearing. In no event shall the contract of a tenured faculty member be terminated for cause without the faculty member being afforded the opportunity for a hearing.*

*In all cases, the faculty member shall be informed in writing of the proposed action against him/her and that he/she has the opportunity to be heard in his/her own defense. Within ten (10) calendar days of notification of the proposed action and opportunity to be heard, the faculty member shall state in writing his/her desire to have a hearing. He/she shall be permitted to have with him/her an adviser of his/her own choosing who may be an attorney, but who shall not be permitted to address or otherwise communicate with the institution, its officials, or a hearing panel on behalf of the faculty member. The institution is directed to record (suitable for transcription) all hearings. In the hearing of charges of incompetence, the testimony shall include that of faculty and other scholars. Any decision made by a hearing body shall be a recommendation to the Institutional Executive Officer. Tenured faculty members who are dismissed for reasons stated as follows:*



- a. *financial exigencies as declared by the Board; or*
- b. *termination or reduction of programs, academic units and/or administrative units as approved by the Board;*

*shall remain employed for a minimum of 9 to 12 months, consistent with current contract, periods of time, from the date of notification.*

*Tenured faculty members, who are dismissed for reasons stated as follows:*

- a. *malfeasance, inefficiency or contumacious conduct; or*
- b. *for other cause;*

*shall have their contracts terminated at any time subsequent to notice and hearing with no right to continued employment for any period of time. At the discretion of the Institutional Executive Officer, any faculty member's salary may be paid, and he/she may be relieved of all teaching duties, assignments, appointments and privileges when he/she is dismissed for any reasons stated above or pending a termination hearing. (IHL Board Policies and Bylaws, 403.0104, 3/91; 2/98)*

## **Appeals of Tenured Faculty Termination**

### **1. Conditions of Appeals to the Board of Trustees:**

*Miss. Code Ann., Section 37-101-15 sets forth the general obligations of the Board of Trustees of State Institutions of Higher Learning with respect to employment at the various institutions of higher learning. It is the policy of the Board to consider appeals of the termination of tenured faculty members only, and only after the faculty member has exhausted all administrative remedies at the institutional level. In the event that an appeal to the Board is requested by a faculty member, the Institutional Executive Officer shall transmit to the Commissioner the full report of the campus grievance committee concerning the matter appealed.*

*The individual allegedly aggrieved will be allowed to submit a written statement of his grievance to the Commissioner within a thirty (30) calendar day period following notification of the decision of the Institutional Executive Officer. No persons will appear personally before the Board unless invited.*

*If review is allowed by the Board, only the record developed at the institution will be reviewed. Review by the Board is not a matter of right, but is within the sound discretion of the Board. Review by the Board, if granted, is only on the record*

*made at the lower level. No new evidence may be submitted on appeal (IHL Board Policies and Bylaws, 403.0105, 2009).*

## **2. Review of Appeal by the Board:**

*The Board, upon receipt of such an appeal, shall review the records of the institutional committee's hearing and all documentation relative to the personnel decision. The Board reserves the right to correct an omission or other inaccuracy in the record submitted upon suggestion by either party or upon its own motion. The Board shall then determine the following:*

- a. If the institutional due process procedures were followed; and*
- b. If the decision was arbitrary or capricious.*

*The Board, after reviewing the employee's statement and the record from the institution, shall affirm the decision of the Institutional Executive Officer or make another decision which shall be final and binding (IHL Board Policies and Bylaws, 403.0105, 2009)*

## **Grievances and Other Appeals**

### **A. *Grievance Defined***

*A grievance is defined as the claim of an individual employee that there has been a violation, misinterpretation or misapplication of a personnel rule, policy or procedure (IHL Board Policies and Bylaws, 403.0201).*

### **B. *Grievance Appeals to the Governing Board***

*Grievances (not involving separation of employment) are not appealable to the Board of Trustees. The decision of the Institutional Executive Officer is final and binding (IHL Board Policies and Bylaws, 403.0202, February 1998).*

### **C. *Faculty Grievance Committee***

The purpose of the faculty grievance committee is to establish a process for the handling of formal complaints and to provide a method for employees to discuss terms and conditions of work, performance problems, and other concerns with appropriate supervisory personnel without reprisal or retaliation.

The Committee members shall be selected to a one-year term by a vote of faculty of the college/school or unit at the beginning of the college/school year. The Faculty Senate shall establish the criteria and procedures for the election of the committee members.

#### **D. General Policy**

In any organization, conditions leading to dissatisfaction and misunderstanding may arise among employees and between employees and employer.

The Faculty Grievance Procedure is a method established to determine the specific cause of a grievance so that University officials can find an acceptable remedy for it. It is intended for use when dissatisfaction arises in a relationship between employees or between an employee and supervisory personnel.

This section does not contain procedures for termination of tenured faculty, the dismissal for cause of a faculty member prior to the expiration of a term appointment, matters pertaining to promotion or tenure actions, or matters directed toward a staff member. The procedures for grievances/appeals pertaining to promotion and tenure actions, termination, and harassment are detailed elsewhere in this handbook.

#### **E. Standing to File a Grievance**

All faculty have standing to file a grievance. However, only permanent, full-time faculty have standing to file employment grievances in the categories of promotion, tenure, and termination or suspension. Due to the substantial use of resources necessary for a grievance hearing, not all grievances rise to the level justifying a hearing.

#### **F. General Provisions of the Grievance Procedure**

- i. The decision to utilize this grievance procedure shall be voluntary on the part of the employee.
- ii. If a grievance hearing is conducted under this procedure, the grievant and the party against whom the complaint is made shall have the right to have a person of his/her choice present at the hearing for consultation or moral support.
- iii. The Faculty Grievance Committee shall be convened to review the allegations submitted by the employee.
- iv. Faculty Grievance Committee shall keep all grievances and findings of administration strictly confidential.
- v. Each employee will be furnished a copy of the grievance procedure.

- vi. At each step in the procedure, the grievant shall be furnished a written copy of the decision within the time period designated below.
- vii. Where the grievance is not resolved before formally reaching the Institutional Executive Officer, the decision of the Institutional Executive Officer shall be final. (Board of Trustees Minutes, 2/98)

Following are examples of basis for grievance:

- Discrimination.
- Decision regarding salary.
- Unsafe physical environment.

#### **G. Steps to Follow in Presenting the Grievance**

*Step One:* A faculty member with a grievance is encouraged to discuss the facts and circumstances giving rise to the grievance with his/her chair and attempt to resolve the matter at that level. If the grievance is resolved through discussion between the parties, no written decision is necessary. If the grievance is not resolved, the faculty member must submit the grievance to the department chair using Form I. The department chair must render a written decision to the employee on the complaint within five (5) working days of receipt of the written grievance using Form II.

*Step Two:* If the employee is dissatisfied with the decision of the department chair, or if the decision is not rendered in a timely manner, the employee may appeal to the college/school dean through the department chair. The academic dean will convene a meeting with the department chair and faculty member within five (5) working days of the receipt of Form III. The college/school dean will investigate the matter, afford the employee an opportunity to present information and evidence pertinent to the grievance, receive information and evidence from the department chair, and render a decision within ten (10) working days of the close of the meeting.

*Step Three:* If the employee is dissatisfied with the academic dean's response at Step 2, he/she may appeal to the CAO within five (5) working days after receipt of the dean's response. The CAO will review and investigate the matter and convene the Faculty Grievance Committee within five (5) working days after receiving the appeal notification. This committee's role is strictly advisory to the IEO.

The Faculty Grievance Committee shall do the following:

1. Conduct hearings, investigations, and all other activities that will bring to light all of the facts of the case that form the bases for remedial actions. The Committee will ensure a complete, fair, and impartial hearing for the benefit of all parties concerned.
2. Schedule a hearing within ten (10) working days after receipt of the charge from the CAO. The date for which the hearing is scheduled may be at a time later than 10 days.
3. Meet in executive session after completion of all hearings and investigations to deliberate the findings and submit a written recommendation within five (5) working days following the hearing to the IEO and the employee.

The IEO shall normally render a final decision in writing to the grievant within (14) working days after receiving the recommendation of the Faculty Grievance Committee. Pursuant to the Policies and Bylaws of the Board of Trustees as amended February 1998, Section 405.02, the decision of the Institutional Executive Officer shall be final.

Attempts are made to enforce the timelines for filing and addressing grievances; failure to do so should be reported immediately to the Division of Academic Affairs.

### ***Notice of Non-Renewal or Termination of “Non-Tenure Track” Faculty***

#### **A. *Non-Tenure Track Defined***

*Universities are authorized to establish faculty positions designated as non-tenure track positions. Universities may enter into renewable contracts, for periods up to four years in length, with non-tenure track faculty members in three separate categories - research, teaching, and service - based on the mission and needs of the institution. Each institution employing non-tenure track faculty will have a formal system of annual evaluations to assess each such faculty member’s performance. Renewal of contracts is not guaranteed and will be determined by the institution on the basis of the faculty member’s performance, availability of funding, and institutional priorities. Individuals employed in non-tenure track positions have no expectation of continuing employment beyond the expiration of their contracts and shall not be eligible for consideration for the award of tenure.*

*Individuals in non-tenure track positions may not have their status converted to tenure track positions. However, they are eligible to apply for tenure track positions when available. (Board Policy 404.01, 3/91; 2/98; 2/2005; 10/2009)*

**B. Notice of Non-Renewal or Termination of “Non-Tenure Track” Personnel**

1. *Notice of intention not to renew the written contracts of employment of non-tenured, non-tenure track personnel, whether faculty or staff, shall be furnished in writing thirty (30) days prior to the expiration date of the contract.*
2. *Lack of Funds - Notice of termination of non-tenured, non-tenure track personnel, whether faculty or staff, prior to expiration of the employment contract due to a lack of funds, as determined by the Institutional Executive Officer, shall be furnished in writing thirty (30) calendar days prior to the termination. Any employees without a written employment contract are terminable at the will and pleasure of the employer. (IHL Board Policies and Bylaws, 404.02, 2009)*

**Evaluation of Faculty Performance**

**A. General Policy**

*Institutions shall have evaluation procedures for all employees, which shall include annual evaluations of all tenure track faculty. A general description of procedures shall be filed with the Commissioner (IHL Board Policies and Bylaws, 407.01, 2000).*

**B. Purpose**

The purpose of the faculty evaluation program is to determine the overall effectiveness of faculty in the University's three mission areas - teaching, research and service. The evaluation program is predicated upon fulfilling professional responsibilities and performance expectations of the IHL Board, the institution, college/school and department with reference to student learning outcomes and program performance.

**C. Evaluation Procedures**

Responsibility for initiating evaluations and recommendations for reappointment, promotion, or tenure is the responsibility of the unit that provides more than 50 percent of the salary, with the advice of the other units participating in the joint appointment. In the case of units that share equally in the salary of the joint appointee, recommendations for reappointment, promotion, or tenure shall be initiated by the units acting jointly.

Annual faculty evaluations will be conducted by the chair of the department and the Departmental Evaluation Committee, where applicable. Evaluation of acuity will be determined employing the following instruments:

1. Goals and Objectives - to be completed by the individual faculty member in consultation with the department chair no later than September 30 of the academic year in which the evaluation will occur.
2. Faculty Member's Statement of Accomplishment (FMSA) - to be completed and submitted to the department chair by March 1 and should cover the twelve month or applicable academic period preceding this date.
3. Faculty Performance Evaluation Instrument (FPEI) to be completed by the chair and discussed with the individual faculty member, and submitted to the college dean by April 30. An updated file must be maintained by each faculty member and should include documentation of his/her teaching, advising, research, and service. Items listed under these areas in the FPEI are the factors to be considered in evaluating faculty. The list is not inclusive; therefore, other relevant factors may be considered.
4. Student Instructional Rating System (SIRS) - to be completed according to instructions.

The performance instruments are designed to (1) provide individual faculty members with data to support their strengths, (2) identify areas where improvements are needed, and (3) assist the University in determining areas where faculty support services are needed.

## **Graduate Faculty**

The purpose and functions of the Graduate Faculty, within limits established by the Board of Trustees, are to offer graduate courses, supervise thesis and dissertation research, and advise the Graduate Council and the Graduate Dean on the establishment of policies relating to graduate training. The major advisory functions of the Graduate Faculty are carried on by committees appointed by the Graduate Dean. Appointment to the Graduate Faculty is made by the Chief Academic Officer.

The Graduate Faculty consists of the Institutional Executive Officer, the Chief Academic Officer, the academic deans and those members of the general faculty who, by their scholarly attainments in their own fields of specialization, have demonstrated their competence to offer graduate instruction.

Members of the graduate faculty possess terminal degrees in their area of instruction or have achieved equivalent recognition through their research achievements. They are experienced professors, having at least three years' experience in higher education, including some graduate teaching, and having directed graduate student research and carried on their own research. To be admitted to the Graduate Faculty, an individual must have attained a high degree of proficiency both as a teacher and as a scholar, the latter demonstrated by recognized research or artistic creativity appropriate to the academic discipline.

The categories of graduate faculty appointment and the responsibilities of the position are as follows:

- A. **Graduate Faculty** may teach graduate courses, supervise and serve on supervisory committees for students working toward post-baccalaureate degrees, vote on nominations for the Graduate Council and serve on the Graduate Council.
- B. **Associate Graduate Faculty** may teach graduate courses, supervise masters' theses, co-supervise doctoral dissertations, serve on supervisory committees for students working toward post baccalaureate degrees, and vote on nominations for the Graduate Council.
- C. **Adjunct Graduate Faculty** may teach graduate courses and co-supervise and serve on supervisory committees for students working toward post baccalaureate degrees.

## **Qualifications for Membership in the Graduate Faculty**

### **Criteria**

#### **I. Graduate Faculty**

Full members of the graduate faculty possess terminal degrees in their area of instruction or have achieved equivalent recognition through their research achievements. They are experienced professors, having at least three years' experience in higher education, including some graduate teaching, and having directed graduate student research and carried on their own research.

To be admitted to the Graduate Faculty, an individual must have attained a high degree of proficiency both as a teacher and as a scholar, the latter demonstrated by recognized research or artistic creativity appropriate to the academic discipline.

Specifically, he/she should meet the following requirements:



- A. Hold the doctorate or a degree that is terminal in his/her field of study.
- B. Hold the rank of Professor, Associate Professor or Assistant Professor.
- C. The faculty member must have published research and scholarly work during the last five years, or have demonstrated comparable, creative achievement.
  - 1. In disciplines where publication is the normal outlet for scholarly work or research, the faculty member must provide evidence of his or her significant publications appearing under the imprint of recognized scholarly publishing houses or journals. Publication must have resulted from a judgment of quality through a reviewing process.
  - 2. In disciplines such as the fine arts where publication is not the normal or singular end product, the faculty member must provide evidence of creative work accomplished during the last five years. Presentation of creative work must have resulted from a judgment of quality through a reviewing process.
- D. The faculty member must indicate current involvement in research and/or creative work.

## **II. Associate Graduate Faculty**

Associate members of the graduate faculty have completed the terminal degree in the field, or a terminal degree in a closely related field with academic qualifications of 18 graduate hours, or a combination of terminal degree with professional qualifications in the field of application, and have begun teaching within the last three (3) years.

To be admitted to the Associate Graduate Faculty, an individual must have attained a high degree of proficiency both as a teacher and as a scholar, the latter demonstrated by recognized research or artistic creativity.

Specifically, he/she should meet the following requirements:

- A. Hold the doctorate or a degree that is terminal in his/her field of study.
- B. Hold the rank of Professor, Associate Professor or Assistant Professor.
- C. The faculty member must have published research and scholarly work, or have demonstrated comparable, creative achievement.
  - 1. In disciplines where publication is the normal outlet for scholarly work or research, the faculty member must provide evidence of his or her significant publications appearing under the imprint of recognized

scholarly publishing house or journals. Publication must have resulted from a judgment of quality through a reviewing process.

2. In disciplines such as the fine arts where publication is not the normal or singular end product, the faculty member must provide evidence of creative work accomplished during the last five years. Presentation of creative work must have resulted from a judgment of quality through a reviewing process.

- D. The faculty member must indicate current involvement in research and/or creative work.

### **III. Adjunct Graduate Faculty**

Adjunct members of the graduate faculty are temporary, part-time professors, possessed of proven competence and appropriate credentials, who are appointed to meet the University's needs in their area of expertise.

To be admitted to the Adjunct Graduate Faculty, an individual must have attained a high degree of proficiency both as a teacher and as a scholar, the latter demonstrated by recognized research or artistic creativity.

Specifically, he/she should meet all or the majority of the following requirements:

- A. Hold the doctorate or a degree that is terminal in his/her field of study.
- B. Hold the rank of Professor, Associate Professor or Assistant Professor.
- C. The faculty member must have published research and scholarly work, or have demonstrated comparable, creative achievement.

In disciplines where publication is the normal outlet for scholarly work or research, the faculty member must provide evidence of his or her significant publications appearing under the imprint of recognized scholarly publishing houses.

### **Responsibilities of Graduate Faculty**

**Graduate Faculty** may teach graduate courses, supervise and serve on supervisory committees for students working toward post-baccalaureate degrees, vote on nominations for the Graduate Council and serve on the Graduate Council.

**Associate Graduate Faculty** may teach graduate courses, supervise masters' theses, co-supervise doctoral dissertations, serve on supervisory committees for students working toward post-baccalaureate degrees, and vote on nominations for the Graduate Council.

**Adjunct Graduate Faculty** may teach graduate courses and co-supervise and serve on supervisory committees for students working toward post-baccalaureate degrees.

### **Application Procedure**

The Graduate Faculty Status committee consists of one representative from each college/school at the University. The committee meets prior to the regularly scheduled Graduate Council meetings. All applications must be submitted to the committee chairperson by the second week in each month. After careful review of each application, the Graduate Council acts on the recommendations of the committee.

The application process for graduate faculty status consists of several steps.

1. The faculty member must make their requests known to their department chair and college dean.
2. The college dean forwards the request to the Dean of the Division of Graduate Studies.
3. The Dean of the Division of Graduate Studies forwards all applications to the Graduate Faculty Status Committee Chairperson for action.
4. The Chairperson of the Graduate Faculty Status Committee makes a report to the full Graduate Council, who acts on the recommendations of the committee.
5. The Dean of the Division of Graduate Studies then notifies the Chief Academic Officer.
6. The CAO notifies the faculty member of the decision on graduate faculty status.

In disciplines where publication is the normal outlet for scholarly work or research, the faculty member must provide evidence of his or her significant publications appearing under the imprint of recognized scholarly publishing house or journals. Publication must have resulted from a judgment of quality through a reviewing process.

In disciplines such as the fine arts where publication is not the normal or singular end product, the faculty member must provide evidence of creative work accomplished during the last five years. Presentation of creative work must have resulted from a judgment of quality through a reviewing process.

The faculty member must indicate current involvement in research and/or creative work.

## **Meritorious Distinction for Faculty**

### **Distinguished Professorship**

The appointment of a faculty member to the Distinguished Professorship or Eminent Professorship at Jackson State University constitutes the highest honors that the University can accord a member of the professorate. All recommendations are reviewed by a group of faculty appointed by the CAO.

### **Distinguished Professor**

#### *Criteria*

- Must hold the rank of Full Professor.
- Demonstrated extraordinary achievements in the areas of teaching, scholarly research and/or creative endeavors, service and other activities which have brought distinction to the University.
- Received national and/or international recognition in his or her field.

#### *Guidelines for the Preparation of Nominations*

- The nomination packet should contain a succinct description of the nominee's major scholarly and/or creative activities and an indication of their overall significance to the discipline.
- A concise assessment of the nominee's scholarly ability and professional reputation, including a sense of how the nominee might rank nationally, and where appropriate, internationally, among senior scholars in the discipline.
- An evaluation of the nominee's contributions as a teacher and mentor of students. Feel free to comment on:
  - Development of new courses or revitalization of existing ones.
  - Significance of the nominee's course offerings to the discipline.
  - Strength of the nominee's advising and mentoring skills.
  - Awards and honors received in recognition of teaching, advising, and mentoring.
  - Any other relevant activities not included above.
- An evaluation of the nominee's contributions as a researcher.
  - Number of grants funded in the past 10 years and the total dollar amount.

- Number of publications in journals (refereed and non-refereed).
  - Books and/or book chapters.
  - Conference presentations and the scope of the conference (i.e. local, national, international).
  - Other scholarly contributions to the discipline, such as journal editor, advisory committee member, accreditation evaluator, etc.
- An assessment of the nominee's service contributions. This may include committee assignments, counseling duties, formal and informal advisory roles, or other activities that reflect outstanding service to the department, school/college, institution, community, and professional organizations and societies.
  - A current curriculum vita.
  - A supporting letter from the Dean of the college must be included.
  - Three letters of support from external members of the nominee's discipline.

### **Eminent Professor**

#### *Criteria*

- Holds the rank of Full Professor.
- Demonstrates extraordinary achievements in the areas of teaching, scholarly research and/or creative endeavors, service and other activities which have brought distinction to the University.
- Receives national and/or international recognition in his or her field.
- Shapes the development of new areas of research or trends in the respective discipline. The scholarly contributions or artistic achievements of the faculty member should be a benchmark, reflecting the evolution of the discipline.
- Advances seminal work in the field of expertise; provides a research legacy in the discipline.
- Maintains a consistent pattern of scholarly contributions, invited chapters, scholarly books, invited lectureships, prestigious academic contributions and honors, officer positions in the individuals discipline, editor of multi-authored books, organizer or coordinator of symposiums and other similar examples would represent evidence that an individual should be the one who is easily recognized by other eminent authorities in the discipline with positive comments on his or her work.
- Advances scholarly research that is frequently cited by others in the discipline.

### ***Guidelines for the Preparation of Nominations***

- The nomination packet should contain a succinct description of the nominee's major scholarly and/or creative activities and an indication of their overall significance to the discipline.
- A concise assessment of the nominee's scholarly ability and professional reputation, including a sense of how the nominee might rank nationally, and where appropriate, internationally, among senior scholars in the discipline.
- An evaluation of the nominee's contributions as a teacher and mentor of students. Feel free to comment on:
  - Development of new courses or revitalization of existing ones.
  - Significance of the nominee's course offerings to the discipline.
  - Strength of the nominee's advising and mentoring skills.
  - Awards and honors received in recognition of teaching, advising, and mentoring.
  - Any other relevant activities not included above.
- An evaluation of the nominee's contributions as a researcher.
  - Number of grants funded in the past 10 years and the total dollar amount.
  - Number of publications in journals (refereed and non-refereed).
  - Books and/or book chapters.
  - Conference presentations and the scope of the conference (i.e. local, national, international).
  - Other scholarly contributions to the discipline, such as journal editor, advisory committee member, accreditation evaluator, etc.
- An assessment of the nominee's service contributions. This may include committee assignments, counseling duties, formal and informal advisory roles, or other activities that reflect outstanding service to the department, school/college, institution, community, and professional organizations and societies.
- A current curriculum vita.
- A supporting letter from the Dean of the college must be included.
- Three letters of support from external members of the nominee's discipline.

### **Emeritus Status Designation**

The emeritus designation is awarded to faculty members who have served Jackson State University with distinction for an extended time. The status recognizes faculty who have excelled in the areas of teaching, research, and service throughout their careers at the University. Normally, faculty members who desire to remain active in their profession

and contribute to the University during their retirement request emeritus status. Members of the faculty meeting the following criteria are eligible to be considered for emeritus status:

- The faculty member has a minimum of ten years of honorable and distinguished service at the University. In exceptional cases, a faculty member who has served the University for fewer years may receive emeritus status.
- The faculty member is retiring or is already retired from the faculty.

**Procedure for Appointment.** The following procedure applies to the nomination and approval of retiring faculty for emeritus status:

- When notified that the faculty member wishes to retire, the department chair requests permission of the retiring faculty member to nominate the faculty member for emeritus status.
- If the faculty member agrees to be nominated for emeritus status, he or she, in consultation with the department chair, completes an application package for emeritus status and submits the application.
- After consulting the faculty of the nominee's department for recommendations, the chair or director formally nominates the faculty member by submitting a nomination letter and curriculum vitae to the dean of the nominee's college for approval.
- If the dean approves the application, then the application and supporting materials are sent, together with a cover letter, to the Provost for evaluation.
- If the Provost approves the application, then the application and supporting materials are sent, together with a cover letter, to the President for evaluation.
- If the President approves the application, an agenda item is submitted to the Board of Trustees for approval at the next Board meeting.
- The Provost notifies the faculty member by letter whether the application for emeritus status is approved and forwards copies to the dean and department chair or director.

**Privileges.** An emeritus faculty member is an honored, non-voting member of the department and College in which he or she was a member before retirement. Colleges and departments are encouraged to invite emeritus faculty to serve as lecturers, substitute instructors, and consultants. Although no longer tenured or eligible for employment benefits, an emeritus faculty member is entitled to the following privileges:

- to be listed separately in the general catalog and University directory following the listing of the regular faculty in those publications;
- to represent the University at ceremonies of other universities and organizations when so appointed by the President;
- to serve on committees, including dissertation, thesis, and faculty committees, if requested by the department chair;
- to enjoy the same library and computer privileges as active members of the faculty; and

- to receive faculty prizes for University sponsored events and services.

### **Faculty Productivity Awards**

Faculty members who attain a distinguished accomplishment in teaching, research or scholarly/creative work, or service to the University or profession, according to pre-established University criteria/specifications, will be provided an award of recognition as a means of reinforcement. Such award cannot have more than minimal value or otherwise resemble a bonus.

### **HEADWAE (Higher Education Appreciation Day Working for Academic Excellence)**

The Higher Education Appreciation Day, Working for Academic Excellence (HEADWAE) was established by Mississippi Legislative Resolution #88 in 1987 to annually honor the academically talented students and faculty members of Mississippi's higher education institutions who have made outstanding contributions in promoting academic excellence. The Appreciation Day, hosted by the Legislature each February in Jackson, is the Legislature's way of saying "thank you" to these students and faculty for their commitment to the future of Mississippi.

The goals of the Appreciation Day is to encourage excellence among those involved in higher education, as a way to further leadership, increase knowledge across the broad spectrum of education, and promote good citizens capable of thriving in today's society and prepared to meet future challenges. Faculty and student nominations for the HEADWAE award are solicited from the University's academic leaders, and presented by the Division of Academic Affairs for the final selection of the awardees by the University's executive council. The recognition may include a nominal cash prize to the awardees, to the extent that such award is externally funded.

### **Retired Employees**

Individuals (faculty or staff) who have retired from the University (or State of Mississippi) may be re-employed regardless of their age, without affecting their retirement benefits if employment meets at least one of the following criteria: a) The service retiree will be employed for a period of time not to exceed one-half (1/2) of the normal working days or hours for the position during the state fiscal year, and the retiree will receive no more than one-half (1/2) of the salary in effect for the positions at the time of employment; or b) The service retiree will be employed for any number of days or hours during the fiscal year but at a salary which will not exceed 25% of the average compensation used in calculating his/her benefits.

Retirees must complete the Certification/Acknowledgement of Reemployment of Retiree form and the Division of Human Resources must notify the Public Employee's Retirement System (PERS) within five days of the re-employment of a retiree. This notice must specify which criteria for re-employment, as noted above, will be met. PERS also must be notified in writing within five days of termination of employment.



Retirees who are age 70 or older with 20 years of creditable service, who wish to be re-employed on a full-time basis and continue to receive their retirement benefits may sign PERS Form 9C, Waiver of Salary or Compensation, and continue to receive their retirement benefits, plus any per diem, office expense allowance and mileage or travel expense offered by the position. This waiver must be filed by the Division of Human Resources annually with PERS.

### **Educational, Sabbatical, and Professional Leaves**

Leave of absences from a full-time faculty assignment should be considered a privilege which is predicated on the recipient's display of outstanding professional performance and commitment to the mission and goals of the institution. They are investments not only in the individual but also in the university's academic quality and competitiveness in the higher education community. Therefore, upon the faculty member's completion of the leave of absence, he/she must document accomplishments during the absence, provide an endorsement by the host institution or agency, and make a final report to the university, the criteria for each to be specified by his/her home department at Jackson State.

Following are the types of leave which are traditionally afforded to the university's full-time faculty:

#### **A. Graduate and Post-Doctoral Study (Educational Leave)**

*The policy of the institution has been to encourage leaves of absence for graduate and postdoctoral study. For this purpose, leaves are granted for a school year, a semester or, on occasions, a part of a semester. No salary is paid by the institution for the period of the leave, except under the provisions of the Board's sabbatical leave policy (Board Policy, 408.01, 1998).*

#### **B. Upgrading Credentials**

*Any member of the faculties of Alcorn State University, Jackson State University, and Mississippi Valley State University shall be eligible for leave of absence to pursue advanced academic training so as to elevate the scholastic qualifications of the faculties of the above-mentioned universities in line with the requirement of the several accrediting agencies. In no instance shall leave be granted unless there is an employment contract providing for continued service, after expiration of the leave, in the university where the faculty member is employed.*

*The Board of Trustees of State Institutions of Higher Learning is hereby authorized to make payment of salary, or such part of salary as may be decided, of such faculty members who are under contract for academic leaves (Miss. Code Ann., Section 37-101-181, as amended).*

*Under provisions of the Plan of Compliance (1974), incumbent personnel of each institution will have opportunities to upgrade their employment credentials sufficiently to be promoted and to be offered new positions; leaves of absence are to be made available to minority faculty members for this purpose (IHL Board Policies and Bylaws, 408.02, 1998).*

**C. Sabbatical Leave**

1. Qualifications - Any member of the faculty of the State Institutions of Higher Learning of the State of Mississippi shall be eligible for sabbatical leave, for the purpose of professional improvement, for not more than two semesters (fall and/or spring) immediately following any twelve (12) or more consecutive semesters of active service in an institution of higher learning of this state where such faculty member is employed or for not more than one semester immediately following any six or more consecutive semesters of such service. Absence on sick leave shall not be deemed to interrupt the active service herein provided for (Miss. Code Ann., Section 37-101-183, as amended).

2. Application - Applications for sabbatical leave shall be made to and approved by the department chair, college dean, and submitted to the Chief Academic Officer for consideration and forwarding to the Institutional Executive Officer for approval and submission to the Institutions of Higher Learning. Applications are initiated at the department level and approved by the dean and CAO. (I revised to include department, dean levels)

NOTE: Specific criteria outlining expected outcomes gained from the leave and benefits to the University are outlined in the Sabbatical Application available online and in the Office of the Provost.

3. Contractual Agreements - Any person who is granted sabbatical leave and who fails to comply with the provisions of such leave as approved by the State Institutions of Higher Learning may have his or her leave terminated by the Board. No person on sabbatical leave can be denied any regular increment of increase in salary because of absence on sabbatical leave.

*Service on sabbatical leave shall count as active service for the purpose of retirement and contributions to the retirement fund shall be continued.*

*In order to provide for the above leaves, the Board shall have power to adopt rules and regulations regarding such leave. In no instance shall leave be granted unless there is a contract providing for continued service, after expiration of the leave, in the college where the faculty member is employed.*

*Every person on sabbatical leave shall enjoy all the rights and privileges pertaining to his or her employment in the Institutions of Higher Learning in which such person is employed, which such person would have enjoyed if in active service during such leave in the position from which such leave was taken (Miss. Code Ann., Section 37-101-183, as amended; IHL Board Policies and Bylaws 408.03, 2008)).*

4. *Compensation -The Board is hereby authorized to make payment of salary, or such part of salary as may be decided for such faculty members who are under contract for academic leaves. No salary is paid by the institution for the period of leave, except under the provisions of sabbatical leave policy. Each person granted sabbatical leave may receive and be paid compensation up to the rate of fifty percent of such person's annual salary. Compensation payable to persons on sabbatical leave shall be paid at the same time and in the same manner salaries of the other members of the faculty are paid (Miss. Code Ann., Section 37-101-183, as amended; IHL Board Policies and Bylaws, 408.03, 2008).*
5. *Benefits – A faculty member on sabbatical leave remains a full-time employee of the institution. Such faculty member shall retain all the rights and benefits including those of retirement, insurance, housing, longevity and other benefits.*
6. *Institutional Quota - No more than four percent (4%) of the full-time, regular faculty of any one institution may be on sabbatical leave during any one semester. (IHL Board Policies and Bylaws, 408.03, 2008)*

**D. Professional Leave**

*Any actively contributing member of the Public Employees' Retirement System who has at least four (4) years of membership service credit and who receives, or has received; professional leave without compensation for professional purposes directly related to the employment in state service shall receive creditable service for the period of professional leave without compensation provided:*

1. *The professional leave is performed with a public institution or public agency of this state, or another state or federal agency;*
2. *The employer approves the professional leave showing the reason for granting the leave and makes a determination that the professional leave will benefit the employee and employer;*
3. *Such professional leave shall not exceed two (2) years during any ten-year period of state service;*

4. *The employee shall serve the employer on a full-time basis for a period of time equivalent to the professional leave period granted immediately following the termination of said leave period;*
5. *The actively contributing member shall pay to the retirement system the actuarial cost as determined by the actuary for each year of professional leave. The member may begin to purchase such service credit at such time as the total eligible additional credit, when added to the member's creditable service, will entitle the member to receive a retirement allowance within five (5) years. The provisions of this subsection are subject to the regulations of the Internal Revenue Code limitations;*
6. *Such other rules and regulations consistent herewith as the Public Employee Retirement System may adopt and in case of question, the Board shall have final power to decide the questions (Miss. Code Ann., Section 25-11-109, as amended). (IHL Board Policies and Bylaws, 408.04, 1998)*

### ***Statement of Academic Freedom***

The university faculty member is a citizen, a member of a learned profession, and a part of the educational institution. When such a professional speaks or writes as a citizen, there should be freedom from institutional censorship or discipline.

The faculty member is entitled to full freedom in teaching, research, service, and in the publication of results, subject to the adequate performance of other academic duties as well as the rights of academic freedom belonging to the university and the students.

### ***Shared Governance***

Shared governance at Jackson State University invites the participation of the faculty, staff and students on matters that directly or indirectly affect the academic environment of the University. These matters include, but are not limited to, curriculum, course content, degree requirements, class schedules, evaluations, discipline and dismissal of faculty/staff/students, faculty/staff/student representation on University decision and policy-making units or bodies, and faculty/staff/student representation on search committees for University administration. Administrators will consider such recommendations and make best efforts to provide timely rationale for any modification or rejection of input received.

The 2010-2011 Jackson State University Faculty Senate in collaboration with the Administration of Jackson State University under the leadership of Interim President, Dr. Leslie Burl McLemore agree that the University Community respectfully shares responsibility for reaching collective decisions on matters of policy and procedure. We also agree that Faculty Governance is inextricably linked to Academic Freedom. Therefore, in the interest of Representation and Procedural Integrity, the University

Administration embraces the Principles of Shared Governance enunciated in the AAUP's 1966 Statement on Government of Colleges and Universities.

Moving forward, the University accepts the Statement on Shared Governance previously accepted under the past administration and adopted by Jackson State University's Faculty Senate.

## SECTION IV FACULTY RESPONSIBILITIES AND ACADEMIC OPERATING PROCEDURES

### **Code of Conduct**

Jackson State University expects ethical conduct of all personnel. The University endorses the 1940 Statement of Principles on Academic Freedom and Tenure of the American Association of University Professors (AAUP), as revised and refined since 1940. The University also endorses the Statement on Professional Ethics of the same organization, insofar as these are not limited by laws or the policies of the Mississippi Board of Trustees of State Institutions of Higher Learning.

In the exercise of professional responsibilities, the faculty member should at all times be accurate, exercise appropriate restraint, show respect for the opinion of others and make every effort when speaking or writing as a citizen to indicate that *he/she* is not an institutional spokesperson. It should be kept in mind that the public may judge the profession and the institution by any statements made by the faculty member.

*[The statement which follows (a revision of a statement originally adopted in 1966) was approved by the Association's Committee on Professional Ethics, adopted by the Association's Council in June 1987, and endorsed by the Seventy-third Annual Meeting.]*

1. Professors, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognize the special responsibilities placed upon them. Their primary responsibility to their subject is to seek and to state the truth as they see it. To this end professors devote their energies to developing and improving their scholarly competence. They accept the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. They practice intellectual honesty. Although professors may follow subsidiary interests, these interests must never seriously hamper or compromise their freedom of inquiry.
2. As teachers, professors encourage the free pursuit of learning in their students. They hold before them the best scholarly and ethical standards of their discipline. Professors demonstrate respect for students as individuals and adhere to their proper roles as intellectual guides and counselors. Professors make every reasonable effort to foster honest academic conduct and to ensure that their evaluations of students reflect each student's true merit. They respect the confidential nature of the relationship between professor and student. They avoid any exploitation, harassment, or discriminatory treatment of students. They acknowledge significant academic or scholarly assistance from them. They protect their academic freedom.

3. As colleagues, professors have obligations that derive from common membership in the community of scholars. Professors do not discriminate against or harass colleagues. They respect and defend the free inquiry of associates. In the exchange of criticism and ideas professors show due respect for the opinions of theirs. Professors acknowledge academic debt and strive to be objective in their professional judgment of colleagues. Professors accept their share of faculty responsibilities for the governance of their institution.
4. As members of an academic institution, professors seek above all to be effective teachers and scholars. Although professors observe the stated regulations of the institution, provided the regulations do not contravene academic freedom, they maintain their right to criticize and seek revision. Professors give due regard to their paramount responsibilities within their institution in determining the amount and character of work done outside it. When considering the interruption or termination of their service, professors recognize the effect of their decision upon the program of the institution and give due notice of their intentions.
5. As members of their community, professors have the rights and obligations of other citizens. Professors measure the urgency of these obligations in the light of their responsibilities to their subject, to their students, to their profession, and to their institution. When they speak or act as private persons, they avoid creating the impression of speaking or acting for their college or university. As citizens engaged in a profession that depends upon freedom for its health and integrity, professors have a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.

### **Intellectual Property Policy (Inventions, Patent and Licensing)**

[http://www.jsums.edu/ordsfr/docs/Intellectual\\_Property.pdf](http://www.jsums.edu/ordsfr/docs/Intellectual_Property.pdf)

### **Academic Integrity**

It is the direct responsibility of faculty to encourage free inquiry and expression and to provide an academic environment in their classrooms and in their contact with students that reflects a high standard of integrity and is conducive to learning.

Pursuant to University faculty obligations and their relationship to academic integrity, faculty are expected to conduct themselves in a professional manner, as summarized below:

1. To meet their classes when scheduled.
2. To be available at reasonable times for appointments with students, and to keep such appointments.

3. To make appropriate preparation for classes and other meetings.
4. To perform their grading duties and other academic evaluations in a timely manner.
5. To inform students of the following either orally, in writing, or by reference to printed course descriptions: the time period in which a student may add or drop a course, the general content and objectives of a course; the methods and standards of evaluation, including the importance to be assigned various factors in academic evaluations and, in advance of any evaluation, the permissible materials or references allowed during evaluation.
6. To base all academic evaluations upon good-faith professional judgment.
7. Not to consider, in academic evaluation, such factors as race, color, religion, sex, sexual orientation, age, national origin, political or cultural affiliation, lifestyle, activities, or behavior outside the classroom unrelated to academic achievement.
8. To respect the confidentiality of information regarding a student contained in University records; and to refrain from releasing such information, except in connection with intra-University business, or with student consent, or as may be permitted by law.
9. Not to exploit their professional relationship with students for private advantage; and to refrain from soliciting the assistance of students for private purposes in a manner that infringes upon such students' freedom of choice.
10. To give appropriate recognition to contributions made by students to research, publication, service, or other activities.
11. To refrain from any activity which involves risk to the health and safety of a student, except with the student's informed consent, and, where applicable, in accordance with the University policy relating to the use of human subjects in experimentation.
12. To respect the dignity of students individually and collectively in the classroom and other academic contexts."

### **Roles of the Faculty Member**

The role of individual faculty members in supporting the mission of the University will depend on the specific missions of their departments or colleges/schools. All faculty members, however, have certain common responsibilities: to commit themselves fully to their teaching obligations, to participate in the development of the programs of their departments and colleges/schools and of the University as a whole, to engage in scholarly



activities, and, as appropriate, to support the University in its goal to render public service.

As scholars and citizens of the University community, all parties must be mindful of their responsibilities to their fellow faculty members, to students, to the University, and to the community and society at large.

### **Full-Time Equivalency**

One full-time equivalency (FTE) for a Jackson State University faculty member is twelve (12) hours undergraduate, or nine (9) hours graduate teaching per semester combined with the other duties required by good academic citizenship. Negotiations between the chairperson and the faculty member may result in replacing part of the teaching component of one FTE by time assigned to research or other activities which contribute to the mission of the University; depending on the nature of the assignment, approval of the dean and/or the *CAO* may be required.

### **Academic Calendar**

The University's official academic calendar is published in the Undergraduate and Graduate catalogs. The calendar is also available on the University Website: <http://www.jsums.edu/prospective.php>

### **Workload**

Members of the faculty are required to perform their position responsibilities a minimum of 30 hours per week to fulfill their obligations to the University. A part of the 30-hour week of general service will be used for teaching, research, university service, student advisement, conference and office hours on the physical campus, class preparation, committee assignments, and departmental/college/school meetings.

### **Teaching Load and Released Time Policy**

The released time policy shall apply to sponsored and non-sponsored research as well as other responsibilities which require dedicated time from the faculty member. In addition, intramural and extramural funded projects should be covered by the released time policy. The granting of released time from instructional duties will be based upon a percentage of the maximum credit hour load which is twelve. The recommended maximum load is as follows:

1. For faculty at the instructor level, 12 hours.
2. For undergraduate faculty at professorial rank, 12 hours
3. For faculty teaching a combination of graduate and undergraduate courses, 9 hours.

4. For faculty teaching graduate courses, 9 hours, with the expectation that part of the load will include supervision of graduate student research.
5. For the department chair who teaches a graduate course, 3 hours, with the expectation that the remaining hours will be devoted to research, service, and administration. The maximum number of hours taught by a department chair without graduate teaching responsibilities is 6 hours.
6. Professorial faculty who teach only in undergraduate programs may receive released time for research or to direct major activities and laboratory/practicum experiences upon request and approval by the department chair.

The rationale for differentiated teaching loads by rank is based upon the research expectations of the faculty. On the instructor level, one is not expected to conduct research on a regular basis given the instructional requirements. However, one is encouraged to conduct research if he or she expects to be promoted. The granting of released time on the instructor level shall be determined by the department chair on a case by case situation.

The research expectation between professorial ranks is based upon the level of productivity between the different ranks. That is a full professor is expected to be more productive than an assistant or associate professor. The rank of full professor is the highest academic rank earned at the University, earned by quality scholarly activity.

The granting of released time is a function of departmental committee input, approval from college and departmental administrators as well as a review of departmental needs. One should expect that every consideration would be given in the rewarding of released time. Within the scope of this policy, it is possible for a person to receive 100 percent released time.

#### Faculty Load: Theses and Dissertations

In addition, faculty engaged in directing theses and dissertations, and who also have a teaching load of 9 hours, the following guidelines should be employed:

1. Major advisor for three master's theses is equivalent to one 3-hour course; and
2. Major advisor for two doctoral dissertations is equivalent to one 3-hour course
3. It is expected that no faculty would supervisor more than three master's theses or two doctoral dissertations at one time. The department chair and/or graduate program director is expected to closely monitor these activities.
4. However, should a faculty member be required to supervise more students than is expected, she/he will be given a reduced teaching load. Financial compensation with not be provided for conducting these activities.
5. Documentation of faculty involvement in theses and dissertations activities must be provided to the Office of the Provost for the release-time to be effected. Documentation includes identification of the students along with a copy of the students' thesis or dissertation prospectus that has been submitted to the Division of Graduate Studies as part of the permanent graduate record.

## **Office Hours**

Members of the teaching faculty are expected to be actively engaged at the work site in position-related responsibilities a minimum of 30 hours per week. A part of these 30 hours of general service will be used for on-campus conference and office hours as well as for class preparation and University assignments. The specific number of office hours required is discipline specific and will be communicated to faculty members by the department chair. Once a schedule of office hours is developed each semester, a copy of it must be submitted to the department chair and posted prominently for students' use.

Faculty members who are engaged in modes of instructional delivery other than traditional classroom instruction (i.e., online instruction, video teleconferencing, etc.) are expected to adhere to the requirements above as are all faculty at the university.

## **Class Attendance**

Students at Jackson State University are expected to give their scholastic obligations first consideration. Regular and punctual attendance is expected of all students in all classes and activities scheduled for credit. Any absence for which a student does not provide the instructor with a written official excuse may be counted as an unexcused absence. When, for any reason, students are absent from class, it is their responsibility to present to the instructor as soon as possible (and not later than five days from date of absence) an official excuse for their absence. An official excuse for absence due to emergencies (e.g. illness, accidents, jury duty) may be obtained from the Division of Student Life. An official excuse of absence does not, in any sense, relieve students from their responsibility to do the course work. When students know in advance that they are going to be absent from class, instructors should be notified and arrangements made to secure assignments.

Students may obtain an official excuse from a class for attendance at officially authorized functions or authorized field trips from the Division of Student Life. Such excuses shall be accepted by the instructor and no penalty shall be imposed provided the faculty/staff sponsor of the trip has provided a copy of the approved Student Affairs Leave Form notifying the instructor of such absences prior to the date of the absence. Students may also be officially excused by the Dean of their College/School for activities related to the college/school.

Instructors are required to maintain attendance records, discuss attendance requirements at the beginning of the course and include the class attendance policy in the course syllabi issued to the student.

Whenever students have been absent without being excused for as many times as correspond to the unit value of the course, (e.g. 3 times for a three semester hour course) such absences may be reported to the Dean of University College for freshmen and

sophomores and to the department chair for juniors and seniors. Both units may wish to confer with the student about class attendance expectations.

### **Grade Reporting**

Faculty members are expected to know all relevant University policies on grading and the grading policy of the school in which the course is offered. In accordance with the guidelines on “Academic Integrity” faculty should “perform their grading duties and other academic evaluations in a timely manner.”

The University’s Office of the Registrar in collaboration with the Office of Academic Affairs provides detailed instructions for the submission of grade rosters by established deadlines. Grades received after the deadline will be considered delinquent.

### **Access to Student Educational Records**

The Office of the Registrar and Records coordinates the registration process and maintains student academic records. This office also provides unofficial and official copies of transcripts to students upon request.

*The Family Education Rights and Privacy Act of 1974 (FERPA)* protects student rights regarding educational records maintained by educational institutions.

### **Academic Honesty**

All acts of academic dishonesty [e.g., cheating on exams, plagiarizing (i.e. presenting another person’s work as one’s own), having another person write one’s paper, making up research data, presenting excuses which are untrue for failing to meet academic and professional standards] are a violation of values, ethics, and University policy, which will entail appropriate penalties.

### **Student Collegiate Code of Conduct**

Jackson State University, in the 2002-03 academic year, adopted a Collegiate Code of Conduct which is designed to enhance students’ success inside the classroom as well as in their campus life. It is intended also to assist with building characteristics which will serve as guideposts for lifelong success, understanding and appreciating differences among diverse groups of people, and ultimately leading to a more harmonious learning environment which fosters respect for others and one’s self.

The tenets for this covenant are:

1. **Integrity**–Respect and embrace the principles of academic honesty.
2. **Philosophy**–Embrace an academic philosophy for positive progress toward competency in goals, critical and logical thinking, and a commitment to excellence.

3. **Class Attendance**–Participate actively in classroom and other learning environments and commit to becoming a lifelong learner.
4. **Diversity**–Celebrate the similarities and differences in our cultures, races, and ethnic origins.
5. **Communication**–Encourage open communication and expression which is guided by respect for others.
6. **Behavior**–Understand that sexual or social harassment will not be tolerated. Always dress for success.
7. **Profanity**–Discourage the use of profanity and offensive actions out of respect for others.
8. **Accountability**–Accept personal responsibility for one’s actions and life choices and realize that embracing negative elements of an unhealthy lifestyle will interfere with success.
9. **Service**–Engage in civic opportunities to share knowledge and skills with local, national, and world communities.
10. **Respect**–Embrace and respect tradition by participating in rituals and observances, especially those that contribute to the history and heritage of the University. Respect others by using cell phones and other electronic devices only in appropriate settings.
11. **Assessment**–Conduct periodic assessments of academic, personal, and career progress. Stay focused on your purpose for being at the University.
12. **Safety**–Be alert to threats to safety and security and inform appropriate authorities of such situations.
13. **Freedom**–Respect the freedom of others to express themselves in matters relating to academic and philosophical opinions.

### **Division of Student Life**

<http://www.jsums.edu/studentlife/>

The Division of Student Life augments and complements the academic and services mission of the University. Its primary purpose is to provide a safe and enriching co-curricular environment that enhances student learning and promotes student development. This Division assists students in the transition to campus life, promotes their personal development during their matriculation and aids students in overcoming emotional, physical, and learning impediments.

### **University Student Judicial System**

<http://www.jsums.edu/studentlife/judicial.html>

The University Judicial System is coordinated by the Division of Student Life. The system is committed to providing a fair and educational process that fosters the highest standards of behavior while promoting a safe environment that respects the rights of all students. In addition, Judicial Services staff members strive to inform the University community of activities and programs, which provide resources and information for those students who are new or challenged in their environment.

The Office of Student Judicial Services receives all referrals regarding alleged violations of the *Student Collegiate Code of Conduct*. Any member of the University community may report or file charges against a student for an alleged violation of the Code of Conduct. Such charges must be filed in writing with the Office of Judicial Services. The Dean of Student Life also reserves the right to initiate or follow-up any investigative leads where there is reasonable belief of possible violations of the Code of Conduct.

### **Students with Disabilities**

<http://www.jsums.edu/ada/documentation.htm>

Students or employees with disabilities are offered a variety of services and resources through the ADA Coordinator for students, and employees, and campus visitors with disabilities. The Office of the ADA Coordinator may be contacted at (601) 979-3704. Students or employees with documented disabilities such as hearing impairments, visual impairments, learning disabilities, and mobility impairments are eligible for services.

ADA may assist with registration assistance, tape recorded texts, testing accommodation, attendants referrals, and academic advice. The ADA Coordinator also works closely with Mississippi Rehabilitation Services (MRS) and other organizations to assist students with disabilities.

According to each student or employee *documented* disability, an attempt will be made to provide *reasonable accommodations* to enhance the individuals' learning and work experiences. Summarized below are some accommodations that are provided to students. It is expected that faculty members will familiarize themselves with these services and communicate them to students and professional colleagues as needed.

**Priority Registration:** Any student with a disability may request early registration. This form of accommodation helps students to select classes in regard to medication schedules and health concerns.

**Extended Time:** Any student with a disability may be granted time and a half on class assignments, and exams. The ADA Coordinator will not request accommodations for untimed test or assignments. It is the student's responsibility to speak with instructors in reference to when assignments must be completed. All assignments are expected to be completed by the end of each semester. When a student needs extended time for test, he/she should confer with the course instructor. If an instructor is unable to comply with extended time, the test can be given in the Office of SSSD. In order for a test to be administered in the ADA Coordinator Office, a test form should be completed 3 days prior to the testing date.

**Consideration for Absence(s):** Any student with a disability, which prohibits class attendance, may be granted consideration for absences. This is only acceptable when absences are due to the disability. Accommodations for each

semester must be requested by the student. The student is still responsible for fulfilling all requirements of the course, and must contact the professor to make arrangements for missed class periods. The student should keep in mind that class attendance is crucial and even though consideration for absences is granted, excessive absences will prohibit the makeup of class work.

**Consideration for Spelling:** Any student with a disability may request consideration for spelling when dyslexia or a visual processing disability is present. If the student has a hand-held spell checker, it may be used in place of consideration for spelling. Both accommodations cannot be used together (one or the other).

**Alternative Test Format:** Any student with a learning disability may request an alternate test format if his/her documentation states that this will be beneficial. Example: short answer test replaces an essay test, or a multiple choice.

**Tape Recorded Textbooks and Other Alternative Formats:** Any student who has a vision, learning, or physical disability can receive assistance with ordering textbooks on tape.

**Readers:** Any student who has a visual impairment or a severe reading disorder can receive readers. This accommodation is usually given to students who receive textbooks on tape. Students who receive readers will take their test in an approved location. A testing accommodation form must be completed 3 days prior to the test date.

**Scribes:** Any student who does not have any use of his/her dominant hand or who has a visual impairment can receive a scribe. Students who receive scribes will take their test in the Office of SSSD. A testing accommodation form must be completed 3 days prior to the test date.

**Scantron sheets;** Students with visual disabilities, severe learning disabilities or severe ADD/ADHD may have difficulty keeping their places on Scantron forms. Students may request an accommodation, which would permit them to answer questions using an alternate method.

**Noise Reduced Room for Testing:** Any student who has an anxiety disorder, severe ADD/ADHD, and those who need testing assistance can receive this accommodation.

**Note Taker:** Students who require note takers are responsible for identifying an individual to serve in this role. The ADA Coordinator may assist upon request.

**Sign Language Interpreters:** Any student who is deaf or has a hearing impairment can request an interpreter. Such arrangements should be made as early as possible in the registration process.

**Accessible Classrooms:** Students who have orthopedic /mobility impairment can request accommodations which make classroom location accessible. A student can request a seat at the front of the class and/or near a door.

**Accessible Housing:** A student with a disability may request certain accommodations for housing in the JSU Department of Housing. Such accommodations may address room location, lowered closet rod, enlarged doors into the room and bathroom, grab bars in the shower and toilet areas, and lowered sinks.

## **Participation in University Events**

### **Freshman Convocation**

While attendance is not required of all faculty members, they are invited to attend the New Student Orientation and Convocation which is held at the beginning of each fall semester. The event is attended by new students and their family members to receive an official welcome and induction into the University community. Opportunities for social interaction with new students and their family are typically provided after the convocation.

### **University Convocations**

Faculty members are expected to participate in the fall opening convocation (i.e. Faculty and Staff Assembly), commencement exercises, Honors Convocation, and Founders' Day convocation. For commencement exercises and the Founders' Day convocation, faculty must dress in academic regalia. Requests for legitimate absences must be presented to the department chair. Faculty is also encouraged to attend other convocations as requested by University officials.

Rental of caps and gowns for convocations and commencement exercises may be made at the University Bookstore.

### **Commencement/Graduation Exercises**

All faculty members and division administrators are expected to participate in commencement exercises and certain officially designated convocations. Academic dress is usually required for all members of the teaching faculty and administrative officers.



## **Textbooks and Supplies, Instructional Materials, and Subscriptions**

Jackson State University is committed to address the nature of costly textbooks and supplemental course materials for its students. The University Textbook Adoption Policy shall serve as a user guide to aid all Custodians of this Policy to adopt affordably priced and appropriate textbooks and supplemental course materials to achieve the objectives of any course. This policy shall be implemented in accordance with Section 133 of the federal Higher Education Opportunity act (HEOA) and the state institutions of Higher Learning Textbook Policy, hereinafter referred to as BP 617.

Jackson State University has set forth guidelines and procedures for the adoption of textbooks and supplemental course materials. The deadlines and procedures shall be followed as prescribed to embrace full compliance of the HEOA of 2008, including the requirement that textbook information (including the ISBNs and prices) be provided to students.

The Higher Education Opportunity act (HEOA) is MANDATORY. Custodians of this Policy must be price conscious and maintain the intended objective of the course. Failure to comply with this Policy, in part or in whole, is a violation of Section 133 of the federal HEOA Textbook Provision of 2008. In the event where there is a violation of the policy, the University incurs costs associated with Custodians who violates this policy; this cost shall be the responsibility of the violator(s).

<http://www.jsums.edu/auxenterprises/>

## **University Photocopying Policy**

As a result of the Copyright Act (Title 17 U.S. C.A. Section 101 et. Seq.), which affects educational institutions, classroom teaching, libraries and users of copyrighted material in general, a detailed policy has been adopted by the University of Pittsburgh.

The following excerpts highlight only the key provisions:

**Copyrighted Material:** According to the Copyright Act, the following may be copyrighted: literary works; musical works, including any accompanying words; dramatic works, including any accompanying music; pantomimes and choreographic works; pictorial, graphic and sculptural works; motion pictures and other audiovisual works; sound recordings; and computer programs. One may therefore assume that almost any form of creative work may be subject to copyright protection. In addition, copyright protection is automatic for unpublished works, as well as for those that are published.

**Photocopying:** Only a single copy of a copyrighted article or a minor part of a work may be made unless written permission to do otherwise has been secured from the copyright holder by the person who makes the copy or requests copying

service. Almost everything copyrighted prior to 1906 is now in the public domain, and multiple copies may be made. Most government documents are in the public domain; however, there are some exceptions. It is appropriate to check for a notice of copyright before making multiple copies of such material.

**Single Copying for Teachers:** A single copy may be made of the following by or for a teacher at his or her individual request for scholarly research or use in teaching or preparation to teach a class:

- a chapter from a book,
- an article from a periodical or newspaper,
- a short story, short essay or short poem, whether or not from a collective work, and/or
- a chart, graph, diagram, drawing, cartoon, or picture from a book, periodical, or newspaper.

**Multiple Copies for Classroom Use:** Multiple copies (not to exceed in any event more than one copy per pupil in a course) may be made by or for the teacher giving the course for classroom use or discussions provided that:

- The copying meets the tests of brevity, spontaneity, and cumulative effects and each copy includes a notice of copyright.

**Music Scores:** Copying for the purpose of performance is not permitted. However, copying is permitted in emergencies to replace University-owned copies that for any reason are not available for an imminent performance, providing purchased replacements shall be substituted in due course.

**Prohibitions:** Copying shall not be used to create or to replace or substitute for anthologies, compilations, or collective works. Such replacement or substitution may occur whether or not copies of various works or excerpts there from are accumulated or reproduced and used separately.

There shall be no copying of or from works intended to be “consumable” in the course of study or of teaching. These include workbooks, exercises, standardized tests and test booklets, and answer sheets and similar consumable material.

Copying shall not:

- substitute for the purchase of books, publishers’ reprints, or periodicals;
  - be directed by higher authority; or
  - be repeated with respect to the same item by the same teacher from term to term, without prior permission from the copyright owner.
- No charge shall be made to the student beyond the actual cost of the photocopying.

## **English Language Fluency**

It is a University requirement that a faculty member is proficient in oral and written communication in the language in which assigned courses will be taught and is authorized to work in the United States under the immigration laws currently in force.

Verification of English Language Fluency may be conducted by the University through standardized testing, oral presentations, and professional development activities.

## **Faculty Development**

The professional competence and productivity of its faculty are the most important measures of a university's quality. In recognition of that fact, Jackson State supports the individual development of its faculty members by encouraging and recognizing academic achievement in teaching, scholarship, and service. Faculty development is the responsibility of the department chair, dean, and CAO, as well as of the individual faculty member.

## **Political Activities**

*Participation by employees of the several institutions of higher learning in various community and public affairs is expected; however, it is expected that time given such activities will not interfere with the regular duties of an employee. Political activities by an employee will not be prohibited at such times as the employee would not be ordinarily required to render services to the institution or if the employee elects to take and the institution grants a leave of absence without pay (Board Policies, 801.11, 1998, 2005).*

Before an employee shall become a candidate for any public office, the same being a salaried position, he/she is required to obtain a leave of absence without pay from the IEO where he/she is employed.

Guidelines governing the use of University facilities and resources for political purposes:

- In correspondence, statement, or other material relating to personal political activity, the University title of a staff employee shall be used only for identification. If such identification might reasonable be constructed as implying either the support or opposition of the University with regard to such personal political purpose or activity, the identification shall be accompanied by an explicit statement that the individuals are speaking for themselves and not as a representative of the University or any of its offices or units.
- The name, insignia, seal, or address of the University or any of its offices or units or a University telephone number shall not be used for personal political purpose or activity.

- University offices shall not be used as a headquarters or office in connection with the organization of personal political activity.
- University equipment, supplies and services (i.e., typewriters, duplicating machines) shall not be used for political purpose or any activity.
- University sites or facilities shall not be used on a regular or continuing basis for organizing and maintaining personal political activities.
- The display or distribution of political materials -- including political posters, notices, hand-bills and banners -- shall conform to campus regulations.
- When undertaking personal political activity in conjunction with other faculty, staff, or students, staff members shall establish clearly the voluntary nature of such activity and maintain the clear separation of personal political activity from education program and from University operations and resources.

### **Consulting and Outside Professional Service**

The policy of the Board of Trustees of State Institutions of Higher Learning and Jackson State University is very clear that outside employment by members of the faculty and staff is permissible ONLY if such employment has been given PRIOR approval by the IEO AND IF such employment in no way interferes with your institutional duties. In addition, individuals may not engage in any business or profession that would in any way compete with a similar business or profession over which the employee would have supervision, inspection, or purchasing authority within the University, since that would create a conflict of interest. While it is recognized that economic pressures may deem it necessary or advisable for individuals to supplement their income through outside employment, approval should be sought and received before such employment begins. Persons who do not receive prior approval are in violation of the University's policy and subject to corrective action. In addition, if it should be determined subsequent to approval that an employee's outside employment does conflict directly or indirectly with the University's mission, the employee will be asked to make a decision as to whether to continue JSU employment or to maintain the outside employment. The intent of this regulation is to ensure that University employees are keeping Jackson State University as their top priority. The University expects nothing less from each staff member. **All employees who are NOT in compliance with the University's policy on Outside Employment may be subject to termination.** (REVISED 2/07/2001)

### **Responsibilities during Campus Emergencies**

Faculty and staff are university leaders and must be prepared to provide leadership in emergency situations. They should understand departmental emergency and building evacuation procedures in the areas where they teach and work. Faculty and staff may be the first at the scene of an incident and are responsible for following standard response

procedures and contacting the appropriate individuals (e.g. Campus Police, department or unit head, immediate supervisor).

Faculty and staff involved in or witnessing an emergency should assess the situation quickly and thoroughly, and use their best judgment when determining how to respond. Campus and departmental emergency procedures should also be followed to report emergencies in a timely manner. If evacuation of a building is necessary, faculty and staff are expected to exercise authority and provide assistance as needed to facilitate the evacuation. They must also be aware of those needing additional assistance during an emergency and should assist the individual(s) or secure assistance for them from first responders or others who may be able to assist.

## **SECTION V**

### **Compensation, Benefits, Employee Leave, Travel and Other Financial Policies and Information**

#### **Salaries and Compensation**

*The Commissioner of Higher Education, after consultation with the Institutional Executive Officers, shall annually develop guidelines for the award of salary increases which shall be approved by the Board.*

*With respect to additional compensation for additional service, the Institutional Executive Officers are hereby empowered to grant and expend institutional funds for additional service. Each institution shall prepare an annual report of additional compensation for additional service and compensation in excess of \$1,000 from outside §400 – 3 employment approved pursuant to Section 801.07 for those employees whose appointment is required to be approved by the Board pursuant to Section 401.0102a. The report shall be submitted to the Board by August 1 for the preceding fiscal year. This report shall include but not be limited to employee name, original contract amount, amount of additional compensation paid, amount of compensation from outside employment, and total compensation for the reporting year. With respect to outside employment approved pursuant to Section 801.08, the report shall include the amount and source of gross income in excess of \$1,000. (BT Minutes, 3/98; 2/2000; 5/2000)*

It is the policy of Jackson State University to consider annually each of its employees for salary adjustments when feasible. Salary adjustments are made as objectively, equitably, and impartially as possible for all concerned. Normally, all such considerations are made in conjunction with the preparation of the budget of the University and will become effective on July 1 of each year. Budgetary allocations are dependent upon legislative appropriations.

#### **Written Employment Contracts**

Acting under appropriate statutory authority and IHL Board Policies and Bylaws, the Board of Trustees hereby empowers the Institutional Executive Officers of the several institutions the authority to approve and execute written contracts on behalf of the Board only with full-time deans, professors, other members of the teaching staff [,] and such categories of full-time administrative employees as designated by the Commissioner in accordance with state law and IHL Board Policies and Bylaws. ALL OTHER EMPLOYEES SHALL BE “AT WILL” EMPLOYEES. Board approval for appointments and promotions is still required as provided within IHL Board Policies and Bylaws 401.0102 Delegation of Authority.

The maximum Board approved contract length is for four years. Written employment contracts are to be maintained on campus in an office designated by the Institutional Executive Officer. The written employment contracts for Institutional Executive Officers,

athletics directors and head coaches are also to be maintained at the Office of the Commissioner. Institutions must obtain prior Board approval to employ, and of the salary of, athletics directors and head coaches before executing an employment contract on behalf of the Board (IHL Board Policies and Bylaws, 801.04, 2009).

Generally, members of the teaching faculty are contracted for a nine-month teaching year of two semesters. Persons who have nine-month contracts will receive their basic salary in nine equal installments or 12 equal installments if the latter is requested. The salary for faculty personnel teaching during the summer will be paid in two installments.

Administrative officers and staff personnel with budgetary responsibility will receive contracts for the fiscal period July 1 through June 30.

### **Federal Funds and Contracts**

*General Policy - Each institution is authorized to apply for federal funds for educational purposes provided that no agency of the federal government shall by virtue of federal contracts acquire any supervisory or administrative control over any institution or any unit or department of any institution. All receipts and expenditures shall be budgeted and reported annually (IHL Board Policies and Bylaws, 706.01, 1998, 2005).*

### **Externally Funded Positions**

*From time to time, the Board authorizes new positions which are to be funded from federal or private sources. In approving these new positions, the Board does not obligate itself or the institution to continue these positions when federal or private funding is exhausted.*

*The intent of the Board is that these positions are temporary and that tenured positions are not to be established in connection with federal or private resources (IHL Board Policies and Bylaws, 801.07, 1998, 2005).*

### **Outside Employment**

*Members of the faculty and staff are permitted to engage in outside employment, provided permission is first obtained from the executive officer of the institution concerned and, provided further, that the executive officer of the institution concerned shall grant permission to engage in outside employment only after having first determined that the said outside employment will interfere in no way with institutional duties of the individual requesting such permission.*

*In addition, such individuals will not engage in a business or profession that would in any manner compete with a similar business or profession over which he or she would have direct supervision, inspection, or purchasing authority within the university or agency, such being a conflict of interest. (IHL Board Policies and Bylaws, 801.08, 1998, 2005)*

## Employee Benefits

The following is intended to be an introduction to the benefits available to JSU faculty and staff and a summary of information regarding selected personnel policies. For further information on University benefits and personnel policies, please visit the Office of Human Resources or its Website: <http://www.jsums.edu/hr>.

It is the intent of the University to provide a comprehensive program of benefits and services to meet employee needs. Full-time employees are eligible for all University benefits. Part-time employees working less than twenty (20) hours per week and/or four and one-half months are not eligible for any University benefits. However, they do qualify for unemployment and worker's compensation.

The following benefits are available to Jackson State University employees. Stipulations regarding employee eligibility may apply.

- Social Security
- Worker's Compensation
- Unemployment Insurance
- Group Health Insurance
- Group Life Insurance
- State Retirement
- State Deferred Compensation Program
- Flexible Benefits/Cafeteria Plan
- Dental Insurance
- Disability Insurance
- Tax Sheltered Annuities
- Tuition Remission
- Undergraduate Tuition Remission

**University Health Center** [http://www.jsums.edu/studentlife/health\\_services.html](http://www.jsums.edu/studentlife/health_services.html)

The Z. T. Hubert University Health Center offers a Health Center Plan for a nominal monthly, payroll-deductible fee. Employees who request services must be on the Health Center's Plan prior to services being rendered.

The Health Center is staffed by physicians, a registered nurse and licensed practical nurses, is open from 8:00 a.m. to 5:00 p.m., Monday through Friday. The Health Center's staff has consultation hours on Monday, Tuesday, Wednesday, and Friday from 9:00 a.m. to 10:00 a.m. and Monday through Friday from 1:00 p.m. to 2:00 p.m.



## **Withholding of Pay**

### **Payroll Deductions**

*No deductions shall be made from the paychecks of employees unless they are required by law, relate directly to institution sponsored insurance or benefits plans or programs, are to satisfy any financial obligation to the institution of employment or are for recognized charities for which the institution has previously granted approval and which directly or indirectly benefit the institution of employment (such as the United Way, American Heart Association and the like).*

*No deductions are allowed for professional association dues, commercial products or ventures or insurance or benefit plans not specifically approved in advance as an authorized benefit provider sponsored by the institution, subject to board approval.*

*These limitations are necessary in order to limit the work load and costs incurred by the payroll-computer services facilities of the institution (IHL Board Policies and Bylaws, 801.13, 1998, 2005).*

### **Garnishments and tax liens**

Upon receipt of a lawful order from a court of competent jurisdiction, the University is required to assess the amount prescribed in that order against the wages or salary of the employee(s) named in the garnishment and/or tax lien proceedings.

## **Leaves of Absence for Professional Development**

### **Upgrading Credentials**

*Any member of the faculties of Alcorn State University, Jackson State University and Mississippi Valley State University shall be eligible for leave of absence to pursue advanced academic training so as to elevate the scholastic qualifications of the faculties of these above-mentioned universities, in line with the requirement of the several accrediting agencies. In no instance shall leave be granted unless there is a contract providing for continued services, after expiration of the leave, in the university where the faculty member is employed.*

*The Board of Trustees of State Institutions of Higher Learning is hereby authorized to make payment of salary, or such part of salary as may be decided, of such faculty members who are under contract for academic leaves (Miss. Code Ann, Section 37-101-181, as amended).*

*Under provisions of the Plan of Compliance (1974), incumbent personnel of each institution will have opportunities to upgrade their employment credentials sufficiently to*

*be promoted and to be offered new positions; leaves of absence are to be made available to minority faculty members for this purpose. (Board Policies, 408.02, 1998)*

## **Sabbatical Leave**

1. *Qualifications – Any members of the faculty of the State Institutions of Higher Learning of the State of Mississippi shall be eligible for sabbatical leaves, for the purpose of professional improvement, for not more than two semesters immediately following any twelve or more consecutive semesters of active service in the institutions of higher learning of this state where such faculty member is employed or for not more than one semester immediately following any six or more consecutive semesters of such service. Absence on sick leave shall not be deemed to interrupt the active service herein provide for (Miss. Code Ann., Section 37-101-183, as amended).*
2. *Application – Applications for sabbatical leave shall be initiated at the department level, approved by the college dean and submitted to the COA for review and consideration prior to submission to the IEO who submit to the IHL Board. The following information must included in the application:*
  - a. Specific benefits to the university*
  - b. Expected student outcomes gained*
  - c. Discipline-specific enhancements*
  - d. Expectations for professional growth and development*

*Upon return to the university, the faculty member must submit a summary report of accomplishments to the department chair, college dean and CAO.*

3. *Contractual Agreements - Any person who is granted sabbatical leave and who fails to comply with the provisions of such leave as approved by the State Institutions of Higher Learning may have his or her leave terminated by the Board. No person on sabbatical leave can be denied any regular increment of increase in salary because of absence on sabbatical leave.*
4. *Service on sabbatical leave shall count as active service for the purpose of retirement and contributions to the retirement fund shall be continued.*
5. *In order to provide for the above leaves, the Board shall have power to adopt rules and regulations regarding such leave. In no instance shall leave be granted unless there is a contract providing for continued service, after expiration of the leave, in the college where the faculty member is employed.*
6. *Every person on sabbatical leave shall enjoy all the rights and privileges pertaining to his or her employment in the Institutions of Higher Learning in which such person is employed, which such person would have enjoyed if in*

*active service during such leave in the position from which such leave was taken (Miss. Code Ann., Section 37-101-183, as amended).*

7. *Compensation – The Board is hereby authorized to make payment of salary, or such part of salary as may be decided for such faculty members who are under contract for academic leaves. No salary is paid by the institution for the period of leave, except under the provisions of sabbatical leave policy. Each person granted sabbatical leave may receive and be paid compensation up to the rate of fifty percent of such person’s annual salary. Compensation payable to persons on sabbatical leave shall be paid at the same time and in the same manner salaries of the other members of the faculty are paid (Miss. Code Ann., 37-101-183, as amended).*
8. *Benefits – A faculty member on sabbatical leave remains a full-time employee of the Board with all benefits and responsibilities continued by law. These rights and benefits include those of retirement, insurance, housing, longevity, and other benefits.*
9. *Institutional Quota – No more than 4 percent of the full-time regular faculty of any one institution may be on sabbatical leave during any one semester.*

### **Professional Leave**

*Any actively contributing member of the Public Employees’ Retirement System who has at least four (4) years of membership service credit and who receives, or has received professional leave without compensation for professional purposes directly related to the employment in state service shall receive creditable service for the period of professional leave without compensation provided:*

1. *The professional leave is performed with a public institution or public agency of this state, or another state or federal agency;*
2. *The employer approves the professional leave showing the reason for granting the leave and makes a determination that the professional leave will benefit the employee and employer;*
3. *Such professional leave shall not exceed two (2) years during any ten-year period of state service;*
4. *The employee shall serve the employer on a full-time basis for a period of time equivalent to the professional leave period granted immediately following the termination of said leave period;*
5. *The actively contributing member shall pay to the retirement system the actuarial cost as determined by the actuary for each year of professional leave. The member may begin to purchase such service credit at such time as the total eligible additional credit, when added to the member’s*

*creditable service, will entitle the member to receive a retirement allowance within five (5) years. The provisions of this subsection are subject to the regulations of the Internal Revenue Code limitations;*

6. *Such other rules and regulations consistent herewith as the Public Employee Retirement System may adopt and in case of question, the Board shall have final power to decide the questions (Miss. Code Ann., Section 25-11-109, as amended). (Board Policies, 408.04, 1998)*

## **Separation from the University**

### **Resignation**

The Institutional Executive Officer of each institution of higher learning is authorized to accept resignations of employees and to determine the effective date of termination of employment. All resignations are to be reported in the monthly personnel reports to the Board, and each report shall give reason for resignation and shall list the institution to which the employee is transferring if such institution is within the state (IHL Board Policies and Bylaws, 801.09, 1998, 2005)

### **Terminal Pay**

Upon termination of employment, each employee shall be paid for unused personal leave as provided for in Miss. Code Ann., #25-3-93, as amended, not to exceed 30 days provided that proper written notice has been given to the department chair in case of voluntary separation.

If an employee dies after accumulating personal leave credit, the wages or salary for the total unused personal leave time shall be paid to the person designated by the employee for this purpose or, in the absence of such designation, to the beneficiary of such employee as recorded with the Public Employees Retirement System.

No payment will be made for accrued major medical leave unless the employee presents medical evidence that his or her physical condition is such that he or she can no longer work in a capacity with the institution. In such case, the employee may be paid for not more than 120 days of earned major medical leave. (IHL Board Policies and Bylaws, 801.10, 1998, 2005)

### **Political Activities**

Refer to the discussion on Political Activities under Section IV-Faculty Responsibilities And Academic Operating Procedures.

## **University Travel**

*General Policy - Travel by staff and faculty members to professional, scientific, and educational meetings for the purpose of the improvement of instruction, for professional*

*advancement, or for official business of the institution shall be encouraged within budgetary limitations of the institutions and subject to the following stipulations (Board Policies, 705.01, 1998).*

<http://www.jsums.edu/businessfinance/policies/TravelAdvances.pdf>

<http://www.dfa.state.ms.us/Offices/PurTrav/Purchasing.htm#TSAccordionHead964807>

1. *Approval of Travel - Travel policies shall be clearly stated by the institutions designating proper officials having responsibility for approval of travel plans (IHL Board Policies and Bylaws, 705.0101, 1998).*
2. *Travel Advances and Reimbursements - All travel advances and reimbursements shall be made in strict conformity with state laws covering official travel, except for requests for reimbursement for taxable meals. Institutions shall not reimburse employees for meals where no overnight stay or rest is required in performance of official duties (IHL Board Policies and Bylaws, 705.0102, 1998).*
3. *Travel outside the continental United States must be approved by the Commissioner on behalf of the Board and meet the requirements as set forth by state statute. No state or federal funds received from any source by any arm or agency of the state shall be expended in traveling outside of the continental limits of the United States until the governing body or head of the agency makes a finding and determination that the travel would be extremely beneficial to the state agency and obtains a written concurrence thereof from the Governor and the Department of Finance and Administration. Therefore, all requests for travel outside the continental United States are to be submitted to the Commissioner for his consideration. The Commissioner shall prepare a monthly report of approvals to be on file at the Board Office. [(Miss. Code Ann., §25-3-41, as amended (IHL Board Policies and Bylaws, 705.0103, 9/90; 1/98; 1/2006)].*

Actual mileage to and from the official duty station while on official business will be reimbursed at the approved rate per mile. Travel itineraries for in-state travel must be approved one week prior to travel.

**Lodging** - Reimbursement for overnight lodging will be made when travel circumstances prevent departure and return travel in one day. Generally an employee is eligible for reimbursement for overnight lodging if the distance one way is greater than 75 miles from his or her duty station. Reimbursement for lodging expenses will be made for the amount actually paid, when supported by a receipt. When an employee has a choice, it is expected that reasonably priced lodging is obtained. Only single room rates are allowable. Unless otherwise approved, all expenses for lodging should be billed to the employee and not the University. The lodging receipt shall be marked paid. Employees are required to secure special, convention and government employee rates when possible.

**Meals** - Employees shall be reimbursed the actual cost of meals incident to official travel, not to exceed daily maximums. Traveling personnel should contact the Office of Financial Services for current meal rates. Reimbursement rates for meals will be according to per diem for areas traveled.

The maximum daily limit is dependent on the city as recorded in the Federal Register. See also [www.dfa.state.ms.us/Purchasing/Travel/ConvertedRates.pdf](http://www.dfa.state.ms.us/Purchasing/Travel/ConvertedRates.pdf). Meal receipts will not be required. Meals for trips inside of Hinds County and counties bordering Hinds County will not be reimbursed unless an overnight stay is required.

**Out-of-State Travel**- Any out-of-state travel by an employee must have prior approval of the department chair and program director, dean, and area vice president. Request for out-of-state travel must be approved two weeks in advance.

Expenses incidental to the travel will be reimbursed by the university if accompanied by a receipt. Examples of such expenses include parking fees, taxi fares and rental car charges. Tips (i.e. gratuities) are not chargeable as a separate item.

**Travel Itinerary** - In-state travel requests must be approved by the respective department chair or director, school/college dean and the appropriate vice president.

Out-of-state travel must include a reasonable estimate of the total cost including travel, lodging and subsistence. Travel budgets are encumbered based on the approved itinerary.

Employees who travel regularly as a part of position responsibilities may file an itinerary form in duplicate for approval for each month in advance.

All travel itineraries should be approved at least two weeks in advance. Expedited requests should occur only in emergency situations.

**Travel Advance** - Where an out-of-state travel request requires a travel advance, the employee is expected to obtain the approval of the immediate supervisor, the area vice president, and IEO. The travel advance is requested utilizing the Travel Itinerary/Travel Advance Form. Stipulations regarding travel advance amounts shall apply.

As soon as the employee returns from the travel, a Travel Reimbursement Form must be completed and the advance settled within ten (10) working days after the end of the month in which the travel is completed.

For additional information, the Office of Financial Services should be consulted.

**Travel Reimbursement or Voucher** - Travel reimbursement form should be submitted to the department chair or director for his/her approval and forwarded to the Office of Financial Services for reimbursement within ten (10) working days after the end of the month in which the travel is completed. An accounting, if any, for travel advance must accompany the travel voucher.

Travel reimbursements that exceed the approved itinerary amount will be returned to the appropriate supervisor for justification and budget confirmation. If the request is for out-

of-state travel reimbursement, the original approval process is required (department chair or director, school/college dean, and the appropriate vice president).

**Rental of Automobiles** - The rental of automobiles for travel within the state is prohibited except when the use of a personal vehicle will exceed the cost of a rental car and a University owned vehicle is not available. Approval to rent an automobile must be secured in advance to making the trip. The rental of automobiles is permitted for out-of-state travel only after the primary destination has been reached, and only if official duties require mobility beyond that which may be accomplished through the use of taxi, city buses, and intra-city railways.

The rental of an automobile should be anticipated and approval obtained before the rental is made.

**Multi-Employee Attendance at Conventions and Meetings** - If more than one employee is attending the same convention or meeting, especially within the state, group travel arrangements are encouraged. When two (2) or more employees travel in one (1) privately owned automobile, only one (1) travel expense allowance at the authorized rate per mile will be allowed for anyone (1) trip.

Mileage rates can be found through the Department of Finance and Administration's website: <http://www.dfa.state.ms.us/Purchasing/Travel/MileageRate.pdf>

**Foreign Travel** – The Institutional Executive Officer MUST approve ALL travel outside of the Continental limits of the United States (Canada, Hawaii, and Mexico) prior to departure. For any state or federal funds to be expended for travel outside the Continental United States, the IEO must determine that the travel would be extremely beneficial to JSU, and a written concurrence from the Governor and DFA must be obtained prior to submitting the request to the Commissioner for consideration.

**Travel Within the City Limits of Jackson** - Employees required to make routine trips within the city limits may receive reimbursements at the approved per mile rate. Only one travel voucher per month is required. A log of these trips indicating the purpose and destination must accompany the travel voucher. The area vice president or other authorized official must authorize the routine use of an employee's personal or other vehicle. The following individuals, departments or offices are authorized to receive reimbursement for travel within the city limits if a University vehicle is not available:

1. Faculty who conduct student teacher visitation
2. Purchasing Department
3. Office of Publications
4. Division of Continuing Education

**Other Expenses** - Additional expenses which will be reimbursed if accompanied by a receipt include:

1. Long distance telephone charges provided the calls relate to official business
2. Postage used for mailing provided the mailings relate to official business.
3. Minor supplies to support the activity engaged in where official business of the University is concerned
4. Equipment repair (University owned) when time constraints prevent the equipment from being repaired through normal procedures.
5. Employees who purchase meals for other officials should charge that cost to a food for person line item.

All University travel is subject to the above policies and procedures, regardless of the source of funds (state, federal, grant, etc.). No voucher for reimbursement will be approved for payment unless the above procedures are followed.



## **SECTION VI: Human Resources/Personnel Policies**

### **Non-Discrimination Policies**

#### ***Equal Employment Opportunity Commission and Affirmative Action Statement***

*The Board shall administer its policies and programs without regard for race, age, sex, religion, national origin, handicapped, or veteran status. The Board has been and remains committed to the maintenance of equal opportunity for all people. Affirmative Action shall be taken to ensure that the Board does not discriminate in any aspect of employment including advertisement, recruitment, selection, promotion, demotion, transfer, compensation, and selection for training.*

*Students are also assured that access to educational opportunities, financial assistance, and social and recreational programs will be free from discrimination (IHL Board Policies and Bylaws, 801.01, 1998).*

- It is the policy of Jackson State University to take affirmative action:
- To recruit, hire, and promote persons in all job classifications without regard to race, color, religion, sex, national origin, age, or physical and mental handicap (except where such handicap renders the person incapable of doing the job);
- To base decisions on employment so as to further the principle of equal employment;
- To ensure that promotion decisions are in accord with the principles of equal employment opportunity by imposing only valid requirements for promotional opportunities;
- To ensure that all personnel actions, such as compensation, benefits, transfers, layoffs, returns from layoffs, University-sponsored training, education, tuition assistance, and social and recreational programs, will be administered without regard to race, color, religion, sex, national origin, age, or handicap; and,
- To employ and advance in employment disabled veterans at all levels of employment.

The University takes affirmative action to admit, teach, grade, discipline, and provide financial aid to, graduate, admit to graduate school, award graduate assistantships and fellowships to, provide fringe benefits to, and assist toward placement, all students, without regard to race, color, religion, national origin, sex, age, or handicap.

This policy is actuated and implemented through the authority of the IEO of the University, derived from the Board of Trustees of State Institutions of Higher Learning in the State of Mississippi.

***Nondiscrimination of Disabled Individuals***

*No otherwise qualified individual with a disability as defined in [29 USCS Section 706 (8)], shall, solely by reason of his/her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. Institutions governed by the Board of Trustees of Institutions of Higher Learning shall promulgate such directives and regulations as may be necessary to carry out this policy (Board Policies, 801.02, 1998).*

Jackson State University, as an educational institution and as an employer, values equality of opportunity, human dignity, and racial/ethnic and cultural diversity. Accordingly, the University prohibits and will not engage in discrimination or harassment on the basis of race, color, religion, national origin, ancestry, sex, age, marital status, familial status, sexual orientation, disability, or status as a disabled veteran or a veteran of the Vietnam era. Further, the University will continue to take affirmative steps to support and advance these values consistent with the University's mission.

*Policy Statement*

Jackson State University is committed to providing for the needs of enrolled or admitted students, employees, and visitors to its campus who have disabilities under the Americans with Disabilities Act of 1990 and Rehabilitation Act.

If you have questions or require accommodation (s) for a medical condition or disability, please contact:

Office of Support Services  
Students and Employees with Disabilities  
Jackson State University  
P. O. Box 17156  
Jackson, MS 39217  
Telephone Numbers: 601.979.3704 (Voice Mail)  
601.979.6919 or 601.979.6918 (Tele-typewriter TTY)  
Web address: [www.jsums.edu/ada](http://www.jsums.edu/ada)

## **Anti-harassment Policy Statement**

It is a violation of University policy for any member of the University community to engage in sexual harassment or to retaliate against any member of the University community for raising an allegation of sexual harassment, for filing a complaint alleging sexual harassment or for participating in any proceeding to determine if sexual harassment has occurred.

## **Sexual Harassment**

### Statement of Policy

It is the policy of the University not to discriminate on the basis of gender in the educational programs and activities that it operates. This prohibition against gender-based discrimination extends to all University educational program, and activities, as well as to admission into such programs and activities.

Sexual harassment is illegal, and will not be tolerated within the University. It is the policy of the University that no member of its community shall sexually harass another. Any employee or student who violates this policy will be subject to disciplinary action up to and possibly including separation from the University.

Members of the University Community who believe that this policy has been violated are strongly encouraged to report the allegations of sexual harassment as promptly as possible. Every written complaint of sexual harassment submitted to the University in accordance with this Policy will be reviewed and investigated. Any employee who reprimands, retaliates against, or discriminates against a person in any way for initiating a sexual harassment inquiry or complaint in good faith shall be subject to disciplinary action up to and including separation from the University.

### Definition of Sexual Harassment

With respect to University employees as well as academic programs and activities, the term "sexual harassment" shall mean unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
2. submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or as the basis for participation in a University program or activity, or status in an academic course; or
3. such conduct is so pervasive or severe that it has the purpose or effect of unreasonably interfering with an individual's work performance or educational opportunity so as to create an intimidating, hostile, or offensive environment.

In determining whether alleged conduct constitutes sexual harassment, the University will look at the totality of the circumstances, such as the nature of the sexual advances

and the context in which the alleged incidents occurred. A determination of the appropriateness of a particular action will be made from the facts on a case-by-case basis.

### Initial Procedures or Actions

The first action which should be taken by an offended person is to inform the alleged harasser that their conduct or advances are not welcome and that such conduct should stop. If this does not remedy the situation, then the offended person should inform and discuss the matter with the offending person's supervisor. In some cases, the problem may be resolved through the chain-of-command without the necessity for a formal complaint. The chain-of-command is the organizational structure which has authority over the person whose conduct is in question. However, employees are instructed to notify the Director of the Office of Human Resources of any allegations of sexual harassment as soon as possible.

### Time of Filing for Formal Complaints

A written complaint must be filed within 30 calendar days following the date of the alleged misconduct.

### Persons to Contact

All complaints of sexual harassment or gender discrimination must be submitted to the University's Director of Human Resources ("HR Director"). For resolution in accordance with these procedures, within 5 business days of receipt of complaints of sexual harassment, the HR Director shall submit to: (1) the Provost all complaints whereby the alleged offender(s) holds academic rank; (2) the Executive Vice President all complaints allegedly committed by an agent(s) or employee(s) of vendors, independent contractors, or others who do business with the University, or by any other non-employee; (3) the Associate Vice President of Student Life all complaints allegedly committed by a student of the University. For resolution in accordance with these procedures, the HR Director shall retain a copy of all allegations of sexual harassment against alleged offenders who are employees.

### Notice to Subject

Within ten (10) business days of receipt of the written complaint, the subject of the investigation must be informed in writing by the appropriate authority of the charges contained in the complaint and shall have the right to, within a reasonable period of time, submit a written response to those charges.

### Hearing Procedure

If a timely written complaint was made and the matter remains unresolved or where either party finds the resolution unsatisfactory, he or she may make a written request for a hearing to the person identified above as having authority over the subject. The person requesting a hearing must agree to disclose any relevant documents to a hearing

committee, although the submitted documents will be treated as confidential to the extent permitted by Mississippi law. The result of the hearing will be a recommendation from the committee to the appropriate administrator. The administrator may accept or deny the recommendation. That decision may be appealed to the President within 10 days of receipt of a written decision of the administrator. A copy of the committee's findings and recommendation will be provided to both parties, and will be forwarded to the President with any appeal.

### Applicability

This Policy Statement is applicable to University employees, students, or other individuals participating in University programs, activities, and contracts. The full Policy against Sexual Harassment and Gender Discrimination is available upon request.

*The detailed Sexual Harassment policy is included as an attachment to this publication.*

### ***Drug-Free Workplace Policies***

*General Policy - This policy statement is intended to express the commitment of the Board to maintaining a drug-free workplace in conformity with state and federal laws as set forth in the Uniform Controlled Substances Law of the State of Mississippi and the Drug-Free Workplace Act of 1988 and Drug-Free Schools and Communities Act Amendments of 1989 (IHL Board Policies and Bylaws, 806.01, 1998).*

## **Employment of Relatives (Nepotism)**

The University follows the following guidelines when considering approval of appointment of the relatives of current employees:

- 1. No individual shall be employed in a department or unit under the supervision of a relative who has or may have a direct effect on the individual's progress, performance or welfare.*
- 2. For the purpose of this policy, relatives are defined as husbands, wives, parents and children, brothers, sisters, and any in-laws of any of the foregoing within the third degree (i.e. husbands, wives, parents, children, brothers, sisters, aunts, uncles, nephews, or nieces).*
- 3. This section does not apply to any employee who shall have been in said department or institution prior to the time his or her kinsman, within the third degree, became the head of said department or institution or member of the board of trustees. Miss. Code Ann., 325-1-53, as amended.*
- 4. An employee who falls within item number three shall have all matters dealing with the individual's progress, performance, welfare, assignment, salary, tenure*

*or promotion decided by the next highest administrative officer upon approval of the Board (IHL Board Policies and Bylaws, 801.03, 1998).*

## **Ethics Policy**

*The Law - The Board of Trustees of Institutions of Higher Learning recognizes that the integrity of Board members, staff, Institutional Executive Officers and employees in the conduct of the public's business should be unquestioned and of the highest order.*

*The Board further recognizes that the Mississippi Legislature has declared its intent that public officers comport themselves in a manner which is above question through the adoption of Miss. Code Ann., #25-4-101, et seq., which states:*

*The legislature declares that elective and public office and employment is a public trust and any effort to realize personal gain through official conduct, other than as provided by law, or as a natural consequence of the employment or position, is a violation of that trust. Therefore, public servants shall endeavor to pursue a course of conduct which will not raise suspicion among the public that they are likely to be engaged in acts that are in violation of this trust and which will not reflect unfavorably upon the state and local government.*

*And pursuant to Miss. Code Ann., #25-4-105 (1), which states:*

*No public servant shall use his official position to obtain pecuniary benefit for himself other than that compensation provided for by law, or to obtain pecuniary benefit for any relative or any business with which he is associated.*

*Therefore, the Board adopts as its policy that Board members, Board staff, Institutional Executive Officers and all employees of the various institutions of higher learning shall observe the ethics law (IHL Board Policies and Bylaws, 1201.01, 1998).*

*The formal policy of this Board applicable to all Board members is as follows:*

- 1. In this regard, Board members shall advise the executive office of the Board of any interest in any banking institution or other enterprise likely to do business with the executive office so that the appearance of impropriety can be avoided.*

*Should such interest in a banking institution or other enterprise be created or acquired by any Board member in the future, then notice will immediately be given to the executive office.*

2. *In addition, the Board further adopts as its policy that no Board member or Board member's spouse, dependent child or parent shall serve on any board of directors of any banking institution or other enterprise with which the executive office does business or own any interest in said business or receive any income from said business.*
3. *In addition, Board members shall be prohibited from having an interest in a contract with IHL or the universities during their term of office or within one year after termination of their office.*  
(IHL Board Policies and Bylaws and Bylaws, 1201.0101, 1998)

*Executive Officers and Personnel* - *The Board further adopts as a policy and directs that each institution of higher learning which has been entrusted to this Board shall adopt and publish a policy that:*

1. *All officers and all employees making or having the responsibility for financial decisions involving the expenditure, safekeeping or investments of funds of all institutions shall advise the Institutional Executive Officer of any interest in any banking institution or other enterprise likely to do business with the institution so that the appearance of impropriety can be avoided. Should such interest in a banking institution or other enterprise be created or acquired by any officer or any employee in the future, then notice will immediately be given to the Institutional Executive Officer.*
2. *No officer or employee making or having the responsibility for financial decisions involving the expenditure, safekeeping or investments of funds, or spouse, dependent child or a parent of such officer or employee shall serve on any board of directors of any banking institution or other enterprise with which the institution does business or has a material financial interest in said business.*
3. *All officers or employees shall be prohibited from being a contractor, subcontractor or vendor with the governmental entity of which he is a member, other than his contract of employment, or have a material financial interest in any business which is a contractor, subcontractor or vendor with the governmental entity of which he is a member.*  
(IHL Board Policies and Bylaws, 1201.0102, 1998)

*Bids for Depository Contracts* - *Public bidding shall be utilized to obtain all depository contracts for the Board executive office and for all institutions which have been entrusted to this Board. At least three written bids for such services shall be obtained (Board Policies, 1201.0103, 1998).*

*Decorum* - *Board members, Board staff, Institutional Executive Officers, Chief Financial Officers and employees of all institutions which have been entrusted to the Board shall use every effort to avoid even the appearance of impropriety or conflict of interest*

*regardless of whether or not the activity involved might be permitted under the Ethics in Government Act or the provisions of Mississippi Constitution Section 109 (IHL Board Policies and Bylaws, 1201.0104, 1998).*

*Individual Responsibilities -In addition to the provisions of the foregoing policies by which the Board and the institutions undertake to minimize the incidence of conflicts of interest, be advised that the ultimate responsibility, civil or criminal, remains with the individual member, office or employee to see that such violations do not occur and that Miss. Code Ann., #25-4-105 contains additional provisions to be followed These policies are merely a supplement to the conflict of interest laws (IHL Board Policies and Bylaws, 1201. 0105, 1998).*

### **Contracting Authority**

*The Institutional Executive Officer of each institution, or a designee as evidenced in writing, is authorized to sign all other official documents for and on behalf of the institution for which he or she is responsible. Anyone who signs a contract without authorization is subject to disciplinary action, up to and including termination (IHL Board Policies and Bylaws and Bylaws, 707.02, 1990; 1998; 2005).*

At JSU only the IEO and other executive leaders have signature authority, unless that authority has been specifically delegated pursuant to the JSU Contract Signature Authority Policy. These delegations are limited to specific contract types and dollar amounts. Please refer to this policy whenever you have a question about the appropriate administrator to approve a contractual relationship. If you do not have authority delegated under this policy, you are not authorized to enter into contractual relationships on behalf of JSU. Failure to follow university policies on contracts may result in an employee's loss of insurance coverage and personal liability.

Those who contract with a state agency can only do so through compliance with University policy.

### **Identification Cards**

All administrators, faculty, staff and students are required to carry their ID cards with them (preferably cleared displayed) while on the JSU Campus. The card should be presented to authorized University officials upon request.

Identification cards are issued at no charge to employees through the I. D. Center. These cards are used for identification purposes on and off campus. Employees are required to return the identification card to their immediate supervisor upon termination of employment with Jackson State University.



## **Access to Employee Personnel Files**

A personnel file will be established and maintained in the Office of Human Resources for each employee. All pertinent information such as application forms, job description, performance evaluations, salary data, commendations, references, and disciplinary notices will be retained in this file. This information will be kept confidential. Newly hired employees will be required to complete an Employee Data Form which will be used for personnel purposes. This form will become part of the personnel file. The Office of Human Resources has ultimate discretion to determine what documents should go into each employee's personnel file.

All personnel inquiries should be referred to the Office of Human Resources. No information will be released on oral requests without written authorization. The Office of Human Resources will only release the dates of employment and the last position held.

Employees upon reasonable advance notice may review their own personnel file at any reasonable time during normal office hours.

## **Immigration Requirements for Work Authorization**

Jackson State University is required by the Board of Trustees of State Institutions of Higher Learning and the United States Department of Justice, Immigration and Naturalization Service to provide the age, birth date and citizenship of all personnel employed. A new employee must provide the Office of Human Resources with an original social security card, and a second form of identification. All aliens must present a United States Passport, Certificate of United States Citizenship, and Certificate of Naturalization, unexpired foreign passport with attached Employment Authorization, or Alien Registration Card with photograph. No employee will be allowed to work if he/she does not have the appropriate documents for employment authorization.

## **Family Leave**

To be eligible for family medical leave, an employee must have been employed by Jackson State University at least 12 months and must have worked at least 1,250 hours (approximately 24 hours per week) over the previous 12 months.

## **Federal Family and Medical Leave Act of 1993**

The U.S. Department of Labor's Employment Standards Administration, Wage and Hour Division, administers and enforces the Family and Medical Leave Act (FMLA) for all private, state and local government employees, and some federal employees. Most

Federal and certain congressional employees are also covered by the law and are subject to the jurisdiction of the U.S. Office of Personnel Management or the Congress.

The law contains provisions on employer coverage; employee eligibility for the law's benefits; entitlement to leave, maintenance of health benefits during leave, and job restoration after leave; notice and certification of the need for FMLA leave; and, protection for employees who request or take FMLA leave. The law also requires employers to keep certain records.

Covered employers must grant an eligible employee to a total of 12 work weeks of unpaid leave during any 12-month period for one or more of the following reasons:

- for the birth and care of the newborn child of the employee;
- for placement with the employee of a son or daughter for adoption or foster care;
- to care for an immediate family member (spouse, child, or parent) with a serious health condition; **or**
- to take medical leave when the employee is unable to work because of a serious health condition.

### **University Holidays**

The recognized holidays for which all University employees will be compensated are:

Martin Luther King's Birthday  
Good Friday  
Memorial Day  
Fourth of July  
Labor Day  
Thanksgiving holidays (Thursday and Friday)  
Christmas Eve through New Years' Day: (December 24 through January 1 inclusive).

The following legal holidays will be recognized by the Post Office employees:

New Year's Day  
Washington's Birthday  
Memorial Day  
Fourth of July  
Labor Day  
Columbus Day  
Veteran's Day  
Thanksgiving Day  
Christmas Day

*\*Please note that additional holidays may be designated by the IEO.*

## **Campus Safety**

Each member of the Jackson State University campus community has a role in campus emergency preparedness and response. Specific responsibilities to manage and direct emergency activities are pre-assigned to designated individuals according to the emergency management plan. All students, staff and faculty are expected to be familiar with emergency procedures established by university or department policy.

### **Roles and Responsibilities**

University administrators (i.e. the President, Provost, Vice President, Associate and Assistant Vice Presidents, Deans, Unit Heads, and Department Chairs) are responsible for providing overall guidance to the development of emergency and safety management plans for their areas of responsibility.

Administrators, faculty and staff are university leaders and must be prepared to provide leadership in emergency situations. They should understand departmental emergency and building evacuation procedures in the areas where they teach and work. Each may be the first at the scene of an incident and is responsible for following standard response procedures and contacting the appropriate individuals (e.g. Campus Police, department or unit head, immediate supervisor).

University leaders (i.e. administrators, faculty and staff) involved in or witnessing an emergency should assess the situation quickly and thoroughly, and use their best judgment when determining how to respond. Campus and departmental emergency procedures should also be followed to report emergencies in a timely manner. If evacuation of a building is necessary, university leaders are expected to exercise authority and provide assistance as needed to facilitate the evacuation. They must also be aware of those needing additional assistance during an emergency and should assist the individual(s) or secure assistance for them from first responders or others who may be able to assist.

### **Campus Police**

The Public Safety department is responsible for the general welfare, protection, and security of the students and faculty. In this respect, it is particularly concerned with the enforcement of campus regulations governing the parking of automobiles and traffic violations; the maintenance of sound security measures of properties belonging to the University and the enforcement of rules governing standards of conduct.

When a crime is committed, call the JSU Department of Public Safety at 979-2580. The campus is protected by police and security officers at all times.

## **Lawsuits (Legal Matters)**

1. *Communications - All communications between the Justice Department or other federal officials or any attorney or attorneys representing actual or potential litigants against the Board shall be conducted only by a designated attorney for the Board and the aforesaid officials or attorneys. Any attempt by such persons to communicate with the officials of the Board should be referred to the Commissioner. All employees of the several institutions are expected to comply with this order (IHL Board Policies and Bylaws and Bylaws, 1101, 1998.*
  
2. *Service of Process*
  - A. *State Court Actions - The Mississippi Rules of Civil Procedure provide that service of process on the State, its officers or institutions is made by delivering a Summons and Complaint to the Attorney General of the State of Mississippi by the sheriff or a process server. Delivery by mail is not authorized and delivery to any individual other than the Attorney General (or a duly authorized Deputy Attorney General) will not suffice. Therefore, anyone attempting to deliver a Summons and Complaint in a state court action involving the Board of Trustees, an individual Trustee in his or her official capacity, the Commissioner in his official capacity, a university, or an IHL or university employee, in their official capacities, should be advised that service cannot be accepted by anyone other than the Attorney General (or a duly designated Deputy Attorney General) at the Office of the Attorney General.*
  
  - B. *Federal Court Actions - The Federal Rules of Civil Procedure provide that service upon a state or other governmental organization shall be effective by delivering a copy of the Summons and Complaint to the chief executive officer or by serving the Summons and Complaint in the manner prescribed by state law, i.e., delivery to the Attorney General (or a duly designated Deputy Attorney General).*
  
  - C. *Reporting - Any attempted or actual service of process on any IHL party shall be immediately reported to the Universities Division of the Office of the Attorney General or the IHL Office of Risk Management and university Counsel. Original documents served on an IHL party should be date stamped showing date of receipt and the name of the person receiving same. These documents should be immediately forwarded to the universities Division of the Office of the Attorney General or to the IHL Office*

*of Risk Management (IHL Board Policies and Bylaws, 1102, 1998).*

- D. *Non-Litigation Matters – With the exception of notices required pursuant to the Mississippi Tort Claims Act, service of process for matters not before a state or federal court, such as public records requests, may be submitted to JSU’s Office of General Counsel. EEOC charges will be submitted to the Office of Human Resources*

## **SECTION VII: RESEARCH ADMINISTRATION**

<http://www.jsums.edu/ordsfr/sponsored.htm>

The Office of Sponsored Programs (OSP) is the centralized unit charged to coordinate research and sponsored program activities campus-wide. The Office strives to maintain a supportive environment for research and scholarly endeavors, and encourages the faculty and staff to seek external funding to support the mission of the university and to explore alternative means to advance their professional interest. The following policies and services are available to faculty to assist them in their scholarly productivity.

Rights, Roles, and Responsibilities of Research Investigators

<http://www.jsums.edu/ordsfr/compliance/compliance.htm>

Research and Other Sponsored Projects

<http://www.jsums.edu/ordsfr/sponsored.htm>

Protection of Human Subjects in Research

<http://www.jsums.edu/ordsfr/research/forms/forms-applications.htm>

Laboratory Animals in Biomedical Research or Teaching

<http://www.jsums.edu/ordsfr/research/forms/forms-applications.htm>

Definition of Conflict of Interest

<http://www.jsums.edu/gadmapp/ConflictofInterestRequirements.pdf>

[http://www.jsums.edu/ordsfr/docs/Conflict\\_of\\_Interest.pdf](http://www.jsums.edu/ordsfr/docs/Conflict_of_Interest.pdf)

Conflict of Interest - Research/Teaching

[http://www.jsums.edu/ordsfr/docs/Conflict\\_of\\_Interest.pdf](http://www.jsums.edu/ordsfr/docs/Conflict_of_Interest.pdf)

Conflict of Interest – Consultants

<http://www.jsums.edu/businessfinance/JSU.consultant.policy.OGC.pdf>

Conflict of Interest – Employees

<http://www.jsums.edu/hr/empprocedures.htm#rel>

Patent Rights and Technology Transfer

[http://www.jsums.edu/ordsfr/docs/Intellectual\\_Property.pdf](http://www.jsums.edu/ordsfr/docs/Intellectual_Property.pdf)

Intellectual Property Policy

[http://www.jsums.edu/ordsfr/docs/Intellectual\\_Property.pdf](http://www.jsums.edu/ordsfr/docs/Intellectual_Property.pdf)

The Researcher

<http://www.jsums.edu/RESEARCHER/submissions.php>

University Press

<http://www.upress.state.ms.us/>

Lawsuits (Legal Matters)

<http://www2.jsums.edu/policies/showpolicy.cfm?id=10041>

Ethics Policy

<http://www.jsums.edu/ogc>

## **SECTION VIII UNIVERSITY ACADEMIC RESOURCES AND SERVICES**

### **Libraries**

**H.T. Sampson Library**      <http://sampson.jsums.edu/screens/OPAC.html>

The H. T. Sampson Library serves as the main library for Jackson State University. Within the library, individual study carrels, group study rooms, an auditorium, and conference rooms are available for meetings by reservation. A computer commons offers access to major databases and other online resources, in addition to providing a workspace for students and faculty. An electronic classroom is also available by reservation for group training.

The H. T. Sampson Library is organized as follows:

#### Administration

The Dean of Libraries provides resources in support of the mission, goals and objectives of the University.

#### Readers' Services

The Readers' Services Division is comprised of four departments: Circulation, Periodicals, Reference and Government Documents.

#### Technical Services

This division selects, acquires, indexes and processes materials and resources that will enhance instructional and research programs and support recreational reading for the campus community. The Acquisitions and the Cataloging departments comprise this division.

#### Special Collections/University Archives

This division collects, preserves, and organizes records, documents, reference sources, and other relevant materials pertaining to the growth and development of Jackson State University. Begun in 1947, this collection includes among its resources the official records of the University including information about university executive officers, administrative officers, and academic units.



## Automation

Library Automation assists in planning, designing, implementing and providing technical support for automated systems and network linkages throughout the library. The staff of this division also develops and conducts training for library personnel and the public.

## **Auxiliary Departments**

The Information Services Library, located at the Universities Center, is a satellite library that provides academic support services, census data and other reference Information Services to the general public. The Information Services Library was created in the spring of 1989 by the merger of the State Institutions of Higher Learning's Resource Center, the Universities Center's Library, and Jackson State University's Library.

## **Departmental Libraries**

**Library Technology** offers access to library holdings and resources from campus as well as from remote location and may be accessed from the library website at <http://sampson.jsums.edu>. In addition to the online public access catalog (OPAC), other electronic resources include indices, abstracts, full text journal articles, and online books.

**Health Sciences Library**, located in the Jackson Medical Mall, this library supports the College of Public Services as well as some of the special programs located in the Medical Mall.

**Cleopatra D. Thompson Curriculum Center Library**, housed in the College of Education and Human Development, provides the information and resources that complement the study of teacher education programs.

**Library Website** (<http://sampson.jsums.edu>) serves as the portal to electronic and other library resources.

**Wireless internet access** is accessible throughout the facility.

**Information Literacy (IL) Instruction** consists of identifying, locating, evaluating, and using resources provided through formal classroom lectures, as well as through individualized instruction. Electronic and printed guides, handbooks, pathfinders and bibliographies are also provided to patrons.

## Computing Environment

### Academic Information Technology <http://oim.jsums.edu/show.asp?durki=100>

The Academic IT (AIT) supports and enhances academic activities of the University by identifying and pursuing opportunities provided by applications of technology to education and research. This division serves as a liaison between the Office of Information Management and the University's academic units.

Areas of technology utilization emphasis consist of teacher-student interaction capabilities within classrooms, computer labs, resource centers both local and remote. Facets of utilization include, content presentation using the technology, communications outside the classroom, assessment of effectiveness, and records keeping.

Academic IT provides support through the following units:

- [Open Access Computer Lab Services](#)
- [Faculty Development Center](#)
- [Training Center](#)

### WebCT Course Management System <http://www.jsums.edu/dl>

WebCT (Web Course Tools) is a Course Management System (CMS) that enables faculty to manage an online teaching and learning environment. WebCT suite of tools can be used to supplement traditional instruction or to deliver complete online courses. All authorized faculty at JSU have access to WebCT. To learn more about WebCT visit the [Training Center](#) website.

### Creating Your NetID <http://www.jsums.edu/dl>

In order to access the University WebCT and library services, faculty must use a valid NetID.

### *Turnitin* Plagiarism Prevention Software <http://oim.jsums.edu/show.asp?durki=100>

Jackson State University has adopted *Turnitin* Plagiarism Prevention Software. Faculty can submit electronic papers to the *Turnitin* software for review. *Turnitin* compares the papers to multiple online resources (articles, periodicals, newspapers, other papers in *Turnitin* database, books, etc.) and returns an Originality Report. The Originality Report shows instructors what portion of a student paper matches text taken from other sources. Access to the *Turnitin* software is provided to all authorized faculty. To obtain an account please contact Academic IT.

### Academic Information Training Technology Training Center (AIT) <http://oim.jsums.edu/show.asp?durki=66>

The Academic Information Technology (AIT) Training Center is the primary source for instruction in the use of technology. To accomplish this, the center solicits input from the University community as to the training needs of faculty and staff technology users', formulates course offerings, identifies and recruits instructors, publishes course offering schedules, and provides for instruction in various presentation locations. In addition, one-on-one training is provided as needed to familiarize incoming staff with University software applications required at the workplace.

**Computing and Communications** <http://oim.jsums.edu/show.asp?durki=113>

This unit oversees the development of policies and procedures for communications support services including phone and network, and operations, as well as campus-wide server administration. The area is also responsible for researching system changes to determine effects on customers and to ensure no disruption in service, analyzing university activities and operations, and providing network recommendations to satisfy the University's business objectives, and to support the University's growth.

**Technology Help Desk** <http://oim.jsums.edu>

The Office of Information Technology (OIT) Help Desk is a Web-based Help Desk Support Services Center. It offers an on-line self-service feature or end-user service that allows JSU users to enter service requests and check the progress of their service requests. The Request for Technical Support Staff form can also be printed from the Information Management Resources page.

Contact the Help Desk Coordinator at 601.979.2069 (voice), fax at 601.371.9146, or e-mail at [oithelpdesk@jsums.edu](mailto:oithelpdesk@jsums.edu).

**Purchasing a Computer**

<http://oim.jsums.edu/show.asp?durki=551&site=25&return=113>

The Office of Computing and Communications has developed a standard guide to assist faculty, staff, and administration in selecting computer hardware and software that's supported by Information Technology. The suggested items were carefully researched and selected to reduce the cost of administrative computing at Jackson State University. The intent is to create a stable, standardized, manageable, and cost effective computing platform to run administrative computer applications.

## Academic Centers and Service Units

### Center for Service and Community Engaged Learning

<http://www.jsums.edu/studentlife/cssl.html>

As a graduation requirement, each JSU student must complete at minimum of 120 service-learning hours. The Center coordinates the placement of interested students and employees in community sites to perform community service (volunteerism) or service learning (academic internship and enrichment). Students may also secure placements on their own with approval from the *Center for Service and Community Engaged Learning*. It is strongly recommended that students participate at approved sites which are publicized (1) in the *Center for Service and Community Engaged Learning*, (2) on the Division of Student Life web site; (3) by visiting ***Tigers to Work*** located on the Career Services web site, and (4) the **1800volunteer.org** web site, hosted by the Mississippi Commission for Volunteer Services.

### Mississippi Learning Institute (MLI) <http://www.mlims.net>

MLI promotes systemic change to raise student achievement at all levels. Its current partnerships provide year-round, high-quality professional development to both in-service and pre-service teachers to impact classroom instruction. The MLI works closely with the America Reads Mississippi program which provides full-time literacy tutors for public schools in the district.

### Mississippi Urban Research Center (MURC) <http://www.murc.org>

MURC is housed in the Jackson Medical Mall, and operates as an entity of the JSU Office of Research Development and Federal Relations. The Center consists of a projects unit and a Production Center.

Using multidisciplinary approaches and diverse research methods, MURC provides a structure and setting for conducting research, analyzing public policies and managing research data. The Center serves as a clearinghouse for dissemination of research data on pressing urban life issues in the areas of health, crime and violence, alcohol and other drug abuse, urban education and urban policy. MURC also examines and analyzes these data to make projections regarding policies and initiatives which impact urban life. Relevant data is provided to urban planners, policymakers, service providers, educators and community leaders. Additionally, the Center develops and offers behavioral intervention models, instructional programs, forums, conferences and workshops.

### Center for University Scholars <http://www.jsums.edu/scholars/>

Established in 2003, the Center for University Scholars facilitates the integration of scholarship, teaching and learning among Jackson State University's faculty. Annually, the Center awards fellowships, travel grants and graduate assistantships to scores of

faculty members and impacts the entire university community with its programs and services. The Center for University Scholars is a unit within the Office of Academic Affairs and Student Life.

The University Scholars Program nurtures research and scholarship by tenure-track faculty members and encourages submission for publication in peer-reviewed journals. Specifically, the program competitively awards grants to fund research activities; provides graduate assistants to facilitate research; requires participants to work with mentors and participate in group meetings and provides opportunities for presentation of research through travel grants and a mandatory campus symposium. Participants devote themselves full time to their research project and submit their manuscripts for their research projects to the Center.

Previous Summer Scholars have examined the potential for particular plant extracts to inhibit the growth of human breast cancer cells, the uses of hybrid iterated function systems to more accurately model natural objects, the relationship between incidents of depression in parents and children and childhood obesity, explanations for wage differentials between African-American men and women, patterns of federal judicial decision-making on pregnancy-related matters, the relationships between multi-party electoral systems and electoral volatility and mothering effects in a Dorothy West novel.

#### **Testing and Assessment Center**

Testing and Assessment administers local, state, and national standardized examinations, surveys, and provides computer-based testing for the College Level Examination Program (CLEP).

#### **Division of International Studies**

<http://international.jsums.edu>

It is the goal of this division is to promote educational programs and activities that will enable faculty, students and staff to participate successfully in a global society. Such programs and activities include the following:

- Emphasizing the study of different cultures and social systems throughout our academic programs.
- Expanding international collaborative agreements and exchanges in order to enhance instructional, research, and service programs.
- Making policy and organizational changes designed to simplify and encourage the internationalization of programs.

#### **Office of Public Safety and Parking**

<http://www.jsums.edu/publicsafety>

Public Safety is responsible for the general welfare, protection, and security of the students and faculty. The department provides protective services to the University through its corps of armed police officers and security personnel. Annual parking

permits and visitor parking permits are provided through the Office of Public Safety. Officers are on duty at all times. For emergency response, the Department of Public Safety can be contacted by dialing: 601-979-2580.

## **Other Helpful Links**

**University Press**

<http://www.upress.state.ms.us>

**Shuttle Services**

<http://www.jsums.edu/fcm/transportandfleet.htm>

**Dining Services**

<http://www.jsums.edu/~jsudining>

**Postal Services**

<http://www.jsums.edu/auxenterprises>

**Recreation Services and Wellness Program**

<http://www.recservices.jsums.edu>

**Counseling and Psychological Services**

<http://www.jsums.edu/studentlife/lncps.html>

**Office of Institutional Advancement**

<http://www.jsums.edu/oia>

**Office of Public Relations**

<http://pr.jsums.edu/show.asp?durki=255>

## **Attachment A**

### **Promotion and Tenure Guidelines**

To ensure that the most up-to-date information is accessible to the reader, a link to the online document is provided below.

<http://www.jsuums.edu/jsuoaa/promotion-and-tenure.pdf>

## **Attachment B**

### **Tenure and Promotion Appeals Committee and the Appeals Procedure**

#### **I. Responsibility of the Committee**

The Tenure and Promotion Appeals Committee shall hear appeals by faculty from a negative recommendation of the Chief Academic Officer regarding promotion and/or tenure.

#### **II. Composition of the Committee**

- A. The Committee shall be composed of one (1) faculty member from each college with 24 or less tenure-track teaching faculty members and two (2) faculty members from each college with 25 or more tenure-track teaching faculty members.
- B. The Committee, when possible, shall be composed of tenured, full professors.
- C. The Committee members shall be selected by a vote of faculty of the college. The Faculty Senate shall establish the criteria and procedures for election of the committee members.
- D. The presence of 50% of the committee members at any meeting will constitute a quorum.
- E. Individuals serving on the departmental, college or university tenure and promotion committees shall not be eligible for service on the committee if they were part of the review process of the faculty member appealing a decision.

#### **III. The Appeal Procedure**

- A. The request for an appeal shall be in writing and addressed to the chair of the Tenure and Promotion Appeals Committee with a copy to the Chief Academic Officer. If a chair has not been selected at the time of the written request, the Provost will forward a copy of the request to the chair when he/she is appointed.
- B. The request will specify the grounds upon which faculty member contended that the negative decision was impermissibly based.



- C. The request shall include a clear and concise statement of facts that support the faculty member's contention.
- D. The Tenure and Promotion Appeals Committee shall schedule a hearing within 10 work days of the receipt of the request for an appeal.

#### **IV. The Hearing Procedure**

- A. The hearing shall be conducted informally and in private.
- B. The Committee members, the aggrieved faculty member, the CAO or designee, the advisor for the aggrieved faculty, the adviser for the respondent(s), the Director of Human Resources as recorder, General Counsel for the University and such witnesses as may be called are the only people that may attend the hearing.
- C. The Committee may consider only such evidence as is presented at the hearing. Documents to be submitted for consideration at the hearing should be submitted at a time prior to the hearing date to allow the parties and the Committee an opportunity for advanced review. Such documents will be submitted to and kept by the Office of Academic Affairs to safeguard confidentiality.
- D. Committee members may question the witnesses, the aggrieved faculty member, the CAO or designee. The aggrieved faculty member, the respondent, and the CAO or designee may question the witnesses.
- E. Upon the request of the Committee, if the faculty so consents, the University must provide all portions of the candidate's completed tenure or promotion package, including any and all written statements, evaluations, or reports by the candidate and administrative officers above him or her that are part of the review process.
- F. All documentary evidence submitted by the University, the Tenure and Promotion Appeals Committee or the candidate may be examined by the University representative and the candidate.
- G. The candidate shall not, however, have access to the confidential statements from outside reviewers.
- H. All testimony of the witnesses shall be recorded and such recording shall be preserved in the Office of Human Resources for no less than three (3) years.

## V. The Hearing

- A. The hearing shall begin with the faculty member's presentation of his/her contentions, which shall be limited to those grounds specified in the faculty member's request for a hearing. When the faculty member has concluded this presentation, the Tenure and Promotion Appeals Committee or panel thereof shall recess to consider whether the presentation made by the faculty member is sufficient to warrant the continuance of the proceeding. If it determines that the contention has not been established, it shall notify the parties to the hearing and terminate the proceedings. If the committee or panel determines that the faculty member's contention has been established, it shall reconvene the hearing. The designated officer for the administration may then present rebuttal to the faculty member's contentions, or such proof as she/he desires to offer, including his or her own testimony, in support of the decision not to recommend for tenure or promotion.
- B. At the end of the hearing, the Tenure and Promotion Appeals Committee shall consider the matter in executive session.
- C. If the Tenure and Promotion Appeals Committee determines that the contention of the faculty member has not been established, it shall, by simple unelaborated statement, notify the faculty member, the IEO, and the CAO within ten (10) work days of the hearing.
- D. If the Tenure and Promotion Appeals Committee determines that the contention of the faculty member has been satisfactorily established, it shall notify the faculty member, the IEO and the CAO by a written report containing the committee's findings and recommendation within ten (10) work days of the hearing.
- E. The IEO's decision shall normally be made within fourteen (14) work days.
- F. Pursuant to the Board of Trustees policy and bylaws as amended February 1998 "any decision made by a hearing body shall be a recommendation to the Institutional Executive Officers." (Sec. 403.0103, Board of Trustees Policies, Minutes 3/91, 2/98.)

## **Attachment C**

### **Faculty Personnel Committee and Procedures for Hearing**

As set forth in the IHL Board Policies and Bylaws, termination for cause of a tenured faculty member (or dismissal for cause of any faculty member prior to the expiration of his or her term appointment) shall not be recommended to the Executive Officer of the Board of Trustees until the Institutional Executive Officer has afforded the faculty member the opportunity for a hearing. When the IEO determines that a recommendation of termination for cause of a tenured faculty member or the dismissal for cause of any faculty member prior to the expiration of his or her term appointment is appropriate, the IEO will notify the faculty member. If the faculty member requests a hearing, the IEO will submit his or her recommendation to the Faculty Personnel Committee for investigation and hearing. If the IEO believes that immediate harm is threatened by the continuance of the faculty member in his or her duties, the IEO may take action to relieve a faculty member of his or her duties pending the dismissal proceedings.

- A. The IEO will inform the faculty member of his/her intent to make a recommendation of termination or dismissal to the Board of Trustees and advise the faculty member of his or her right to a hearing.
- B. If the faculty does not request a hearing, the IEO will submit his or her recommendation for termination or dismissal to the Board of Trustees.
- C. If a hearing is requested, the hearing will be conducted by the University Faculty Personnel Committee.
- D. Following the hearing of the Faculty Personnel Committee, the Committee will make a recommendation to the IEO of action to be taken. This recommendation should be based upon substantial evidence presented in the hearing, and it will be presented to the IEO, the CAO, and the faculty member.
- E. If the IEO does not concur with the recommendation of Faculty Personnel Committee, he or she may remand the matter to the Committee, stating the reasons for non-concurrence, and allow the Committee to respond to his reasons before taking further action. If on receipt of this response from the Faculty Personnel Committee, the IEO is still of the opinion that termination or dismissal of the faculty person in question is in the best interest of the University, he or she will forward his or her recommendation of termination or dismissal to the Board of Trustees. The IEO's recommendation shall include the recommendation of the Faculty Personnel Committee, and a record of the Faculty Personnel Committee hearing and its response, if applicable.

- F. Tenured faculty who are dismissed for financial exigencies or for reduction of programs in academic or administrative units shall be employed for a minimum of his/her current contract period. Tenured faculty who are dismissed for malfeasance, inefficiency, contumacious conduct, or cause shall have their contracts terminated anytime subsequent to notice and hearing with no right to continued employment for any period of time. However, at the discretion of the University and the Board of Trustees any faculty member's salary may be paid, and he or she may be relieved of teaching duties, appointments, and privileges when dismissed for any reason noted herein, or pending a termination hearing.

### **Faculty Personnel Committee and Procedures for Hearing**

The Faculty Personnel Committee is a standing university committee which hears cases involving the termination of tenured faculty or the dismissal for cause of a faculty member prior to the expiration of a term appointment. In no event shall the contract of a tenured faculty member be terminated for cause without the faculty member being afforded the opportunity of a hearing. This committee is also empowered to consider matters pertaining to academic freedom at Jackson State University. This committee shall not hear issues pertaining to the non-renewal of contracts which expire according to their stated term and which do not involve tenured faculty members.

#### I. Responsibility

The Faculty Personnel Committee:

- A. Will conduct hearings, when such are required, in cases of the termination of a tenured faculty or the dismissal for cause of a faculty member prior to the expiration of a term appointment.
- B. Will consider matters pertaining to academic freedom.

#### II. Composition of the Committee

- A. The Faculty Personnel Committee shall be composed of one (1) faculty member from each college/school with 24 or less tenure-track teaching faculty members and two (2) faculty members from each college/school with 25 or more tenure-track teaching faculty members.
- B. The Committee, when possible, shall be composed of tenured faculty members.
- C. The chair of the committee shall be selected at its first meeting.
- D. The chair may vote on any issue brought before the committee.

- E. The presence of 50% of the members of the Committee will constitute a quorum.

### III. Election of Members

- A. Only tenured faculty members may be elected to serve on the Faculty Personnel Committee.
- B. For each position available, an election should be completed and the name should be submitted to the Chief Academic Officer by September 15 of each year.
- C. The name of the committee member shall be determined by election held by each college/school or unit. The Faculty Senate shall establish the criteria and procedures for the election of the committee members.

### IV. The Hearing Procedure

- A. The request for a hearing shall be made by the faculty member in writing and addressed to the chair of the Faculty Personnel Committee. This request must be made within ten (10) calendar days of receipt by the faculty member of the notice from the IEO of his/her intent to recommend termination or dismissal to the Board of Trustees. The hearing shall be under the control of the committee chair. If a chair has not been selected at the time the request is made, the request to the chair may be forwarded to the CAO to be forwarded to the chair, if the request is made within the ten (10) calendar days.
- B. The request will specify the grounds upon which the faculty member contends that recommendation to terminate or dismiss him or her should not be made to the Board of Trustees.
- C. The request shall include a clear and concise statement of facts that the faculty member believes supports the contention.
- D. The Committee may consider only such evidence as is presented at the hearing. The Committee may set time requirements for the submission of documents to the Office of the Provost, who will protect the confidentiality of the documents. All documents submitted will be able to be viewed by the Committee and parties to the hearing.
- E. Committee members may question the witnesses, the aggrieved faculty member, and the respondent.

- F. Upon the request of the Committee and with the consent of the faculty member, the University must provide all portions of the faculty member's completed file, including any and all written statements, evaluations, or reports by the aggrieved faculty and administrative officers. For the hearing, the faculty member must consent to the disclosure of relevant documents in his/her file.
- G. All documentary evidence submitted for consideration by the Faculty Personnel Committee may be examined by the respondent and the aggrieved faculty member.
- H. All testimony of the witnesses shall be recorded and all recordings shall be preserved in the Office of Human Resources for no less than three years.

**V. The Hearing**

- A. The hearing shall begin with the faculty member's presentation of his/her contentions, which shall be limited to those grounds specified in the request for the hearing and supported by such proof as he or she desires to offer. When the faculty member has concluded this presentation, the Faculty Personnel Committee shall recess to consider whether the presentation made by the faculty member is sufficient to warrant the continuance of the proceeding. If it determines that the contention has not been established, it shall notify the parties to the hearing and terminate the proceedings. If the committee determines that the faculty member's contention has been established, it shall reconvene the hearing. The respondent may then present in rebuttal to the faculty member's contentions, such proof as he or she desires to offer, including his or her own testimony.
- B. At the end of the hearing, members of the Faculty Personnel Committee shall consider the matter in executive session.
- C. If the Faculty Personnel Committee determines that the contention of the faculty member has not been substantiated, it shall, by simple unelaborated statement, so notify him or her, the IEO, and the Chief Academic Officer within ten (10) working days of the hearing.
- D. If the Faculty Personnel Committee determines that the contention of the faculty member has been satisfactorily substantiated, it shall so notify him or her, the IEO, and the Chief Academic Officer by a written report containing the committee's findings and recommendation within ten (10) working days of the hearing.
- E. The Faculty Personnel Committee's decision shall be a recommendation to the IEO. If a recommendation for termination is forwarded by the IEO

to the Board against the Committee's recommendation, a copy of the Committee's findings and the record of the hearing shall also be forwarded.

## **Attachment D**

### **Faculty Grievance Committee and Hearing Procedures**

#### **Grievance Defined**

Grievance is defined as the claim of a faculty member that there has been a violation, misinterpretation, or misapplication of rule, policy or procedure in relation to personnel policies. The grievance procedure does not apply to cases involving the termination or dismissal of a faculty member, the non-renewal of a faculty contract, sexual harassment, or denial of tenure and promotion in academic rank.

#### **I. General Policy**

The Grievance Procedure is a method established to determine the specific cause of a grievance so that university officials can find an acceptable remedy for it. The procedure is intended for use when dissatisfaction arises in a relationship between employees or between an employee and supervisory personnel. The Grievance Procedure is designed to resolve complaints alleging violations of University rules, procedures, or policies, as well as complaints alleging discrimination on the basis of race, color, religion, national origin, gender, age, marital, handicap, or veterans' status. The Grievance Procedure is not designed for complaints questioning the exercise of legitimate discretionary authority by administrators in areas of salary, unless such complaints are based upon discrimination, or a procedural violation.

When there is dissatisfaction, the employee involved should make the grievance known directly to the employee's department head. If the grievance cannot be resolved informally between the two, the applicable grievance procedure should be followed. The University has adopted a formal grievance procedure for faculty and a separate procedure for non-faculty personnel. Copies of each of the procedures are available in each department and the Office of the Director of Human Resources. Outlines of each procedure are attached.

#### **II. Standing to File a Grievance**

All faculty have standing to file a grievance. However, only permanent full-time faculty members have standing to file employment grievances in the categories of promotion, tenure, and termination or suspension. This policy does not provide a right to a grievance where the matter was previously addressed through a University grievance or by a court of law.

(For grievances involving decisions regarding tenure and promotion, see Supplement A. For grievances involving termination or suspension of a permanent employee for cause, see Supplement B.)



### **III. Composition of the Grievance Committee**

- A. The Committee shall be composed of one (1) faculty member from each college with 24 or less tenure-track teaching faculty members and two (2) faculty members from each college with 25 or more tenure-track teaching faculty members.
- B. The Committee members shall be selected for a one-year term by a vote of faculty of the college or unit at the beginning of the school year. The Faculty Senate shall establish the criteria and procedures for the election of the committee members.
- C. The chair of the Committee shall be selected at the first committee meeting.
- D. The presence of 50 percent plus one committee members at any meeting will constitute a quorum.

### **IV. The Hearing Procedure**

- A. The hearing of the Faculty Grievance Committee shall be conducted informally and in private.
- B. The Committee members, the aggrieved faculty member, his or her advisor, the respondent, his or her advisor, the CAO or designee, the counselor for the University and such witnesses as may be called are the only people that may attend the hearing.
- C. The Committee may consider only such evidence as is presented at the hearing and contained in the grievant's file. The parties may be required to submit their documents and intended witness lists to the Office of Academic Affairs by a specified day prior to the hearing. These documents may be viewed prior to the hearing by the parties and the Committee.
- D. Witnesses that come before the Committee may be questioned by Committee members, the aggrieved faculty member and the respondent.
- E. All documentary evidence submitted by the University, the aggrieved faculty member, or the Faculty Grievance Committee may be examined by the respondent, University representative, and the aggrieved faculty member.
- F. All testimony of the witness shall be recorded and all recordings shall be preserved in the Office of Human Resources for no less than three (3) years.

## **V. The Hearing**

- A. The hearing shall begin with the faculty member's presentation of his/her contentions, which shall be limited to those grounds specified in the faculty member's request for a hearing and supported by such proof as he or she desires to offer. When the faculty member has concluded this presentation, the Grievance Committee shall recess to consider whether the presentation made by the faculty member is sufficient to warrant the continuance of the proceedings. If it determines that the contention has not been established, it shall notify the parties to the hearing and terminate the proceedings. If the committee determines that the faculty member's contention has been substantiated, it shall reconvene the hearing. The respondent may then present rebuttal to the faculty member's contentions with such proof as she/he desires to offer, including his or her own testimony.
- B. At the end of the hearing, the Faculty Grievance Committee shall consider the matter in executive session.
- C. If the Faculty Grievance Committee determines that the contention of the faculty member has not been established, it shall, by simple unelaborated statement, so notify him or her, the IEO, and the CAO within ten (10) working days of the hearing.
- D. If the Faculty Grievance Committee determines that the contention of the faculty member has been satisfactorily substantiated, it shall notify him or her, and the IEO by a written report containing the Committee's findings and recommendation within ten (10) working days of the hearing.
- E. The IEO's decision shall normally be made within fourteen (14) working days.

## **Attachment E**

### **Sexual Harassment Committee and Hearing Procedures**

#### **Structure of the Grievance Committees**

##### **Sexual Harassment Faculty Committees**

The Faculty Hearing Committee shall be selected from a pool composed of members selected annually. Members shall be elected for each college based on the number of faculty per the following formula:

Number of Faculty	Number of Representatives
1 – 24	1
25 – Above	2

Faculty members of the University Library shall elect one member to serve on this panel. The election shall be conducted under the auspices of the Faculty Senate.

When a formal complaint is received, the IEO shall select from the pool a chair and the prospective members to serve as a hearing panel. All members of the panel must be agreed upon by both parties.

To minimize allegations of bias or unfairness, no member of the hearing panel should be from the same college/school in the University as the respondent or complainant. Membership of this committee is convened by the Office of Human Resources.

##### **Staff Personnel Committee**

The Staff Personnel Committee shall consist of three staff members, all of whom shall be appointed by and serve at the pleasure of the IEO. The IEO shall appoint one of these three committee members as chair. The committee shall reflect the diversity of the University.

## **Charge to the Grievance Committees**

The applicable grievance Committee is charged with seeing that:

- The complainant and the alleged offender understand that they may bring an advisor of their choice to the hearing at no expense to the University. This advisor may be an attorney-at-law, a faculty member, another staff member, a relative, or a citizen-at-large. If the parties wish to have legal counsel present at the hearings, they must also inform the chairperson of the panel at least three days prior to the hearing.
- The advisor may address the panel only with the consent of the chairperson.
- The hearing is closed because of the sensitive nature of the information involved.
- A majority vote carries, with opportunity for a negative vote and/or minority report.
- Retaliation against the person who seeks relief, the complainant or any advisor is forbidden.
- All sides of the complaint are heard and investigated.
- Appropriate avenues are explored to look actively for witnesses and to verify or disprove information given in the hearing by any witness.
- Only one witness appears before the panel at a time.
- Every witness is instructed not to discuss the hearing.
- The hearing moves forward promptly.
- Fairness and consistency are exercised in recommending corrective action.
- Meetings are to take place on regular work days during working hours.
- Corrective action recommended is based upon the nature of the offense and should be considered when the harassment constrains or otherwise impairs the working educational exchange.

## Attachment F

# SEXUAL HARASSMENT POLICY Jackson State University

### COVERAGE

This policy is applicable to University employees, students, or other individuals participating in University programs, activities, and contracts.

### TABLE OF CONTENTS

- I. POLICY STATEMENT
- II. DEFINITIONS AND EXAMPLES
  - A. To Whom This Policy Applies
  - B. Sexual Harassment
  - C. Employment
  - D. Educational Programs and Activities
  - E. Gender Discrimination
  - F. Consensual Relationships
- III. RIGHTS OF THE PARTIES
  - A. Rights of the Complaining Party
  - B. Declination to Defend or Indemnify
  - C. Rights of the Alleged Subject
- IV. PROCEDURES FOR RESOLVING SEXUAL HARASSMENT AND GENDER DISCRIMINATION COMPLAINTS
  - A. Persons to Contact
  - B. Required Information
  - C. Time of Filing
  - D. Interim Remedial Action
  - E. Investigation
  - F. Methods of Investigation
  - G. Notice to Subject
  - H. Confidentiality
  - I. Resolution
  - J. Notification
  - K. Possible Sanctions
  - L. Alternative Procedures

## V. GRIEVANCE HEARING PROCEDURES

- A. Request For and Scheduling of Hearing
- B. Selection of the Committee
- C. The Hearing
- D. Records Retention

## VI. APPEAL PROCESS

## VII. CONFLICTS OF INTEREST

## VIII. EFFECT ON FORMER POLICIES & PROCEDURES

## IX. ELECTION AND WAIVER

### I. POLICY STATEMENT

It is the policy of Jackson State University (“University”) not to discriminate against any person on the basis of gender in violation of any applicable law, including but not limited to, Title VII of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000e), and Title IX of the Education Amendments of 1972 as well as its implementing regulations (34 CFR Part 106).

It is the policy of the University not to discriminate on the basis of gender in the educational programs and activities that it operates. This prohibition against gender-based discrimination extends to all University educational program, and activities, as well as to admission into such programs and activities.

The University is committed to fostering a positive working and educational environment in which there exists mutual respect for all University students, faculty, and staff. Harassment of employees or students based upon sex is inconsistent with this objective and contrary to the University policy of equal employment and academic opportunity without regard to race, color, national origin, sex, age, or disability. Sexual harassment is illegal, and will not be tolerated within the University. It is the policy of the University that no member of its community shall sexually harass another. Any employee or student who violates this policy will be subject to disciplinary action up to and possibly including separation from the University.

Members of the University Community who believe that this policy has been violated are strongly encouraged to report the allegations of sexual harassment as promptly as possible. Delay in making a complaint of sexual harassment may make it more difficult for the University to investigate the allegations.

While it is the responsibility of the University to disseminate this Policy, it is the responsibility of each member of the University Community to read the Policy and to become familiar with its provisions. Moreover, failure to follow the procedures set forth in this Policy may inhibit or prevent the University from properly investigating an instance of alleged sexual harassment or gender discrimination, and from taking remedial

action. Therefore, if an alleged victim fails to follow such procedure he or she may be left without a remedy under this Policy.

The University considers all allegations of sexual harassment to be extremely serious matters. Every written complaint of sexual harassment submitted to the University in accordance with this Policy will be reviewed and investigated. The submission of false, spurious, or frivolous claims, however, will result in the immediate consideration of disciplinary action, up to and possibly including termination, or in the case of a student, suspension, or expulsion. Additionally, in any legal action precipitated by a violation of this Policy where the University and a member of the University Community are named as "co-defendants," the University may refuse to defend and/or indemnify any co-defendant who is responsible for that violation.

**THIS POLICY IS APPLICABLE TO SEXUAL HARASSMENT IN EMPLOYMENT AND TO BOTH SEXUAL HARASSMENT AND OTHER GENDER-BASED DISCRIMINATION IN EDUCATIONAL PROGRAMS AND ACTIVITIES.**

The University's Office of Human Resources is primarily responsible for implementing this Policy for University employees who are of non-academic rank and for ensuring that all employees are adequately trained or otherwise made aware of their responsibilities under this Policy.

The Provost for Academic Affairs is primarily responsible for implementing this Policy for University students and employees who are of academic rank named as offenders in pursuant to this Policy, and also for ensuring that all such persons are adequately trained or otherwise made aware of their responsibilities under this Policy.

## **II. DEFINITIONS AND EXAMPLES**

### **A. To Whom This Policy Applies**

This Policy applies to all members of the University Community. The actions proscribed by this Policy are also applicable to all individuals who are on University premises or on any other property where the University conducts its business. If such an individual commits an act in violation of this Policy, the University will take appropriate remedial measures under the circumstances to sanction the offender, to mitigate against the potential for recurrence, and to discipline any member of the University Community who may have participated in such conduct or may have failed to stop such conduct when he or she had the authority to do so.

### **B. Sexual Harassment**

With respect to University employees as well as academic programs and activities, the term "sexual harassment" shall mean unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or as the basis for

participation in a University program or activity, or status in an academic course;  
or

(3) such conduct is so pervasive or severe that it has the purpose or effect of unreasonably interfering with an individual's work performance or educational opportunity so as to create an intimidating, hostile, or offensive environment.

In determining whether alleged conduct constitutes sexual harassment, the University will look at the record as a whole and at the totality of the circumstances, such as the nature of the sexual advances and the context in which the alleged incidents occurred. A determination of the appropriateness of a particular action will be made from the facts on a case-by-case basis.

### **C. Employment**

For purposes of this policy, "employment" shall mean hired for compensation. In that every University employee is specifically prohibited from engaging in acts, which constitute sexual harassment or gender discrimination, any such misconduct is outside the scope of employment duties. This Policy extends beyond "employment"; into educational programs and activities, as well as to independent contractors or vendors to the extent the University has any authority or influence over such non-University persons or entities.

### **D. Educational Programs and Activities**

"Educational programs and activities" include all of the University's programs and activities that relate directly to the process of education, teaching, mentoring, coaching, recruiting, or other programs and activities directly related to the education of students, development of athletes, performance of research, or extension of library resources.

### **E. Gender Discrimination**

It is the policy of the University to prohibit discrimination based on gender. Except as permitted by law, no person shall, on the basis of gender, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity operated by the University. Specifically, in providing any aid, benefit, or service to a student, the University shall not, on the basis of gender:

- (1) treat one person differently from another in determining the provision of such aid, benefit, or service;
- (2) deny any person any such aid, benefit, or service;
- (3) subject any person to separate or different rules of behavior, sanctions, or other treatment;
- (4) otherwise limit any person in the enjoyment of any right, privilege, advantage, or opportunity provided by the University.

### **F. Consensual Relationships**

Any romantic or sexual relationship between individuals where one party possesses direct academic, administrative, supervisory, evaluative, counseling, or extracurricular authority over the other party presents ethical and administrative problems. Inherent in these types of consensual relationships exist the potential for conflicts of interest, exploitation,



favoritism, harassment, and bias. Furthermore, such relationships may undermine the real or perceived integrity and trust necessary for a beneficial academic or employment environment. Faculty or staff members shall not have romantic or sexual relationships with individuals who they currently have the responsibility for the evaluating, directly supervising, or teaching. The purpose of this policy is to protect students, employees, the University, and the integrity of the system.

Violations of this prohibition will lead to disciplinary action, up to and possibly including termination from the University.

### **III. RIGHTS OF THE PARTIES**

#### **A. Rights of the Complaining Party**

Any member of the University Community who believes that he or she has been subjected to sexual harassment or gender discrimination in violation of this Policy is urged to promptly pursue the matter and to file a complaint in accordance with the procedures described in this Policy. Any employee who reprimands, retaliates against, or discriminates against in person in any way for initiating an inquiry or complaint in good faith shall be subject to disciplinary action up to and including separation from the University.

#### **B. Declination to Defend or Indemnify**

The University will not defend or indemnify any member of the University Community in any legal proceeding or other similar action alleging sexual harassment if the Office of General Counsel (OGC) determines that such member violated this Policy and may have acted either (1) in bad faith, or (2) in a manner adverse to the best interest of the University. If defense is provided and a court later determines that misconduct in fact occurred, the University or the State of Mississippi may seek reimbursement for the cost of any defense provided.

#### **C. Rights of the Alleged Subject/Respondent**

A person against whom a complaint is lodged shall be presumed innocent of that charge unless and until there is a final administrative finding of culpability or a stipulated admission to the charge by that person. Such presumption does not limit the University's ability to take interim action during the scope of an investigation, nor does it limit the University's ability to take employment actions which would be lawful in the absence of such presumption.

### **IV. PROCEDURES FOR RESOLVING SEXUAL HARASSMENT AND GENDER DISCRIMINATION COMPLAINTS**

#### **A. Persons to Contact**

All complaints of sexual harassment or gender discrimination must be submitted to the University's Director of Human Resources ("Director of HR"). For resolution in accordance with these procedures, within 5 business days of receipt of complaints of sexual harassment, the HR Director shall submit to: (1) the Provost all complaints whereby the alleged offender(s) holds academic rank; (2) the Vice President for Business

and Finance all complaints allegedly committed by an agent(s) or employee(s) of vendors, independent contractors, or others who do business with the University, or by any other non-employee; (3) the Associate Vice President for the Division of Student Life should review all complaints allegedly committed by a student of the University. For resolution in accordance with these procedures, the HR Director shall retain all allegations of sexual harassment against alleged offenders who are employees.

Student complaints of sexual harassment or gender-based discrimination by students in educational programs or activities should be brought to the attention of the Associate Vice President for the Division of Student Life. Students are encouraged to consult with the Office of General Counsel if they have any questions regarding this Policy.

Designees may be appointed for varying terms by the Director of Human Resources, Provost, the Associate Vice President for the Division of Student Life, or the Vice President for Business and Finance after consultation with the appropriate Vice President responsible for the supervision of the unit that employs the Designee.

Employees are encouraged to consult with the Director of HR if they have any questions regarding this Policy, including but not limited to, the appropriateness of filing a complaint. If an employee, so elects, the Director of HR, as appropriate, may attempt to resolve the issues prior to the filing of a complaint by the employee.

If a Vice President, Provost, the Chief of Staff, or General Counsel is the subject of a complaint, the complaint shall be filed with the President. With respect to such complaints, the President or his authorized Designee shall determine the most appropriate manner to investigate and resolve the complaint consistent with the remaining provisions of this Policy.

#### **B. Required Information**

A complaint must be in writing and include the name(s), date(s), time(s), description of specific incident(s), and any other information on which the complaint is based. The complainant must sign the complaint and if determined necessary by the University in order to resolve the complaint be willing to be identified to witnesses and to the person against whom the complaint is directed.

#### **C. Time of Filing**

A complaint must be filed within 30 calendar days following the date of the alleged misconduct. If, however, an individual reasonably believes that he or she may be the subject of an adverse personnel action in violation of this Policy, a timely complaint must be filed within 30 calendar days after the employee received actual knowledge that the adverse action would be taken, or within 30 days after the effective date of such adverse action, whichever is earlier. For the purposes of this paragraph, the term "adverse action" shall include the failure to hire, firing, the failure to promote, demotion, and all forms of disciplinary action.

#### **D. Interim Remedial Action**

Promptly upon notification of a complaint, the Director of HR or the assigned Designee will discuss with the complainant the nature of the complaint and will determine whether interim remedial measures should be taken to alleviate problems or conflicts pending an

investigation and resolution. Such measures may involve either the complainant or the accused (the "subject") and may include a transfer, reassignment of duties or reporting requirements, mandatory administrative leave with pay, or other appropriate measures. Such measures shall not be considered disciplinary action against any person and may only be taken with the concurrence of the Chief of Staff and HR Director after consultation with the OGC. Additionally, transfers made pursuant to these policies and procedures are not subject to the University's Transfer Policy.

Promptly upon the filing of a complaint by a student, the Dean shall notify the Associate Vice President of Student Life ("AVPSL"), and shall discuss the complaint with the complainant. Promptly thereafter, the Dean and AVPSL shall consult with the VPAA. If the alleged offender is a University employee, the Provost shall promptly confer with the Chief of Staff, HR Director, and OGC to determine whether interim remedial measures should be taken to alleviate problems or conflicts pending an investigation and resolution. Such measures may involve either the complainant or the subject and may include class reassignments, a transfer from teaching to administrative, research, or other non-teaching duties, administrative leave (with pay), or excusable absences from class and/or class assignments. Such measures, however, shall not be considered disciplinary action against any person and may only be taken with the concurrence of the Provost, after consultation with the OGC.

#### **E. Investigation**

The Director of HR will conduct and manage the investigations of all sexual harassment and gender discrimination complaints regarding non-academic employee-related issues. The Provost will conduct investigations of all sexual harassment or discrimination complaints involving employees of academic rank. The Associate Vice President for the Division of Student Life will conduct investigations into complaints where misconduct was alleged to have been attributable to a student. Alleged misconduct of persons who are neither employees nor students will be investigated by the EVP.

At the election of the Director of HR, the Provost, the Associate Vice President for the Division of Student Life, or the Vice President for Business and Finance, as appropriate, the investigation may be delegated to an appropriate Designee. No Designee, however, shall be permitted to investigate any matter or consult with any potential complainant without first receiving training of a type and duration specified by the Director of HR. Such training shall be completed within 60 days after the selection of the Designee.

With the concurrence of the General Counsel, an investigation may be delegated to an outside law firm or consultant. If a consultant or law firm is used to conduct an investigation, it will be selected by the Director of HR, Vice President, or Provost, as appropriate, and its Report of Investigation may be disclosed only to the extent authorized by the Director of HR, Vice President, or Provost, as appropriate, as well as the Chief of Staff and General Counsel.

#### **F. Methods of Investigation**

The conduct of investigations must include an interview of the complainant and alleged offender and may include one or more of the following fact-finding methods:

- (1) review of all relevant documents, including but not limited to, employment applications, performance reviews, and records of any past disciplinary action;
- (2) interviews of co-workers, supervisors, and any other person who may have knowledge or information relevant to the allegations in the complaint; and
- (3) letters of inquiry by the investigator to those persons described in (2) above.

#### **G. Notice to Subject**

Within ten (10) business days of receipt of the written complaint, the subject of the investigation must be informed in writing by the appropriate authority of the charges contained in the complaint and shall have the right to, within a reasonable period of time, submit a written response to those charges. The written response shall be submitted as follows: (1) for those with non-academic rank to the HR Director; (2) for those with academic rank to the Provost; (3) for students to the Associate Vice President for the Division of Student Life; and (4) for those who are agent(s) or employee(s) of vendors, independent contractors, or others who do business with the University the written response shall be submitted to the Vice President.

#### **H. Confidentiality**

To the fullest extent practicable and consistent with the University's need to investigate and take corrective action, complaints of sexual harassment will be processed confidentially. However, the name of the complainant may be revealed, as well as all alleged material circumstances, if the University determines that such action is necessary to resolve the complaint.

#### **I. Resolution**

Upon the conclusion of an investigation involving employees, a Report of Investigation shall be prepared and forwarded by the person responsible for the Investigation to the appropriate Vice President or other appropriate authority ("decisional authority") with supervisory responsibility over the organizational unit where the subject is employed or where the subject participates in a University activity, unless the person who prepared the Report is the same as the person with decisional authority. The Report shall contain a brief description of the complaint, a statement of the methodology used to investigate the complaint, findings of material fact, and an opinion of the investigator as to whether the allegations of the complaint are sustained by the facts. For allegations against staff employees, the decisional authority, after consultation with the HR Director, Chief of Staff, and OGC, shall meet with the complainant and the subject of the investigation (either separately or together) to implement remedial measures as may be appropriate under the circumstances. If the remedial measures recommended by the University are satisfactory to both parties, the matter is considered resolved. If not, either party may elect to submit the matter to the Sexual Harassment and Gender Discrimination Grievance Committee ("Committee"). The request for a grievance hearing shall be made within 30 calendar days of notice to the parties of the University's proposed remedial measures or notice that remedial measures were not proposed.

## **J. Notification**

In the event that allegations of sexual harassment or gender discrimination are proven to probably have occurred, the decisional authority responsible for reviewing the Report on Investigation shall: (a) notify the subject of investigation of the findings and of the remedial action taken or to be taken; and (b) notify the complaining party that the allegations have been sustained and that appropriate remedial action has been or will be taken. The complainant shall be informed of the nature of such action only in the event that the remedial action may affect the terms and conditions of the complainant's employment.

In the event that the allegations are not believed to be sexual harassment or gender discrimination, the decisional authority will so notify the complainant and the subject.

## **K. Possible Sanctions**

Possible sanctions for a person found guilty of behavior in violation of this policy include but are not limited to the following:

- (1) oral or written warning and reprimand placed in personnel file;
- (2) required attendance at a sensitivity program;
- (3) loss of salary or benefit, such as sabbatical, travel funding transfer, change of job, class or residential assignment or location (i.e., removing the person from being in a position to retaliate or further harass the victim), fine, demotion, suspension, probation, termination, or expulsion.
- (4) If students or student groups are guilty of sexual harassment any of the sanctions set forth in the University Judicial Code may also be invoked.
- (5) For vendors, independent contractors, and other non-employee/non-student persons or entities, the University may take any action which is not contrary to Mississippi law.

## **L. Alternative Procedures**

If a Vice President (or person of similar rank) is the subject of a complaint, the President shall be the official to whom the Report of Investigation shall be furnished and who shall take such remedial action as may be appropriate. If the President, in his individual capacity, should be the subject of a complaint, the Director of HR shall notify the Commissioner and the Chairman of the Legal Committee of the Board of Trustees of the Mississippi Institutions of Higher Learning. Thereafter, and such complaint shall be investigated as directed by such Committee.

# V. GRIEVANCE HEARING PROCEDURES

## **A. Request For and Scheduling of Hearing**

After the procedures set out in the preceding sections have been completed, and if those steps have not led to a mutually satisfactory settlement of the problem, either the complainant or the subject may make a written request for a hearing to the person identified above in Section IV, subpart “A,” (“Persons to Contact”). The person requesting a hearing must agree to disclose any relevant documents to the Committee. The hearing will be conducted within 60 working days from the date that the written request for hearing was actually received by the appropriate person or agent thereof, and a Committee will be established to conduct an administrative hearing. The notice of hearing will be mailed or hand delivered to both the complainant and the subject no later than five working days before the hearing (although more notice is recommended) and shall include the date, time, and location of the hearing.

**B. Selection of the Committee.**

If the subject of the grievance is a student, the Associate Vice President for the Division of Student Life may select a Committee, if any, and determine the need for a hearing or other procedure in a manner consistent with the Student Handbook. The following paragraph applies where the subject is not a student.

The Committee will be composed of either three or five individuals selected randomly from a pool of persons, which shall be called the Sexual Harassment and Gender Discrimination Committee Pool (“Pool”). The pool will include both faculty and staff in equal proportion.

The faculty individuals will be those individuals currently selected by the procedures set forth under the Faculty Grievance Procedure, or, if no group is formed at the time of the request for a hearing under this Policy, the procedures for selecting faculty for the Faculty Grievance Procedure will be used to identify those faculty members to be included in the Pool. An equal number of staff employees will be selected and placed into the Pool along with the faculty members. From the Pool, three or five persons will be selected randomly to form the Committee, which shall include at least one faculty member and one staff member. If a selected individual has a conflict and is unable to participate, another member will be drawn from the Pool. Selected individuals should notify the appropriate individual (the person identified in Section IV, subpart “A”) as soon as they are aware of their availability or unavailability. The persons selected for the Pool must notify their supervisor of their participation, and receive a commitment from such individual that they will be available to participate. Supervisory personnel should not discourage participation unless a hardship would result or an apparent conflict of interest exists. If a member of the pool is drawn who has already served on a Committee in a grievance during the preceding 6 months, that person may ask for an alternate name to be drawn as a replacement. If no replacement is available, and a conflict of interest does not exist, such selected person must serve on the Committee.

**C. The Hearing.**

The Committee must ensure the following:

- (1) The complainant and the alleged offender understand that they may bring an advisor of their choice to the hearing. The University has no obligation to incur any expense in connection with an advisor's participation. This advisor may be an attorney, a faculty member, another staff member, a relative, or a citizen-at-large. If the parties wish to have legal counsel present at the hearings, they must also inform the chairperson of the Committee at least three days prior to the hearing. The advisor may address the Committee only with the consent of the chairperson.
- (2) The complainant and respondent must submit all documentary evidence to the Committee Chair at least three business days prior to the hearing. Documentary evidence provided will be available for review upon scheduled appointment by Committee members as well as the complainant and alleged offender prior to the hearing, but such documents will not be allowed to leave University premises.
- (3) The complainant and the respondent are responsible for ensuring that any witnesses that they wish to provide information are available and present at the hearing to do so. The Committee has within its discretion to call witnesses or request documents at any time, but does not have authority to compel attendance (or a subpoena power).
- (4) The hearing is closed because of the sensitive nature of the information involved. A representative of the division identified in Section IV, subpart A of this Policy, a representative of the OGC, and an individual responsible for recording the hearing may be present. The necessity of a recording, and the type of recording, will be made by the decisional authority with consultation of the OGC on a case-by-case basis.
- (5) A majority vote carries, and negative votes will have the opportunity (but not requirement) to prepare a minority report for the records.
- (6) Retaliation against the person seeking relief, the complainant, or any advisor is prohibited and subject to disciplinary action.
- (7) Both parties will have equivalent opportunities to present their information.
- (8) Only one witness appears before the Committee at a time. The complainant and subject may be present during the witnesses' testimony.
- (9) Every witness is instructed not to discuss the hearing.
- (10) Only evidence germane to the allegations may be presented at the hearing. With consultation from the OGC, the chairperson of the Committee makes decisions of admissibility of documents and testimony subject matter.
- (11) Fairness and consistency are exercised in recommending corrective action.

- (12) Hearings are to take place on regular work days during working hours.
- (13) The Committee shall state its findings and recommendations in writing to the appropriate person as identified in Section IV, Subpart “A of this Policy,” within 10 calendar days of the close of the hearing.
- (14) The HR Director or Provost may implement additional hearing procedures in furtherance of this Policy.
- (15) The OGC shall interpret and make recommendations regarding such procedures, which shall not be inconsistent with this Policy.

#### **D. Record Retention.**

Due to the sensitivity of the information involved, any documents pertaining to the employee’s and/or students’ allegations will be transferred to and maintained in confidential files under the supervision of the Director of Human Resources (for nonacademic employees), the Provost (for academic rank employees), the Associate Vice President for the Division of Student Life (for students), or the Vice President (for non-employees). These confidential files are disclosed only to necessary University officials who have been so designated by at least one top-level administrator, such as an area vice president, Director, the General Counsel, or the President. A record showing the use of the files will be maintained, and sexual harassment incidents involving students are incorporated into a confidential file in the Office of the Vice President for Student Affairs. The file may be destroyed after two years from the student’s departure from the University.

### **VI. APPEAL PROCESS**

Appeals must be submitted to the President within 10 days of receipt of the written decision of the Committee. The Appeal must be in writing and must clearly state the basis upon which the appeal is requested. The appeal decision should be made within 15 days of submission to the Office of the President.

### **VII. CONFLICTS OF INTEREST**

If the performance of any duty or responsibility hereunder by University employees presents any actual or apparent conflict of interest or violation of the University’s Code of Ethics and Conduct, as determined by the General Counsel, the General Counsel may recommend to the President reassignment of duties and/or responsibilities of such employees on a case-by-case basis to avoid such conflict or violation. Any person who believes they cannot be impartial, or viewed as impartial, due to a conflict of interest has an obligation to inform others of such conflict and to remove or recuse him or herself from the investigative/administrative hearing process.

### **VIII. EFFECT ON FORMER POLICIES AND PROCEDURES**

This Policy against Sexual Harassment and Gender-based Discrimination supersedes and replaces, in their entirety, all previous University policies and procedures dealing with



Sexual Harassment and Gender Discrimination. The JSU Equal Employment Opportunity Policy shall remain effective, although complaints of sexual harassment and gender discrimination are to be governed by this policy.

## **X. ELECTION AND WAIVER**

Once an individual has elected to pursue a complaint in one of the University's grievance procedures, the Grievant waives any right to rehearing those specific issues in any future University grievance process. Similarly, a Grievant cannot re-submit an issue in a Grievance where that specific issue has previously been addressed in a court of law or other government body whose authority the University is subjected. If the Complaint includes issues already resolved or adjudicated, those issues will not be revisited in another grievance or hearing. If the matter is pending in a court of law or government investigative agency, the University may stay the hearing process in this policy, but such stay will not affect the University's own full investigation into any allegations.

**For Information and/or Materials on Sexual Harassment, contact either of the following offices via the JSU Website: [www.jsums.edu](http://www.jsums.edu)**

### **Office of Human Resources**

Jackson State University  
Post Office Box 17028  
Jackson MS 39217  
Telephone: (601) 979-2015

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