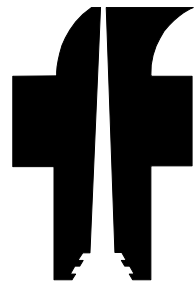


ADJUNCT
FACULTY
HANDBOOK
UPDATED 9/2/2008



Faulkner University
— A CHRISTIAN UNIVERSITY —

Published by
The Office Vice President for Academic Affairs
5345 Atlanta Hwy.
Montgomery, AL 36109
(334) 386-7100
University web address: <http://www.faulkner.edu>

How to Use This *Handbook*

The *Faculty Handbook* describes some of the distinguishing aspects of Faulkner University and has been revised for your convenience and reference. Throughout this book, the term “department chair” may generally be read to include university directors and university chairs. For the most current information about policies and issues pertaining to Faulkner faculty, please visit the University’s web site at <http://www.faulkner.edu> or Public Folders in Outlook. Jones School of Law professors will abide by their respective faculty handbook.

In case, of any divergence from or conflict with the *Bylaws* or policies of the Board of Trustees, the official *Bylaws* and policies of the Board of Trustees shall prevail. Changes or corrections should be sent to the Vice President for Academic Affairs.

TABLE OF CONTENTS

<p>Section 100: The University4</p> <p>101.0 History and Mission4</p> <p style="padding-left: 20px;">101.1 Overview of Institution and Characteristics 4</p> <p style="padding-left: 20px;">101.2 Environment of Faulkner University 4</p> <p style="padding-left: 20px;">101.3 History..... 4</p> <p>102.0 Basic Commitments.....5</p> <p>103.0 Policies Pertaining to Faulkner and the Workplace5</p> <p style="padding-left: 20px;">103.1 Affirmation of the University’s Diversity Plan 5</p> <p style="padding-left: 20px;">103.2 Harassment on the Basis of a Protected Characteristic..... 5</p> <p style="padding-left: 20px;">103.3 Americans With Disabilities Act (ADA) Employment Policy..... 8</p> <p style="padding-left: 20px;">103.4 Nonfraternization 8</p> <p>104.0 Code of Conduct9</p> <p>105.0 Accreditation.....10</p> <p>106.0 Programs and Academics11</p> <p style="padding-left: 20px;">106.1 Faulkner’s Approach to Learning 11</p> <p>SECTION 200 - RESOURCES..... 13</p> <p>201.0 Useful Contacts13</p> <p>202.0 Teaching Contracts14</p> <p>203.0 Computer Help Desk14</p> <p>204.0 Student Support Services.....15</p> <p style="padding-left: 20px;">204.1 Disability Services and Project Key 15</p> <p style="padding-left: 20px;">204.2 Instructional Support Lab 15</p> <p style="padding-left: 20px;">204.3 Counseling..... 16</p> <p>Section 300 Instructional Expectations 19</p> <p>301.0 The Syllabus.....19</p> <p style="padding-left: 20px;">301.1 Course Information: 19</p> <p style="padding-left: 20px;">301.2 Course Policies: 19</p> <p style="padding-left: 20px;">301.3 Grading 19</p> <p style="padding-left: 20px;">301.4 Incomplete Grades 21</p> <p style="padding-left: 20px;">301.5 Grade Changes..... 21</p> <p style="padding-left: 20px;">301.6 Grade Appeals..... 21</p>	<p style="padding-left: 20px;">301.7 Withdrawals..... 22</p> <p style="padding-left: 20px;">301.8 Class Lists..... 22</p> <p style="padding-left: 20px;">301.9 Final Exams..... 22</p> <p style="padding-left: 20px;">301.10 Informing Students of Progress 22</p> <p>302.0 Academic Honesty 23</p> <p style="padding-left: 20px;">302.1 University Policy on Academic Dishonesty 23</p> <p style="padding-left: 20px;">302.2 Cheating includes (but is not limited to): ..23</p> <p style="padding-left: 20px;">302.3 Plagiarism includes (but is not limited to):23</p> <p>303.0 Instructional Behavior..... 24</p> <p>304.0 Student Complaints..... 24</p> <p>305.0 Selection of Books..... 24</p> <p>306.0 Accessibility Outside the Classroom. 25</p> <p>307.0 Cancellation of Classes 25</p> <p style="padding-left: 20px;">307.1 Faculty actions when canceling classes 25</p> <p style="padding-left: 20px;">307.2 Proctoring Examinations..... 25</p> <p>308.0 Turning in Final Grades..... 25</p> <p>309.0 Protecting Student Information..... 26</p> <p style="padding-left: 20px;">309.1 Posting Grades and Keeping Confidentiality 26</p> <p style="padding-left: 20px;">309.2 Parents, Guardians, Spouses and Other Faculty..... 27</p> <p>310.0 Evaluation of Teaching 27</p> <p>311.0 Instructor Responsibilities 27</p> <p style="padding-left: 20px;">311.1 Course Files..... 27</p> <p style="padding-left: 20px;">311.2 Course Content 28</p> <p style="padding-left: 20px;">311.3 E-mail 28</p> <p>SECTION 400 Administrative Details 29</p> <p>401.0 Scheduling and Classroom 29</p> <p>402.0 Student Life 29</p> <p>403.0 Duplicating..... 29</p> <p>404.0 Emergencies..... 29</p> <p style="padding-left: 20px;">404.1 Students 29</p> <p style="padding-left: 20px;">404.2 Emergencies Other Than Students..... 29</p>
---	---

Section 100: The University

101.0 History and Mission

The mission of Faulkner University is to glorify God through education of the whole person, emphasizing integrity of character in a caring Christian environment where every individual matters every day.

101.1 Overview of Institution and Characteristics

Faulkner University is a private church-affiliated liberal arts based institution in the tradition of American higher education. In this tradition, Faulkner seeks to educate the whole person in preparation for success in a pluralistic democratic society.

101.2 Environment of Faulkner University

Faulkner University primarily serves four metropolitan communities—Montgomery, Birmingham, Huntsville, and Mobile—within Alabama. The four communities are all urban environments with contiguous suburban and rural areas. The four communities are classified as metropolitan statistical areas (MSA) by the U. S. Census Bureau. The Department of Education (Unit) and the teacher education programs (TEP) are located and offered only on the main campus in Montgomery.

101.3 History

Faulkner University is a multi-campus, co-educational private, Christian institution of higher education offering associate, baccalaureate and master's degrees to prepare students for professions or advanced studies in Bible, liberal arts and sciences, business, professional, and career education. Through its Jones School of Law, it offers the *juris doctor* in jurisprudence.

Founded as a two-year Bible college in 1942, Faulkner has evolved into an independent, co-educational institution in the Christian liberal arts tradition. Faulkner has grown from a small seminary based institution to a university with four academic divisions on the Montgomery campus—the Alabama Christian College of Arts and Sciences, Harris College of Business and Executive Education, Thomas Goode Jones School of Law, and the V.P. Black College of Biblical Studies—and three extended campuses in Birmingham, Huntsville, and Mobile. Faulkner has three academic research and outreach centers—the Center for Dispute Resolution, the Cloverdale Center for Family Strengths, and the Scholars Council/Institute for Faith and Learning. The cornerstone and distinctive characteristic of Faulkner is the infusion of Christian ethics, morals, values, and concern for others throughout the entire institution. As an institution and faculty, we focus on conveying the knowledge to empower the pursuit of personal goals and life-roles and to enable daily life as productive Christians and citizens of a pluralistic democratic society. Our commitment to Christian ethical ideals extends to the individual, family, church, community, nation, vocation, and profession. Our interest is not only in what an education helps students to be in their lives, but also what an education helps them to do with their lives.

102.0 Basic Commitments

Faulkner University is committed, in all of its policies and practices, to certain basic principles:

To Christ Faulkner University is, first and foremost, a Christian university. Its environment, its policies, and its practices reflect this primary commitment, bringing every thought and activity into obedience to Christ.

To the Bible Faulkner University embraces the Bible as the inspired word of God. Every aspect of the curriculum and every program or activity is consistent with Biblical truth and practice.

To the Individual Faulkner University acknowledges that every person is created in the image of God. Therefore, Faulkner University emphasizes the importance of the individual. Faulkner University is a place where every person matters every day, and where education is directed to the whole person, with loving and caring attention to the formation of Godly character within the student.

To Excellence in Higher Education Faulkner University provides excellent preparation in all its programs, enabling its graduates to compete successfully in their chosen pursuits.

To American Ideals Faulkner University is committed to the preservation and perpetuation of the principles of a democratic society, individual freedom, a government of law, the American spirit of community service, and personal responsibility.

103.0 Policies Pertaining to Faulkner and the Workplace

103.1 Affirmation of the University's Diversity Plan

Faulkner University is a church-affiliated liberal arts institution committed to employing a highly qualified and diverse administration, faculty and staff, who reflect the University's religious traditions, values, affiliation, and purpose. Thus, the institution invites individuals affiliated with the churches of Christ to submit applications regardless of race, color, national or ethnic origin, age, gender, marital status, or disability. Faulkner University does not illegally discriminate on the basis of race, color, national or ethnic origin, age, gender, marital status, or disability in connection with its educational policies, admissions, financial aid, employment, educational programs, or activities. However, Faulkner University exercises a preference in employment for those qualified applicants who are members of the churches of Christ whose lifestyles are consistent with the mission of the University and with the beliefs and values of the churches of Christ.

103.2 Harassment on the Basis of a Protected Characteristic

Faulkner University does not tolerate the creation of a hostile environment by harassing behavior based on a person's race, color, religion, national origin, sex, age or disability. Specific policies can be accessed via Human Resource Policies in Outlook

103.2.1 Disability Discrimination – Americans With Disabilities Act (ADA) Employment Policy

103.2.1.1 General Provisions

Disability discrimination can include harassment based on disability, tangible employment actions, or other actions that create a hostile or intimidating work environment for those in the protected class.

It is the policy of this University to comply with the Americans with Disabilities Act of 1990 (ADA), and other applicable laws. This University is committed to ensuring that applicants and employees with disabilities are provided with reasonable accommodations and no discrimination in regards to the employment and advancement of qualified individuals with disabilities occurs. No form of disability discrimination will be considered acceptable behavior within this University.

A disability is defined as a physical or mental impairment that substantially limits one or more major life activities.

An individual is considered to be disabled if he or she:

- Has an impairment;
- Has record of such an impairment; or
- Is regarded as having such impairment.

To be protected under the ADA, an individual with a disability must be qualified to perform the essential functions of the job.

The University will not classify a job applicant or employee in a way that adversely affects employment opportunities or status on the basis of disability.

All incidents and suspected violations should be reported immediately to Human Resources.

103.2.1.2 Applicants (internal and external)

Representatives of the University may not ask job applicants about the existence, nature, or severity of a disability, but can ask about their ability to perform specific job functions.

The University will not prefer or select a qualified individual without a disability over an equally qualified individual with a disability merely because the individual with a disability will require a reasonable accommodation.

The University will not use qualification standards, employment tests, or other selection criteria that screen out or tend to screen out an individual with a disability. Reasonable accommodations will be provided during the application process, as deemed necessary.

Human Resources and hiring managers will seek to ensure a fair employment process in all terms and conditions of employment.

103.2.1.3 Employees

Where an individual's functional limitation impedes job performance, the University will take steps to reasonably accommodate, and thus help

overcome the particular impediment, unless doing so would impose an undue hardship on the institution.

Department supervisors are responsible for working with disabled employees in providing reasonable accommodations and coordinating these efforts with Human Resources. Supervisors must also seek to ensure a work environment free from harassment based on disability.

103.2.2 Procedures

If an employee or applicant requests accommodation, the University will engage in an informal process with the individual to clarify the individual's needs and determine if an appropriate reasonable accommodation can be made without undue hardship.

- A If an applicant or employee of the University wants to request an accommodation under ADA or has questions about an accommodation, he or she is to contact the Director of Human Resources.
- B An accommodation request must be submitted in writing to the Director of Human Resources who will then consult with the applicant or employee, and other University Administration as necessary. Then, it will be determined if: 1) the individual is eligible for a reasonable accommodation; and 2) if so, the manner in which it shall be achieved.
- C If it is determined that a reasonable accommodation can be made, the Director of Human Resources will work closely with the department supervisor and division Vice President to ensure the accommodation is made.

103.2.3 Record Keeping

Any information obtained regarding the medical condition or history of an applicant or employee will be collected and maintained on separate forms and in separate medical files and will be treated as a confidential medical record, except that:

- Appropriate Vice Presidents and supervisors may be informed regarding necessary restrictions on the work or duties of the employee and necessary accommodations;
- First aid and safety personnel may be informed, when appropriate, if the disability might require emergency treatment; and
- Government officials investigating compliance with the ADA will be provided relevant information on request

103.2.4 Definitions

Qualified individual with a disability- one who meets the skill, experience, education, and other job related requirements of a position held or desired, and who, with or without reasonable accommodation, can perform the essential functions of the job.

Essential Functions- a job function is essential if removal of that function would fundamentally change the job.

The terms '*substantially limits*' involve three factors to consider:

- The impairment's nature and severity;

- How long the impairment will last or is expected to last; and
- The impairment's permanent or long term impact, or expected impact.

Reasonable accommodation- modifications to the job including work environment or the way a job is performed, that enable qualified individuals with disabilities to perform the essential functions of the job. A reasonable accommodation does not include anything that would be considered an undue hardship to the University.

Undue hardship- an action that is excessively costly, extensive, substantial, or disruptive, or that would fundamentally alter the nature or operation of the University.

103.3 Americans With Disabilities Act (ADA) Employment Policy

Disability discrimination can include harassment based on disability, tangible employment actions, or other actions that create a hostile or intimidating work environment for those in the protected class.

It is the policy of this University to comply with the Americans with Disabilities Act of 1990 (ADA), where applicable, and the Rehabilitation Act of 1974, where applicable and other applicable laws designed to protect individuals from discrimination based on a disability. This University is committed to ensuring that applicants and employees with disabilities are provided with reasonable accommodations and no discrimination in regards to the employment and advancement of qualified individuals with disabilities occurs. No form of disability discrimination will be considered acceptable behavior within this University.

A disability is defined as a physical or mental impairment that substantially limits one or more major life activities.

An individual is considered to be disabled if he or she:

- Has an impairment;
- Has record of such an impairment; or
- Is regarded as having such impairment.

To be protected from discrimination based on a disability, an individual with a disability must be qualified to perform the essential functions of the job.

The University will not classify a job applicant or employee in a way that adversely affects employment opportunities or status on the basis of disability.

All incidents and suspected violations should be reported immediately to Human Resources.

103.4 Nonfraternization

103.4.1 Purpose and Rationale

While Faulkner University encourages amicable relationships between members of management and their subordinates, it recognizes that involvement in a romantic relationship may compromise or create a perception that compromises a member of management's ability to perform his/her job.

Likewise, the educational mission of the University is enhanced by professional relationships that foster an atmosphere of mutual trust and respect between academic professionals (meaning, for purposes of this policy, all who teach at the

University- faculty members, continuing education instructors, and graduate assistants with teaching, advising, or tutorial responsibilities- and all other members of the university community who have positions of academic authority or decision making over students) and students. However, inappropriate relationships with students, even if consensual, diminish this trust and respect and also have the potential for serious consequences.

Inappropriate relationships when combined with a university professional's responsibility in his or her academic and/or evaluative role, are considered a conflict of interest and place in question the voluntary nature of the choices made by the student. All university academic professionals should understand that there are substantial risks in even an apparently consenting romantic relationship where a power differential exists between the parties.

Additionally, even if conflict of interest issues are resolved, romantic harassment allegations may arise out of the relationship's effect on the student, or even out of its effects on third parties, due to perceptions of discrimination in academic decision making. By virtue of their greater power responsibility, and moral standards, academic professionals bear a special burden of accountability in these circumstances.

103.4.2 Policy

A. Faculty/Staff Relationships

Any involvement of a romantic, nature between an officer, director, supervisor, or agent of the university and anyone he/she supervises, either directly or indirectly is prohibited. Violation of this regulation may lead to corrective action up to and including termination of the management individual in the relationship.

B. Faculty/Student Relationships

Where an academic professional/faculty member may exercise academic authority, and/or decision making with regard to students' participation in a university course, program or activity, romantic relationships are prohibited. If a relationship between a faculty member and a student develops, the faculty member is required to promptly report the existence of such relationship to his/her immediate supervisor so that the appropriate actions can be taken by the University to remedy this indiscretion. Failure to abide by the notification requirement of this policy may constitute grounds for corrective action against the faculty member.

104.0 Code of Conduct

University employees are to live consistently with the moral principles espoused in the New Testament. Therefore, the following kinds of behavior are unacceptable for University employees:

- sexual immorality (homosexual, heterosexual, pre-marital or extra-marital)
- consumption of alcohol and/or drunkenness
- dishonesty
- inappropriate language (profanity, swearing, cursing)
- gambling

- possessing/viewing pornography
- spousal and/or child abuse
- illegal drug possession and/or use,
- assault, battery, murder, robbery, theft and other such violations of criminal law

The University recognizes that there are areas in which reasonable people can disagree as to the proper interpretation of scripture, but even in these areas, it expects its personnel to adjust their behavior to be consistent with University standards when interacting with University students, hosting University sponsored events or when traveling (alone or with a group) on University business.

University employees are expected to observe the highest standards of professionalism at all times. In order to maintain the required level of professionalism, employees should:

- Comply with all policies and procedures of the University
- Maintain satisfactory performance, work habits and overall attitude.

Refrain from:

- Falsification of records (to include applications, time sheets, personnel records and other university documents)
- Unauthorized use of University material, time, equipment or property
- Insubordination or refusal to comply with instructions or failure to perform reasonable duties which are assigned
- Damaging or destroying University property through careless or willful acts

Other forms of conduct and behaviors that may be covered within other policies of this University, such as sexual harassment; absenteeism and tardiness; weapons on campus; drug compliance; and dress and personal appearance are all included within the university standards of conduct. These specific policies should also be referenced.

BEHAVIOR THAT INDICATES AN EMPLOYEE HAS DISREGARDED THESE STANDARDS, EITHER ON CAMPUS OR OFF, WILL RESULT IN DISCIPLINARY ACTION, UP TO AND INCLUDING TERMINATION. This list is intended to be representative of the kinds of behavior/conduct-not comprehensive. Therefore, there may be conduct and behavior items that can be addressed with an employee outside the scope of this list.

Any disciplinary action will be taken at the discretion of the University and will depend on the facts of each case and the employment record of each person involved. For those employees who are considered to be “at will” under Alabama law, this policy does not alter the “employment at will” nature of the relationship between employees and the University. For those employees who are tenured or who are otherwise not considered to be “at will” employees, this policy sets forth grounds on which the employee can be disciplined or terminated “for cause.”

105.0 Accreditation

Faulkner University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate, baccalaureate, master’s and juris doctor degrees. Contact the commissions on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Faulkner University.

Questions related to admissions, policies, programs, procedures and/or practices of Faulkner University should be directed to the university's relevant offices, catalogs, publications, or web sites.

106.0 Programs and Academics

Academic offerings are provided through the following departments:

- Bible (VP Black College of Biblical Studies),
- Business (Harris College of Business and Executive Education),
- Computer Sciences and Informatics (Alabama Christian College of Arts and Sciences),
- Criminal Justice and Legal Studies (Alabama Christian College of Arts and Sciences),
- Education (Alabama Christian College of Arts and Sciences),
- English (Alabama Christian College of Arts and Sciences),
- Executive Programs (BBA, B.S. in MHR and MSM)
- Fine Arts (Alabama Christian College of Arts and Sciences),
- Great Books (Alabama Christian College of Arts and Sciences),
- Humanities (Alabama Christian College of Arts and Sciences),
- Mathematics (Alabama Christian College of Arts and Sciences),
- Physical Education and Sports Management (Alabama Christian College of Arts and Sciences),
- Physical and Natural Sciences (Alabama Christian College of Arts and Sciences) ,
- Social and Behavioral Sciences (Alabama Christian College of Arts and Sciences)

The University offers the Masters degree in the following disciplines:

- Bible
- Liberal Arts
- Criminal Justice
- Management
- Education

Executive and Professional Programs offered:

- Bachelor's of Business Administration (BBA)
- Bachelor of Science of Management Human Resources (MHR)
- Bachelor of Criminal Justice (BCJ)
- Legal Studies (LS)
- Master of Science in Management (MSM)
- Master of Criminal Justice (MCJ)

106.1 Faulkner's Approach to Learning

The small college environment encourages direct and frequent exchanges between students and faculty in and out of the classroom. The quality of interchange is strengthened by the faculty's diverse academic and professional experiences.

The college is attentive to individual student needs through a broad range of academic support including advisement, tutoring, career development and placement. A flexible class schedule and varied methods of course delivery augment this student experience.

A touchstone of Faulkner's philosophy is the integration of faith and the academy with effective communication skills and a broad-based general education. Faulkner graduates are expected to be educated, capable, professional, and inquisitive members of society.

Faulkner's emphasis on character and our focus on Christian service is enhanced with our conceptual framework. The conceptual framework effects every aspect of the University—the curriculum, faculty, administration, staff, and students. The conceptual framework—*I Can Soar: Developing Intellect, Character and Service*—captures the essence of Faulkner's mission and vision to glorify God and convey His glory in the world. *I Can Soar* builds upon the tremendous legacy of the University's founders by developing an understanding of Christianity's role in personal, family, and work life and the expression of this understanding through Christian service. *I Can Soar* is based upon the concept of bridging learning and service through curricular and co-curricular requirements. *I Can Soar* encourages faculty and students to connect academic content, Christian values, professional skills, and services across the entire University curriculum. *I Can Soar* enhances and augments the Faulkner Experience and the legacy of Faulkner's founders, alumni, supporters, faculty, and staff.

Faulkner University offers a life-changing educational experience based on Christian principles. The *Faulkner Experience* provides the tools for students to become successful in their careers, homes, churches, and communities. The *Faulkner Experience* has shaped and changed the lives of many young people for God's glory. The conceptual framework will further strengthen the *Faulkner Experience* and legacy for years to come.

SECTION 200 - RESOURCES

201.0 Useful Contacts

A complete list of University contacts is available at <http://www.faulkner.edu/o/directory/default.cfm>.

Department chairs and program directors are available to provide assistance to ALL adjunct faculty. It is recommended that adjunct faculty contact the departmental chair or the program director for their respective specialization early in the semester in order to clarify any questions or protocol issues that may relate to the instructional process.

To contact the university by phone, dial (334) 272-5820 or (800) 879-9816.

Administration

- President: Billy D. Hilyer, D.H.L. (Ext. 7103, bhilyer@faulkner.edu)
- Vice President for Academic Affairs: John Enloe, Ed.D. (Ext.7100, jenloe@faulkner.edu)
- Vice President for Extended Educational Services: Jim Spratlin (Ext.7265, jspratlin@faulkner.edu)
- Vice President for Student Services: Joey Wiginton (Ext. 7300, jwiginton@faulkner.edu)
- Vice President for Business and Finance: Wilma Phillips (Ext. 7274, wphillips@faulkner.edu)
- Director of Human Resources: Renee Davis (Ext. 7230, rdavis@faulkner.edu)

Academics

- Dean, Alabama Christian College of Arts & Sciences, Dave Rampersad, Ph.D. (Ext. 7105) drampersad@faulkner.edu
- Dean, Harris College of Business and Executive Education, Dave Khadanga, Ph.D. (Ext. 7112) dkhadanga@faulkner.edu
- Dean, V.P. Black School of Biblical Studies, Cecil May, D.H.L., (Ext. 7154) cmay@faulkner.edu
- Associate Dean, Harris College of Business and Executive Education, Gerald Jones, J.D. (Ext. 7600) gjones@faulkner.edu
- Associate Dean of V.P. Black School of Biblical Studies, Carl Cheatham, Ph.D., (Ext. 7158) ccheatham@faulkner.edu

Directors and Coordinators

- Tim Parker, Birmingham Center (205) 879-5588, tparker@faulkner.edu
- Barbara Gamble, Huntsville Center (256) 830-2626, bgamble@faulkner.edu
- Fred Hughes, Mobile Center (334) 380-9090, fhughes@faulkner.edu
- Patrick Daly, MHR (334) 386-7120, pdaly@faulkner.edu
- Ben Young, MEP (334) 386-7146 byoung@faulkner.edu
- Wendy Bryson, BCJ (334) 386-7529 wbryson@faulkner.edu
- Ron Lambert, BBA (334) 386-7123 rlambert@faulkner.edu
- Marci Johns, J.D., Legal Studies (334) 386-7304 mjohns@faulkner.edu
- Bonnie Taylor, Adult Evening Program (334) 386-7145 btaylor@faulkner.edu
- Robert Woods, Ph.D., Honors (334) 386-7313 rwoods@faulkner.edu
- John Gray, J.D., Masters-Criminal Justice (334) 386-7262 jpgray@faulkner.edu

- Michael Young, Ph.D., Masters-Liberal Arts (334) 386-7918 myoung@faulkner.edu
- Claudia Nisbett, Ed.D., Masters-Education (334) 386-7264 cnisbett@faulkner.edu
- Carl Cheatham, Ph.D., Masters-Bible (334) 386-7663 ccheatham@faulkner.edu
- Justin Bond, MBA, Masters-Business (334) 386-71116 jbond@faulkner.edu
- Ed Hicks, Ph.D. International Studies (334) 386-7309 ehicks@faulkner.edu
- Cynthia Walker, Ph.D., Freshman Composition Studies (334) 386-7305
cwalker@faulkner.edu

Department Chairs

- Computer Science and Informatics, Idong Mkpong-Ruffin (Ext. 7106) IMkpong-Ruffin@faulkner.edu
- Criminal Justice and Legal Studies, Lou Harris, D.P.A. (Ext. 7132)
lharris@faulkner.edu
- Education, Claudia Nisbett, Ed.D. (Ext. 7264) cnisbett@faulkner.edu
- English, Kelly Morris, Ph.D. (Ext. 7312) kmorris@faulkner.edu
- Fine Arts, Matt Roberson, Ph.D. (Ext. 7914) mroberson@faulkner.edu
- Humanities, Jason Jewell, Ph.D. (Ext. 7919) jjewell@faulkner.edu
- Mathematics, Sharon Paulk M.Ed. (Ext. 7306) spaulk@faulkner.edu
- Physical Education and Sports Management, Terry Brown, Ph.D. (Ext. 7286)
tbrown@faulkner.edu
- Science, Al Schlundt, Ph.D. (Ext. 7303) aschlundt@faulkner.edu
- Social and Behavioral Sciences, Ed Hicks, Ph.D. (Ext. 7309) ehicks@faulkner.edu

202.0 Teaching Contracts

Instructors are hired for specific classes and specific time periods by the Directors and/or Department Chairs. Based on the staffing, contracts are approved by the appropriate academic dean. Signed contracts should be returned to the appropriate director or chair. They will be forwarded to the appropriate dean, the Vice President for Academic Affairs, and the Payroll Office.

All adjuncts are required to complete an application and provide an official curriculum vita using the university's required format (found in Outlook) and an official copy of each transcript from all universities attended, prior to the contract being available. All adjunct faculty are required to sign a hiring contract for EACH class taught. No contract is valid until signed by the Vice President for Academic Affairs. In cases in which a course does not make or is not offered, the contract is null.

203.0 Computer Help Desk

For technical or computer services EFC serves as the University's IT support company. Faulkner provides technical support from 7 a.m. – 5:30 p.m. via the helpdesk. Either call (334) 386-7171 or email helpdesk@faulkner.edu. After 5:30 contact Allison Simonton at (334) 303-6504. She will contact the on call personnel for assistance.

All students and faculty are required to maintain a Faulkner University e-mail address and to check it regularly. Department Chairs or Program Directors will provide the appropriate information needed to obtain this e-mail account.

204.0 Student Support Services

204.1 Disability Services and Project Key

Project Key serves as the central contact point and service provider for all students with disabilities at Faulkner University including: Harris College of Business, V.P. Black School of Biblical Studies, Alabama Christian College of Arts and Sciences, Jones School of Law and all Extended Campuses. It also serves as a resource for the Faulkner community, other entities and individuals regarding a variety of disability issues such as transition, accessibility, documentation, accommodations, technical assistance on laws and regulations, and parent and professional training. Community outreach programs are often a collaborative effort with other universities and agencies.

Faulkner students who request to be considered for reasonable accommodations under section 504 of the Rehabilitation Act and Title III of the Americans with Disabilities Act must submit a current written documented verification from a licensed physician, psychologist, or other qualified professional. Documentation guidelines are available on Faulkner's website. University Services >Disability Services>Documentation Guidelines. A school plan, such as an IEP or a 504 Plan, is not sufficient documentation.

It is the responsibility of the student to obtain his/her documentation and present a copy to Project Key, a service for students with disabilities at Faulkner University. If documentation is not adequate, the student will be duly notified. It is the student's responsibility to obtain additional information when requested to do so.

To be considered for reasonable accommodations, students must apply directly to the director of Project Key. Other university entities do not forward documentation of student's disability to Project Key.

Please be aware that Faulkner University reserves the right to determine if the condition or the diagnosis rises to the level of a disability under the ADA and what constitutes reasonable accommodations as well as the fundamental nature of the program.

Documentation should be sent to Pat Morrow, Director, Project Key, Faulkner University, 5345 Atlanta Highway, Montgomery, AL 36109, pmorrow@faulkner.edu.

204.2 Instructional Support Lab

Faulkner University provides the Instructional Support Lab for use by any Faulkner student. The major goal of the Instructional Support Lab is to be of academic assistance to the Faulkner student. In order to meet this goal, one-on-one tutoring in math and English, audio/video instruction, and computer-assisted instruction in math, English, and sciences may be provided. The Instructional Support Lab also houses the Writing Lab, a one-on-one tutoring service established by the English department, to aid students in improving writing skills. The lab is equipped with computers that are networked campus wide, and may also be used for typing research papers, resumes and other writing assignments. The lab is open for study by individuals or groups. In addition to computer support, the lab is also used by instructors to administer make-up tests and for other assignments. Instructors may reserve the lab for class time. Lab

personnel are also responsible for administering all math and English placement tests. The Instructional Support Lab serves as an open CLEP testing center. CLEP tests are administered twice monthly throughout the year and are available to the public as well as all Faulkner students. The Instructional Support Lab is located room 405 of Brooks Hall. The scheduled hours of operation are posted for student convenience and may vary by semester to accommodate the largest possible number of students. Faulkner students are encouraged to become acquainted with the lab early in the semester so that the maximum use can be made of the services available. All services with the exception of CLEP testing are free of charge.

The phone number for the Instructional Support Lab is 334 386-7294. Email is PPhillips@faulkner.edu

204.3 Counseling

The counseling center provides a variety of emotional health services to all enrolled University students. Students come to our center for help with a wide range of emotional health issues, including:

- Stress
- Depression
- Anxiety
- Homesickness
- Relationship concerns
- Academic problems

The number of counseling sessions varies, but weekly sessions are available. Referrals for crisis counseling and psychiatric consultation, when needed, may also be provided. Faulkner University reserves the right to determine, in its sole discretion, when it cannot meet the needs of a given individual and to refer that student to other non-University provided services.

Counselors may be contacted through e-mail (dputnam@faulkner.edu or mbond@faulkner.edu), by telephone (334/386-7295 or 334/386-7275) or personally in the counseling offices upstairs in the Rotunda.

106.0 Gus Nichols Library System and Other Learning Resources

Gus Nichols Library is the major academic resource for the campus of Faulkner University with extensive collections of academic books and journals, special collections, and links to networked information resources in various electronic formats. Complete information about the Library is available on the library's web page at <http://www.faulkner.edu/gnl.asp>.

Gus Nichols Library is housed in a two-story building originally constructed in 1967. The physical plant presently covers 13,000 square feet. Plans are in place to build an addition which should double the present available space. The library and extended resource rooms provide more than 200,000 cataloged items. The library collects materials in all formats of recorded knowledge which are relevant to the University's curricula including books, print journals, microforms, electronic books, music, recorded CDs, DVDs, and videos. Gus Nichols library has access to approximately 34,000 electronic books. The library's collections include almost 114,080 print, periodical, and microfiche titles. The library maintains subscriptions to about 187 serial and periodical titles. The library also provides access to approximately 112 electronic databases containing numerous electronic journals,

many of which include full-text/full-image information and are managed through SerialsSolutions. Several of these databases are offered with discounts by NAAL (Network of Alabama Academic Libraries). The library's web-based catalog (<http://innopac.faulkner.edu/>) provides information about the collection including: circulation status of books and other circulating items; videos and other audiovisual materials; journal holdings and electronic books. Research materials not owned by the library are available through ILL services at <http://www.faulkner.edu/o/libraries/gnl/forms/loan.cfm>.

Books and articles can be requested online and are usually received within four to five days. The library is involved in several consortial agreements which provide an even larger borrowing base. Within the city of Montgomery, the library is part of the Montgomery Higher Education (MHE) in which borrowing privileges are extended from Auburn University Montgomery, Alabama State University, Troy University Montgomery, and Alabama Public Library Services. Faulkner University shares a catalog with these consortial partners (MALCAT) Montgomery Area Libraries Catalog. Faulkner University students may borrow circulating items from any of these libraries with the same privileges and responsibilities afforded them at their home library. The library has consortial agreements throughout the state to provide our extended campus students a wider base of resources.

After hours, access to immediate assistance is provided by the library's 24 hour virtual reference tool: QuestionPoint's Ask-a-Librarian, located at <http://www.faulkner.edu/gnl/askalibrarian.asp>. The library also makes computers available for public use. These computers provide many standard software applications such as word-processing, spreadsheets, internet searching, and catalog and database access. All of the library's publicly accessible computers are linked to the Internet through high-speed network connections. The library offers circulating laptops which can be checked out for use within the library for a two hour period. Wireless connection is available in the library.

Gus Nichols Library is open about 70 hours weekly for student research and study needs. The library's collection includes more than 200,000 cataloged volumes and offers about 112 online databases containing journal articles that are accessible 24 hours a day. Nichols Library offers reference assistance any time the library is open and QuestionPoint 24/7-Ask-a-Librarian online services is available for assistance when the library is closed. Reference e-mail and a toll free phone number are also available for assistance. The library offers interlibrary loan for resources that it does not own. As well as electronic resources, Gus Nichols Library maintains a traditional collection of reference books and periodicals. A limited number of computers are available for use in research and writing. Six laptops are available for in library use and have wireless capability.

Public/Reference Services: The Public Services librarian and staff are on duty at the reference desk to assist users with the collections and to answer general questions about the library. The librarians are available to provide bibliographic research instruction to any university class upon request. The instruction will be tailored to the research and computer needs of any particular class requested. The librarians also consult with students and faculty members on an individual basis.

Library resource rooms are available at Faulkner's extension campuses. These resource rooms make available materials that are relevant to curricula at the centers. Additional materials may be requested through Nichols Library and may be borrowed from reciprocal libraries in the area. The Extended Campus Librarian travels to each of the extended

campuses several times throughout the year and maintains the collections, computers, and conducts bibliographic research instruction.

Technical Services: The Technical Services Department is responsible for purchasing and cataloging all materials. The Technical Services Librarian also works with faculty to place requested materials for each discipline. As funds allow, the library allocates a specific portion of its book/materials budget to each academic department for selections for acquisitions that will support university curricula and the department's discipline. All Academic departments' sum of allocations is determined by the departments' size (number of majors) and the average cost of books for the field.

Collection Services: The Collection Services Department is responsible for selection and de-selection of the library's collection. This department is also responsible for the processing of all purchased or donated print materials and for ILL services.

The main page of the library's website provides links to the online catalog, online databases, Ask-a-Librarian service, Interlibrary Loan form, library policies, research and web resources, faculty/staff page, and help pages.

Section 300 Instructional Expectations

301.0 The Syllabus

Faculty is required to provide a comprehensive syllabus for each course taught. The syllabus must explain course requirements, grading policies, attendance expectations, and policies regarding academic integrity. Most official syllabi include a calendar based on the sixteen week semester. Instructors teaching in a non-sixteen week program must adjust their schedules accordingly but all objectives must be met. All adjunct faculty in each course are provided and directed to use the same syllabus that is used in the course on the campus in Montgomery and is available on Outlook. Instructors attach an addendum that specifies dates the class will meet and when each section of the syllabus will be covered, along with specific grading policies. Copies of these addendum must be turned into the appropriate Department Chair or Program Director. Syllabi must be distributed to students within the first week of class.

301.1 Course Information:

Academic departments have approved syllabi for each course. These can be found in Outlook and the objectives and outcomes for the course must be followed. Department chairs or directors will provide a syllabus template which should be followed.

301.2 Course Policies:

The syllabus should provide basic policies and explain to students the basic assumptions about appropriate behavior and actions. One cannot assume that students know specific policies prior to attendance in class. The syllabus should also establish the appropriate decorum and rules of classroom engagement. Rules on cheating, plagiarism and other forms of academic dishonesty must be clearly stated. Faculty should discuss and clarify the application of University academic integrity policies in their respective courses. The University requires a statement on academic integrity. Procedures for handling academic integrity cases can be found later in this handbook. The syllabus must also contain whatever policies one wishes to make on class attendance, tardiness, participation, make-up exams and quizzes, extra credit work and other bonuses, due dates and the like. Faculty must abide by the 25% attendance policy. Students who are absent more than 25% of the total number of class days will automatically receive an F for the course (i.e., If a course meets 16 times, a student who misses more than four classes will automatically fail the course).

An explanation of the course methodology must also be included. For samples, please see the approved syllabus for the class.

301.3 Grading

Each syllabus provided by the department chair or director provides guidelines for grading. In certain areas, grading scales may be mandated. In these situations, faculty must follow the scale. Otherwise faculty may proceed as approved by the Department Chair or Program Director.

301.3.1 Grade Symbols

It is required that the faculty member use the most objective methods possible that are appropriate to the course and are consistent with the objectives of the course when assigning grades.

While numerical grades are required according to departmental standards, grades are assigned as follows:

All grading shall be on a 4.0 grade point average system. The following grades are approved for use in the determination of the grade point average (GPA):

<u>Symbol</u>	<u>Explanation</u>	<u>Grade Points</u>
A	Excellent	4.0
B	Good	3.0
C	Satisfactory	2.0
D	Passing	1.0
F	Failure	0.0

The following symbols are approved for use in the cases indicated, but will not be included in the determination of the grade point average:

<u>Symbol</u>	<u>Explanation</u>	<u>Grade Points</u>
I	Incomplete	0.0
S	Satisfactory	0.0
U	Unsatisfactory	0.0
AU	Audit	0.0
W	Withdrew	0.0
NC	Failing, non-credit course	0.0

301.3.2 Record Keeping

In order to insure program quality and academic integrity, it is essential that consistency in the maintenance, reporting, collection and storage of grades by the faculty and the academic departments be required. Chairs or directors must informally supervise the reporting, monitor the collection process through the Registrar's Office, and store grade books and computer printouts. The Registrar's Office will collect and disburse grades and maintain records and files as appropriate. To achieve these ends, the following procedures must be met:

1. If requested, grade books will be supplied by the university. Grades may also be maintained on a computer in lieu of the grade book. A professor's grading policy for each course must be thoroughly outlined in the syllabus or course materials. During the first week of the semester, each faculty member must present to the students a syllabus that includes
 - a. Number of major tests and quizzes to be given during the term
 - b. Policies regarding examinations
 - c. Number of reports, papers, etc., during the term and the dates that each will be due
 - d. Late penalties and make-up criteria
 - e. Reading assignments
 - f. Weight assigned to each of the above and to any requirements used to calculate the final grade

2. Grades must be maintained on a regular basis throughout the course. The professor must be able to show the student his/her grade status at any point in the semester.
3. Grade books will be open for audit by the department chairs at any time.
4. Grade books will be turned into the Department Chair or Program Director prior to a paycheck being distributed. If grades are kept on disk, a hard copy of the grade book must be submitted.
5. Faculty response to assignments must provide students with feedback that offers a learning experience. To this end, assignments should be returned to students as promptly as possible –the generally accepted time limit for grading assignments is one week – and should be annotated with written corrections and comments justifying the grade for the assignment.

It is recommended that undergraduate faculty members give three written examinations (or term papers/projects) per term. For specifics regarding exams, including the final exam, consult the official syllabus for the course.

Faculty members should retain any final examinations, reports, and projects that were not returned during the term in which they were produced for a calendar year.

301.4 Incomplete Grades

An incomplete grade (“I”) indicates that the student was doing satisfactory work, but was unable to meet the full requirements of the course due to non-academic reasons.

It is the student’s responsibility to contact the instructor to complete the remaining requirements of the course. The student should not re-register for the course. An “I” should be removed during the following semester, but the instructor may allow the student up to one calendar year to remove the Incomplete. If the “I” is not satisfactorily removed by the end of the next semester, it will be changed to an “F” by the Office of the Registrar. The instructor may allow the student up to one calendar year to remove the Incomplete, but it is the instructor’s responsibility to contact the Registrar’s Office if he grants time beyond the following semester.

301.5 Grade Changes

When a member of the faculty must change a grade, he/she must use the Change-of-Grade Form (or provide the information required by the Change-of-Grade Form), available in Outlook. No grade changes will be made unless they are submitted in the proper format with explicit reasons to substantiate the change. Normally the only person who can change a grade is the faculty member who gave the grade. In the case where the faculty member is no longer at Faulkner University and cannot be reached, the department chairperson has the authority to evaluate the situation and change a grade. Grade changes must be submitted no later than six months after the first grade was posted.

301.6 Grade Appeals

Students have the right to appeal a grade. See section 304 on "Student Complaints."

301.7 Withdrawals

A student may voluntarily withdraw from any class. Charges will be refunded only as described in the financial policy for an academic program (i.e. traditional, Adult Enrollment etc). There is a set date for each term and program which is the last date a student may voluntarily withdraw without receiving a grade of F. A student may **NOT** be assigned a grade of W after this set date.

301.8 Class Lists

The Department chair or Program Director should provide printed class rosters by the first class day. For those instructors whose courses last an entire semester (14-16) weeks, all rosters must be rechecked on 10th class day and any “no shows” reported to the registrar and financial aid offices. For those instructors whose courses are offered in a format other than an entire semester (14-16 weeks), obligations for reporting are determined by the Department Chair or Program Director offering the course. For those teaching in the Executive Programs in Business (BBA, BS in MHR, MSM) roll is to be taken at each class meeting and timely submitted to the appropriate program director or his/her designee.

Students are held accountable for all courses for which they register unless they officially withdraw. The following suggestions may be helpful in determining a course of action for students who are on the class list but are not attending the class. If a student stopped attending class, the faculty member should assign a grade of “F”. If a student has never attended the class, the student should be verified as not attending as described above. The student will automatically be deleted from the course by the Office of the Registrar once he or she is reported by the instructor as not attending. If the student withdrew before the last day to drop without academic penalty and was passing, the student may be assigned a “W.”

301.9 Final Exams

The date and time of the final exam for the course will be provided by the Program Director, Center Director or the office or the Vice President for Academic Affairs.

301.10 Informing Students of Progress

One of the most important services Faculty provides to students is to keep them well informed of their progress. The customary procedure for doing this is to return graded exams and assignments on a regular and timely basis so that students can mark their own progress. For traditional programs on the main campus, you must provide a mid-term progress report. You may also be asked to provide progress reports for students in various groups—for example, at-risk students, and students with disabilities—by the faculty or staff member charged with overseeing those groups.

302.0 Academic Honesty

302.1 University Policy on Academic Dishonesty

Higher education is guided on the principles of academic integrity in the classroom. Without academic integrity and honesty, the learning process is compromised and the emphasis is on the grade, not the learning the grade is supposed to represent. Therefore, establishing academic integrity in the classroom is of significant importance to the faculty of Faulkner University.

Students should have a clear and unambiguous understanding that there are consequences associated with violating the academic integrity standards of Faulkner University. Academic dishonesty is not just a matter between the instructor and the student. Students have an interest in preventing their colleagues from fraudulently obtaining grades that might affect their academic standing. Some forms of academic dishonesty require the University to respond with severe disciplinary sanctions, up to and including suspension or expulsion. When students violate the academic integrity standards of the University, it is imperative that incidents of academic dishonesty become part of the student's disciplinary record. During the first week of classes, each instructor will discuss with students the university policies in regard to dishonesty and the limits the instructor sets for students to work together on assignments.

302.1.1 Any student whom an instructor suspects of dishonesty will be asked into the instructor's office for a confidential session. If cheating is proved or is admitted, the penalty stated below will be applied:

- On the first offense, the student will receive a zero (0) for the examination or assignment.
- On the second offense in the same class, the student will receive an "F" for the course

At any stage in this process the student may appeal to the Welfare Committee for a hearing. Welfare Committee decisions can be appealed to the president of the university.

302.2 Cheating includes (but is not limited to):

- Submitting material that is not yours as part of your course performance.
- Using information or devices that are not allowed by the faculty.
- Obtaining and using unauthorized material.
- Fabricating information, research, and/or results.
- Violating procedures prescribed to protect the integrity of an assignment, test, or other evaluation.
- Collaborating with others on assignments without the faculty's consent.
- Cooperating with or helping another student to cheat.
- Any other forms of dishonest behavior

302.3 Plagiarism includes (but is not limited to):

- Directly quoting the words of others without using quotation marks or indented format to identify them.

- Using published or unpublished sources of information without identifying them.
- Paraphrasing material or ideas without identifying the source.
- Unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic material.

A student cannot drop a course in order to avoid being charged with academic

303.0 Instructional Behavior.

Faulkner University is a Christian institution and expects students to facilitate the creation of a caring Christian environment where every individual matters. In situations involving unacceptable classroom behavior, an instructor can impose any of the following sanctions: immediate suspension of the student from the class for the remainder of that class period and for a time period of up to three other class meetings, or immediate ejection of the student from the class for the remainder of the academic term. In the event a student who has been suspended from a class fails to immediately absent himself from a class from which he has been suspended, an instructor can also eject the student from the class. (In the event of ejection of a student from a class, the student shall be deemed to have withdrawn from the class and awarded a grade as dictated by current university policy)

304.0 Student Complaints

Students who have complaints about an instructor, whether it relates to class grade, conduct, or other issues, will be asked to follow the steps below:

- Discuss the problem with the instructor first.
- If the problem is not resolved, the student should complete a student complaint form, which may be obtained from Outlook. No further action will be taken until the student has filed an official complaint form.
- At each step in this process, the instructor will be kept informed of the disposition of the complaint. Faculty may be asked to provide a copy of their syllabus, assignment weights and grades, and/or other relevant materials. Faculty can ease the complaint process by providing clear statements of grading criteria and assignment due dates, academic integrity, absences and make-up policies, and expectations about classroom behavior.
- Department Chairs will provide a report of student-faculty complaints from their department to the Academic Dean at the end of each semester. If a difficulty arises in a course and a number of students have lodged similar complaints, the administration may survey all the students in the course to determine the degree to which there is a common problem.

305.0 Selection of Books

For all courses the department offering a course will prescribe a book, books, or a list of approved books. Faculty are free to recommend other texts for extra reading but may not require students to buy these texts or make these texts a required part of the course. If you do not have a book list, consult with your Department Chair or Director to determine which book is currently in use.

306.0 Accessibility Outside the Classroom

Instructors are expected to be available to students in addition to classroom time. Include in the syllabus and announce to students accessibility policies. An instructor should also be available at special times for students, particularly at the beginning and end of the semester and preceding and following exams.

E-mail is the official communication of the university and may be used as the primary means of accessibility. All students also have access to e-mail accounts. Adjunct faculty may choose to provide a telephone number.

307.0 Cancellation of Classes

Except in unusual circumstances, faculty is expected to meet all classes on the days and times assigned. Illness is usually the only reason for a last-minute cancellation. If bad weather requires the University to cancel classes, the radio and television stations will be informed. Faculty must notify their Center Director, Department Chair or Academic Director before rescheduling or canceling classes.

If a teacher must cancel class, the procedure involves the following steps:

307.1 Faculty actions when canceling classes

At the beginning of the semester/term, faculty members should set the ground rules for class cancellation procedures. Course syllabi should include course cancellation procedures, the dates of any known class cancellations, and their voice mail number and e-mail address of the faculty.

When cancellation is necessary, it is required that faculty members utilize their voice mail and/or e-mail messaging system to announce cancellations.

Faculty who know in advance that they cannot meet a class because of University responsibilities or another important reason must schedule a class activity profitable for the student that does not require the faculty member's presence—guest lectures, films, or examinations proctored by a substitute faculty member are possibilities.

Cancelled classes require an official form submitted to the director or department chair. This form may be found in Outlook.

307.2 Proctoring Examinations

Faculty members are expected to proctor their own in-class examinations. If an instructor cannot be present to proctor an exam, arrangements should be made with another faculty member to proctor the exam. If an instructor is unable to find another faculty member to proctor the exam, please contact Department Chair or Program Director, who will assist in finding an appropriate faculty member to proctor the exam. For those instructors teaching in the Executive Programs, the program director must be notified if one cannot be present during the administration of an exam.

308.0 Turning in Final Grades

Once an instructor arrives at a grade, based on the marking system detailed in the syllabus, it is to be assigned and submitted to the Department Chair or Director according to the Academic Calendar. Checks will not be issued until grades are submitted.

309.0 Protecting Student Information

Faculty have access to student information used for grading, advisement, counseling, and monitoring progress toward graduation. Much of this information is confidential in nature and must be protected from nonconsensual disclosure to comply with the *Family Educational Rights and Privacy Act of 1974*. Faculty should be familiar with and follow the major components of the *Family Educational Rights and Privacy Act (FERPA)*. Under this act, Faulkner is required to notify its students annually of the types of records maintained and the office responsible for such records. This notification is done by means of the *Student Conduct Code*, containing detailed information on the records maintained. Directory information consists of name, post office box, telephone number, date and place of birth, major, participation in activities, weights and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent educational institution attended is considered public information and will be released to those requesting such information, unless the student has specifically requested that information in this category be restricted. Any student may present a written request to the Registrar that such information not be released. However, requests that directory information be withheld from a written publication must be received in sufficient time to prevent a delay in processing that publication. Any student has the right to inspect and review his/her educational record, meaning any record maintained by or for Faulkner University that contains information directly related to the student. Any student desiring to inspect his/her educational record should consult the Registrar's office. Release of personally identifiable information will not be allowed without the written consent of the student except in limited circumstances, including the following:

Faulkner personnel, where such persons have a legitimate educational interest and demonstrate a need to know to the official responsible for the record;

- officials of other schools where the student seeks to enroll;
- representatives of federal and state agencies authorized by law to have access to education records;
- appropriate persons in connection with a student's application for or receipt of financial aid;
- state and local officials to whom information may be released pursuant to certain state juvenile justice statutes;
- organizations conducting studies for educational institutions or agencies;
- accrediting organizations;
- necessary persons in emergency situations to protect health and safety;
- or persons designated in valid subpoenas or court orders.

309.1 Posting Grades and Keeping Confidentiality

Since posting of grades by student names and/or by ID numbers or Social Security numbers would be considered release of personally identifiable information, faculty should not post grades in this way.

Questions concerning the confidentiality of information should be referred to the Registrar.

309.2 Parents, Guardians, Spouses and Other Faculty

Faulkner University is required by the federal Family Educational Rights and Privacy Act to insure the confidentiality of student records. The act specifically limits access to student records to the student. Unless a student files a written objection with the Registrar, the university may release directory information about the student's name, address, place of birth, major, study load, participation in university activities and organizations, degrees and honors received, dates of attendance, and the most recent previous educational institution attended. Other similar information such as high school attended, maiden name, gender, marital status, number of children, race, candidacy for graduation, etc., may be used in publications and news releases.

Grades, reports of excessive absences from class, and other information relating to the current status of a student may be sent directly to the parent(s) or guardian(s) who claim(s) a son or daughter as a dependent on the federal income tax return. This procedure may be followed until such time as the Registrar is informed, in writing, that the student is no longer a dependent. This information is not available to spouses.

Similarly, faculty is limited to an "academic need-to-know" basis regarding the student's academic record as it relates to courses that are not directly related to those the faculty member teaches. Prior to releasing confidential information to anyone other than the student, a signed release must be on file in the Registrar's office. It is important to note, verbal approval is not sufficient.

310.0 Evaluation of Teaching

The University requires all faculty members to have students evaluate their teaching. The Department Chair provides faculty members with the evaluation forms and the instructions for their proper use each semester. The form for evaluation is to be distributed in your classes no more than two weeks prior to the end of the semester. The evaluation cannot be administered during final exam week. The University requires that adjunct faculty have all of their classes evaluated. All adjuncts will be evaluated by the respective department chair or director at least once a year.

The instructor must provide a written response (in a word document attached to an e-mail) responding to the student evaluation forms to the respective Department Chair or Program Director within 30 days of receiving the student evaluations.

311.0 Instructor Responsibilities

311.1 Course Files

Adjunct faculty must maintain a file for each course they teach. If one is teaching more than one section of a course, only one course file must be maintained. An e-mail attachment or a hard copy of the course syllabus must be given to the Department Chair or Director at the beginning of the course. If the final exam is not departmentalized, e-mail or provide a hard copy of the final exam to the department chair or director. Final grades should be submitted via e-mail.

311.2 Course Content

There are few restrictions on course content, except that all courses do require some homework assignments, and final exam. Courses often require students to complete a project individually or in a group. Exams may take any format the instructor chooses, but it is recommended that all exams include at least one essay. Faculty will not assign take-home exams for any class.

311.3 E-mail

ALL adjunct faculty will be assigned an e-mail account from the university. This may easily be accessed online from mail.faulkner.edu. E-mail is the official means of communication for the university. Adjuncts **MUST** check their e-mail on a regular basis.

SECTION 400 Administrative Details

401.0 Scheduling and Classroom

In scheduling classes, we first seek to meet the needs of the students and then to accommodate the scheduling needs of faculty. The schedule planning process takes place as early as twelve months prior to the beginning of a semester. Department Chairs will request input from the faculty about their teaching times. The Vice President for Academic Affairs will schedule class rooms on the main campus. The Directors at each of the centers will schedule for their respective locations. The Director of Military Education will schedule for the various military sites. These offices will try to accommodate the specialized needs of faculty to teach in certain classrooms (for computer projection capability, for example). Once classrooms are assigned *faculty should not request a room change unless the room is obviously inadequate for the needs of the class, and all requests must go through the appropriate persons. Under no circumstances may faculty change classrooms without permission.*

402.0 Student Life

Faulkner University educates a student body that includes traditional students seeking a college experience and career development as well as nontraditional students looking for a career change and working professionals seeking career enhancement.

On campus students have the opportunity to participate fully in the college experience through residential living and student-life programs. Students residing near Faulkner have access to the cultural resources in the Montgomery area, which expose students to new ideas and provide them with an understanding of the world around them.

403.0 Duplicating

Handout materials can be duplicated by obtaining a copy code from the appropriate department chair, center director or program director.

404.0 Emergencies

404.1 Students

In the event a student is injured or is otherwise in need of emergency treatment, take the following steps:

Provide first aid within capabilities.

If the situation warrants and the student is conscious, ask which hospital, clinic, or doctor the person would like to attend. If unconscious, call an ambulance. On any Faulkner University campus phone dial 8 to get an outside line, and then dial 911.

Notify the program director the details of the accident.

Complete a report form within 24 hours of the incident. Blank forms are available through the Human Resources office.

404.2 Emergencies Other Than Students

Injuries to employees: Follow the same procedure as for students except notify the Human Resources office within 24 hours so that a Workman's Compensation form

can be completed. Should a hospital be required in Montgomery, use Jackson Hospital.

Fire: There are fire alarms in all buildings. If one should ring, dismiss class and evacuate the building. The building should be empty within 3 minutes after the alarm rings.

Tornado --- When there is a tornado or severe thunderstorm warning for the area, the following procedure will be followed: The Civil Defense Siren will sound an alarm. All individuals should go to the hallways, offices, and bathrooms for the best protection. Stay away from windows and glass doors.