

Cox College

Faculty Handbook

2020-2021

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INTRODUCTION

Purpose of the Faculty Handbook

The Faculty Handbook is designed to enhance the workforce experience of faculty, as well as to inform faculty of their rights and responsibilities as members of Cox College and as educators dedicated to fostering higher education. The academic organization of the College, including an explanation of the processes by which faculty participate in shaping and fulfilling the College's mission, is presented in the Handbook. Also included are employment policies and procedures, as well as benefits pertaining exclusively to the faculty.

The guiding philosophy of this handbook is that faculty have primary responsibility for the academic integrity of the college's educational programs. Faculty purview encompasses such areas as curriculum, academic standards, promotion and graduation requirements, academic advising, pedagogy, remediation and scholarship. Faculty are actively involved in admissions, student services, budgeting and alumni activities. By fulfilling these roles with diligence and responsibility, the faculty not only promotes their own professional growth but also help Cox College to thrive.

This Faculty Handbook is intended to be used in conjunction with the CoxHealth Employee Handbook available on the CoxHealth Intranet in *Policy Manager* at <https://coxcollege.policymedical.net/policymed/artifact/list>; both documents provide a comprehensive presentation of the rights and responsibilities of all faculty members. The Faculty Handbook, however, serves as the chief document for describing and governing the relationship between Cox College and the faculty.

Authorization and Amendments of the Faculty Handbook

In accordance with the Bylaws of the Cox College Board of Trustees, College Administration and the Board of Trustees accept this document as the Faculty Handbook at Cox College. The approval of this handbook is with the understanding that it is subject to revision in accordance with the process described in the amendments section, such revisions to supersede, modify, or eliminate existing policies.

Amendments to the Faculty Handbook

Recommendations for amendments to the Faculty Handbook (except benefits) may be made by vote of a quorum of the members of the Faculty Senate. Amendments are forwarded by the Faculty Senate chair to the Institutional Effectiveness and Research Council (IERC) for approval and then to the Leadership Cabinet and Board of Trustees for final approval and implementation. Changes to the Faculty Handbook may be made at any time, assuming Faculty Senate is informed and has the opportunity to vote in support of those changes.

Cox College Board of Trustees

The Board of Trustees (BOT) of Cox College is responsible in the control and management of the property, funds, academic affairs, faculty and staff of the college. The Board of Trustees is responsible for development of policies governing the college.

The Board membership consists of community leaders representing a wide range of diversity.

Board of Trustee Membership:

Dr. William Agnew
Dr. Loren Broaddus
Ms. Julie Bixler
Ms. Hannah Reilly (Student Representative)
Mr. Chris Coulter
Ms. Amanda Cox – Secretary
Ms. Norma Curry
Dr. Julia Flax
Mr. Mark Haseltine
Ms. Janice K. Harris – Chair
Ms. Mertie Jones – Vice Chair
Mr. Stuart Lipscomb
Dr. Robert Lunn
Dr. Michael McCorcle
Mr. Kenneth E. Meyer
Mr. Brent Singleton

Ex-Officio Members:

Kimbrea Browning
Karen Kramer

Mission, Vision, Core Values, and Goals

Mission Statement

Cox College is committed to excellence by meeting the educational needs of students and the health care community.

Vision

Cox College: Leaders in health care education

Core Values

Student First: We believe in providing a learning environment that promotes student inspiration, support and academic achievement.

Highest Quality: We believe in providing an educational experience utilizing cutting edge technology and evidence-based curriculum.

Communication: We believe in shared, transparent communication that is respectful and responsible.

Nothing is Impossible: We believe in working together, taking reasonable risks and daring to change so that the impossible becomes possible.

Lifelong Learning: We believe that professional curiosity develops over a lifetime based on self-evaluation, effective questioning and critical analysis of information.

Goals

- To provide quality educational programs
- To provide a quality customer experience
- To provide a quality workforce experience
- To achieve quality business practices
- To collect data and utilize systematic assessment practices

Non-Discrimination Policy Statement

Cox College is committed to maintaining a community that values the worth and dignity of every person, and fosters understanding and mutual respect among its members. Cox College does not discriminate against any member of the College community on the basis of race, color, national origin, religion, disability, age, veteran status, political affiliation, sex, sexual orientation, gender identity, pregnancy, marital status, or any other basis protected by law in its programs and activities.

Inquiries concerning the non-discrimination policy or the procedure for filing a complaint should be addressed to Betty Breshears, Vice President of Corporate Integrity (417) 269-8806 or compliance@coxcollege.edu, or to the Office for Civil Rights.

ACADEMIC ORGANIZATION

The academic organization at Cox College is comprised of general education courses that support and inform the professional and academic programs under the supervision of the Vice President for Academic Affairs (VPAA).

Faculty are responsible for the integrity and development of the respective academic program curriculum. Faculty are actively involved in program delivery, growth, and, when necessary, discontinuance. They also participate in identification of needed resources; recommendations regarding faculty appointments and promotions; outcomes assessment; academic standards; and development of academic philosophies and missions.

Cox College Council and Committee Structure

Leadership Cabinet (LC)

Members include: Chair - President, VPAA, VPBF, VPSACA, Director of Compliance & Assurance, Faculty Senate Chair, Faculty Senate Chair-Elect, Staff Senate Chair, Staff Senate Chair-Elect, SGA President. The Councils serve as initial approval bodies and recommending bodies to Leadership Cabinet

Finance and Enrollment Management Council (FEMC)

Members include: Chair - VPBF, Faculty Senate Representative, Staff Senate Representative, SGA Representative, VPAA, Marketing and Web Coordinator, Ad Hoc member. Committees: Enrollment and Retention and Billing and Appeals

Policy and Compliance Council (PCC)

Members include: Co Chairs - Director of Compliance & Assurance and Director of Financial Aid, Faculty Senate Representative, Staff Senate Representative, SGA Representative, Bursar, Registrar, VPSACA, Ad Hoc Member. Committees: Safety and Security

Institutional Effectiveness & Research Council (IERC)

Members include: Chair - VPAA, Faculty Senate Representative, Staff Senate Representative, SGA Representative, VPSACA, Director of Compliance & Assurance, Department Chairs, Registrar, Ad Hoc member. Committees: Faculty Senate and Staff Senate

Development Council

Members include: Co Chairs - President and VPSACA, Faculty Senate Representative, Staff Senate Representative, SGA Representative, VPBF, Admissions Representative, Alumni Representative, Community Representative, Marketing & Web Coordinator, Ad Hoc member. Committees: SGA and Events Planning

FACULTY ORGANIZATION

Faculty Senate

Purpose

To provide a regular, systematic process for participating in shared governance and policy making at Cox College and to enhance the workforce experience for faculty.

Functions

- Facilitate faculty input and disseminate information related to the general professional welfare of its members.
- Promote professional and personal development of faculty members.
- Assume responsibility for policies, procedures and processes relating to faculty.
- Assist in the planning and implementing of college functions.
- Facilitate communication among faculty, staff and administration of the college.

Faculty Senate Constitution & Bylaws

Preamble

Faculty Constitution/Bylaws are designed to establish and to delineate an orderly process of academic governance and educational policy-making in order to realize fully the stated mission of Cox College. Therefore, the mission of the Faculty Senate at Cox College is to provide a process for faculty to assume an active and responsible role in academic governance and professional matters.

Faculty Senate Bylaws

ARTICLE I – NAME

The organization shall be known as the Faculty Senate of Cox College.

ARTICLE II – MEMBERSHIP

Section I – Faculty Senate

Faculty senators shall consist of Undergraduate and Graduate Departments: two (2) from Undergraduate Nursing; one (1) from Undergraduate Radiologic Sciences and Imaging; one (1) from Medical Assistant: Inter-professional Research and Graduate Studies; one (1) Master of Nursing; one (1) from Master of Nutrition; one (1) from Master of Occupational Therapy. A vacancy seat will be opened to any faculty member and this position will be a “faculty member at large” position.

Section II – Term of Office

Senators shall be elected for a minimum of one-year term.

Section III – Nominations and Elections

- A. Nominations: Any faculty may nominate individual(s) from within their program. Faculty will nominate representatives from their program for the remaining academic year of 2018-2019

in April 2018. Thereafter nominations will occur in May.

- B. Elections: Faculty Senators shall be elected by their respective program faculty.
- C. Vacancies: Vacancies of a Faculty Senator shall be filled in the same manner as regular elections.

Section IV – Responsibilities of Faculty Senate

- A. Uphold the philosophy and objectives of Cox College and the purpose of the Faculty Senate
- B. Attend Faculty Senate meetings and the committees on which they serve
- C. Participate actively in the Faculty Senate and on committees on which they serve
- D. Maintain confidentiality of the business conducted at meetings when indicated
- E. Seek input from and disseminate information to their respective program faculty
- F. Bring all concerns and suggestions to the Faculty Senate meetings from respective program faculty

Section V – Meetings

The Faculty Senate will meet at least once each semester with meeting dates and times set at the beginning of each semester. The chair can call special meetings. Faculty Senate will meet in May to elect officers. Meetings will be open to all faculty. Faculty shall contact their program representative requesting placement on agenda.

Section IV – Order of Business

Faculty Senate will obtain items from their respective programs and contribute items to the agenda up to five working days prior to schedule meetings. Three days before each meeting all faculty will receive the agenda via e-mail. Faculty Senate will have the authority to discuss added agenda items they deem time sensitive.

ARTICLE III – FACULTY SENATE OFFICERS

Section I – Designation

The officers of the Faculty Senate shall be the Chair, Vice-Chair, and Secretary.

Section 2 – Election of Officers

At the first annual meeting of the academic year, Faculty Senate shall elect officers.

Section 3 – Duties of Officers

Chair – The chair serves one (1) academic year. The responsibilities of the chair are:

- 1. Preparing the meeting agenda.
- 2. Presiding at meetings.
- 3. Serves on the Leadership Cabinet (LC).

Vice-Chair – Faculty Senate elects the vice-chair at the Faculty Senate meeting in May. The vice-chair will serve one (1) academic year. The responsibilities of the vice-chair are:

- 1. Serves in the absence of the chair.
- 2. Serves on the Leadership Cabinet (LC).

Secretary – Faculty Senate elects the secretary at the Faculty Senate meeting in May. The secretary will serve one (1) academic year. The responsibilities of the recording secretary are:

- 1. Record minutes of all proceedings, distribute minutes in electronic and/or hard copy

- forms to all senate members.
2. Maintain minutes on the college data system.
 3. Advise in procedural issues and time control.

ARTICLE IV – RESPONSIBILITIES AND JURISDICTION

Section I– Recommendations/Actions from Faculty Senate

Faculty Senate will have the following means of pursuing recommendations/actions with College Administration:

- A. Position Statements: Faculty Senate will form position statements to present to College Administration. Faculty Senate will discuss position statements with their respective programs; a simple majority vote by Faculty Senate will allow for approval of stated position statements.
- B. Recommendation for Academic Policy Revision: Faculty Senate will follow the process as stated on the Policy Revision Tracking Form

Section II - Quorum

A quorum shall consist of five (5) Faculty Senate representatives.

Section III - Voting

Faculty Senate will vote on recommendations/actions, position statements, and bylaw amendments after they have discussed the above with their respective program faculty. Items for vote will require a simple majority.

ARTICLE V – AMENDMENTS

Faculty Senate will discuss prospective changes in By-Laws with their respective programs. Faculty Senate will vote on By-Laws revisions.

ARTICLE VI – PARLIAMENTARY AUTHORITY

The Faculty Senate shall be governed by Robert’s Rules of Order, Revised. The recording secretary is responsible for enforcing the Robert’s Rules of Order during all faculty meetings.

FORMULATED: 10/10/2001
REVIEWED: 03/15/2007; 03/2008;
REVISED: 03/15/2007; 04/2008; 02/11; 05/12; 05/13; 09/17
APPROVED: 05/2008; 03/11; 05/12; 05/13; 11/17

FACULTY RIGHTS AND ETHICAL RESPONSIBILITIES

Statement of Academic Freedom

Academic freedom is the specific right of scholars and teachers within a college or university to pursue knowledge, to speak, to write and to conduct research activities without unreasonable or unwarranted restriction. It includes the freedom to be evaluated as a scholar or a teacher on the basis of legitimate intellectual criteria, not on personal views or beliefs, political preference, religious or other individual affiliations, except as said views and preferences could be demonstrated to adversely affect intellectual and professional achievement and performance. Academic freedom also includes the right and the responsibility of faculty members to conduct their activities in a spirit of collegiality, collaboration and respect for all members of the academic community.

Faculty members are entitled to full freedom in research and publication of research results, subject to the adequate performance of their designated academic duties. Faculty members are expected to conduct their assigned courses in a manner consistent with stated course objectives and course content and credit as approved by the curriculum team and consistent with scheduled meeting times. Within this framework, faculty members are entitled to freedom in the classroom in developing content and discussing topics appropriate to the above.

Each faculty member is a citizen, a member of a learned profession, and an officer of an educational institution. When a faculty member speaks or writes as a citizen, he or she is exempt from institutional censorship or discipline. As scholars and educational officers, however, faculty should remember that the public may judge the profession and the institution by the utterances of individual faculty members. Hence, individual faculty members should strive for accuracy should exercise appropriate restraint should show respect for opinions that differ from their own, and should make it clear that they are not speaking for the institution as a whole.

Examples of failure to exercise academic responsibility on the part of the faculty include:

1. Academic or professional conduct that brings discredit to the institution, to an academic discipline, or to an individual in a manner that is illegal or unethical.
2. Using position or authority to persuade, rather than presenting convincing evidence.

Each faculty member has the right to criticize and seek alteration of institutional regulations and policies through legal and existing shared governance means. The protection of academic freedom extends to all faculty members with fulltime or part-time appointments to the institution regardless of rank, position, credentials or title.

Roles of faculty cannot be separated from the responsibilities that are unique to the mission of the college. However, in no way will the negotiation of faculty roles within the college be construed to justify any intrusion into the individual faculty member's academic freedom, especially as that freedom pertains to individual research, expertise and expression in the classroom.

The College subscribes to the principles defined in the statement of Freedom and Responsibility approved on October 31st, 1970, by the [Council of the American Association of University Professors \(AAUP\)](#).

Code of Ethical Conduct

This Code of Ethics and Professional Standards is based on the standards set forth by the American Association of University Professors. It serves to elaborate standards of professional conduct, derived from general professional consensus about the existence of certain principles as basic to acceptable faculty behavior. Conduct which departs from these principles is viewed as unacceptable because it is inconsistent with the mission of the college and with the highest standards of professional conduct which the college is committed to maintain. The articulation of types or examples of unacceptable faculty conduct is appropriate both to verify that a consensus about minimally acceptable standards in fact does exist and to give fair notice to all that departures from these standards may give rise to disciplinary proceedings.

It is the intent of this Code to protect academic freedom, to help preserve the highest standards of teaching and scholarship, and to advance the mission of the college as an institution of higher learning. This Code underscores the principle of respect for students, academic colleagues, for individual disciplines, the college and the community at large. It also requires that faculty be sensitive to the potential for abuse inherent in any authority relationship, such as the teacher/student relationship, as well as in interactions with support staff and colleagues.

The listing of faculty responsibilities, ethical principles, and specific standards of conduct are organized around the individual faculty member's relation to teaching and students, to colleagues, to the discipline, to the college and to the larger community. A distinction is made between statements of (1) ethical principles and (2) standards of conduct.

1. **Ethical Principles:** These are drawn primarily from the *Statement on Professional Ethics* issued by the American Association of University Professors. They comprise ethical prescriptions affirming the highest professional ideals. They are inspirational in character and represent objectives toward which faculty members should strive.
2. **Standards of Conduct:** Derived from ethical principles, are mandatory in character and state minimum levels of conduct below which a faculty member should not fall.

Although neither category is exhaustive, it encompasses major concerns traditionally and currently important to the profession.

In the interest of maintaining professional standards, Cox College has both the authority and the obligation to uphold and enforce this Code of Ethics and Professional Standards.

Professional Responsibilities, Ethical Principles and Standards of Conduct

Students

Ethical Principle: *As teachers, professors encourage the free pursuit of learning in their students. They hold before them the best scholarly and ethical standards of their disciplines. They 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. (American Association of University Professors Statement, 1990)

Standards of Conduct:

- Faculty treats all students with fairness and respect.
- Faculty encourages the free exchange of ideas between themselves and students.
- Faculty conscientiously strive to be fair and balanced in their evaluation of student work.
- Faculty will not exploit students for personal gain.
- Faculty will be fair and objective when providing references for students.
- Faculty will not disclose information about students obtained in the course of professional service unless disclosure serves a compelling professional purpose or is required by law.
- Faculty-student personal relationships are unethical when they hinder any student's academic progress or create a situation in which any student is either favored or negatively impacted on grounds other than academic performance.
- Faculty will exhibit an appropriate boundary between themselves and students regarding social-media communication.
- Because a teacher/student relationship is inherently unequal, a member of the faculty should not enter into a sexual relationship with his/her student while engaged in a professional relationship.
- Faculty has the obligation to hold classes as scheduled, to maintain office hours and to provide reasonable means for student access to course information.

Colleagues

Ethical Principle: *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 others. 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. (AAUP Statement, 1990)*

Standards of Conduct:

- Faculty, whether acting in academic or administrative capacities, treat each other with fairness and respect, conduct themselves with dignity and restraint in all exchanges with colleagues, strive for accuracy, exercise appropriate restraint, and show respect for opinions that differ from their own.
- Faculty defends the right of their colleagues to academic freedom.
- While critical evaluation is an essential part of academic activity, faculty will be fair and objective when presenting a professional judgment on their colleagues' work and shall not knowingly make false or malicious statements about a colleague.
- Faculty shall avoid threatening or abusive behavior or language, verbal harassment, or intimidation of another member of the faculty, under all circumstances while on the college campus.
- Faculty members shall not knowingly misrepresent the views/positions of colleagues to further their own position or point of view.
- Faculty shall be careful not to introduce into their teaching controversial matter which has no relation to the subject.

- Faculty shall not engage in research/scholarship for pecuniary return before consulting with and gaining an understanding with the authorities of the institution.
- Faculty shall persuade through presentation of convincing, compelling evidence rather than use of position or authority.

Discipline

Ethical Principle: *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.* (AAUP Statement, 1990)

Standards of Conduct:

- Faculty maintains currency in their academic fields.
- Faculty exhibit intellectual honesty and integrity in all scholarly endeavors.
- Faculty work toward improving the quality of instruction.
- Faculty should not denigrate other disciplines or undermine the confidence of students in other duly approved programs or academic departments of the college.

College

Ethical Principle: *As members of an academic institution, professors seek above all to be effective teachers and scholars. Although professors observe the stated regulations of the college, provided they do not contravene academic freedom, they maintain their right to criticize and seek revision. Professors give due regard to their paramount responsibilities within the college in determining the amount and character of the 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.* (AAUP Statement, 1990) and Reviewed 2007.

Standards of Conduct:

- In accepting a position at the College, faculty assumes obligations to contribute to the college community. They should act so as to secure the good of the college. Such activities include, though are not limited to, participation in governance and service to the College through membership on committees and organizations at various levels.
- Faculty assumes the responsibility of informing themselves of, and abiding by the policies established for the orderly conduct of affairs of the College.
- Faculty avoids potential conflicts of interest unless, after full consultation, they have the approval of the appropriate College administrator to whom they are responsible.
- Faculty avoids engaging in outside professional activities that conflict with their responsibilities and duties to their College appointments.
- Faculty treats College support staff with fairness and respect and should not exploit support staff for personal gain or abuse them either verbally or physically.
- Faculty refrain from initiating and/or participating in the promulgation of inaccurate information that is likely to contravene, subvert or in any way undermine the central mission of the College.

- Faculty, when speaking publicly and sharing their personal views, shall make it clear that they are not speaking for the institution as a whole.

Community

Ethical Principle: *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 the college. When they speak or act as private citizens they avoid creating the impression of speaking for or acting on behalf of the college. 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. (AAUP Statement, 1990)*

Standards of Conduct:

- In their roles as representatives of the College, faculty should avoid misrepresentation of personal views as a statement of position of the entire faculty, College or any of its departments/agencies.
- Faculty resist using their positions or the classroom as bully pulpits and exercise judgment in making clear to others when or if they represent the College.
- Faculty utilize opportunities to maintain established standards within the College and the educational community.

EMPLOYMENT POLICIES AND PROCEDURES

Appointment and Renewal

New faculty members are appointed by the President upon recommendation of the VPAA, department chair, and a faculty search team. Faculty are given the opportunity for feedback in the selection process. Every effort is made to bring quality and diversity to the faculty. Evidence of successful teaching experience and commitment to the College mission are the foremost criteria. No person will be considered for fulltime faculty employment to teach in degree programs unless that person holds the appropriate level degree as defined by that program's accrediting body(ies).

Annual contracts may continue to be extended to faculty members deemed to be performing satisfactorily according to the Faculty Appraisal/Evaluation process.

Faculty appointment is constituted by contractual agreement between the College and the faculty appointee. The contract describes the terms, conditions, responsibilities and requirements of the faculty appointment. Cox College complies with the Equal Employment Opportunity Commission (EEOC), and all other federal and state employment statutes and requirements. The contract explicates the period of appointment, rank, percent of fulltime equivalency, length of appointment and salary. If the faculty appointee is enrolled in graduate or doctoral study, the contract also lays out the timeline for degree completion. See Appendix E for Sample Faculty Contract.

Faculty Rank and Rank Promotion

Rank Categories

For the employment of faculty, Cox College uses the following academic ranks: professor, associate professor, assistant professor, and instructor. Part-time and adjunct faculty may be, but are not necessarily, appointed at rank. If they are appointed at rank, it will be as determined by the VPAA in consultation with the President.

The faculty is comprised of all persons having appointment for the instruction of students. The faculty of Cox College is made up of three groups: ranked full-time faculty, ranked or non-ranked part-time faculty, and adjunct faculty. The ranking of full-time faculty and part-time faculty, if ranked, is stipulated in the faculty contract. Only full-time faculty may apply for rank promotion and part-time faculty receive pro-rated work experience credit appropriate to their assignment.

Rank Promotion

Faculty members considering application for rank promotion will meet with the department chair to discuss his/her readiness for rank promotion, to review the process, and to clarify any questions. If there is agreement about readiness, the application for rank promotion along with the portfolio will be filed with the Staff Accountant by January 15th. See Appendix D for Application for Rank Promotion. If one anticipates meeting educational requirements for promotion prior to the beginning of the next academic year contract, he or she will be allowed to apply for promotion in expectation of meeting those requirements. If the promotion panel approves the request for promotion, that individual's contract will be created in anticipation of the promotion but will be null and void if all requirements are not met. The individual would then remain at current rank and pay range, but would receive the annual merit increase if merit increase has been recommended. It is the responsibility of the individual faculty,

in consultation with the department chair, to determine when it is most advantageous to seek promotion.

The VPAA, in consultation with the Faculty Senate Chair, will appoint a review team of three (3) faculty members, all of whom hold rank at least equivalent to the requested promotion. That team will review the application and make a recommendation by no later than February 15th to the department chair. The department chair's written recommendation will be forwarded to the VPAA on or before February 28th. The VPAA will make a recommendation to the President no later than March 15th. Designations of academic rank are made by the President of the College with consideration of the forwarded recommendations. A written decision will be provided to the faculty member with a copy to the VPAA and the department chair no later than March 31st.

All faculty applying for promotion will have held their current rank for a minimum of two (2) years by January 1st or can meet the requirements for promotion prior to the beginning of the next academic year contract. Criteria for consideration in granting promotion correlate with those delineated on current position description.

Items to be considered in granting promotion include:

- Teaching effectiveness
- Contribution to college mission
- Contribution to college teams and activities
- Professional growth and development
- Annual Performance/Appraisal reviews

In cases of exceptional merit, the President of the college may appoint faculty to academic rank using criteria other than those outlined above.

Upon promotion in rank, a monetary award will be provided in the following amounts: promotion to assistant professor, \$2000; promotion to associate professor, \$2500; promotion to full professor, \$3000. Promotion awards are to be given above any merit increases approved for the new contract period.

Faculty Salary

Faculty salary rates are for a nine-month contract. Annual salary shall be payable on a bi-weekly basis in twenty-six (26) installments, and shall be paid over a twelve (12) month period. The range of faculty salary according to position and rank are listed below.

Adjunct \$725/credit hr. didactic
 \$1200/credit hr. for labs
 \$1500/credit hr. for clinical

Instructor annual salary	\$38,001.60 - \$60,798.00
Assistant Professor annual salary	\$40,019.20 - \$66,040.00
Associate Professor annual salary	\$50,003.20 - \$82,514.00
Professor annual salary	\$55,016.00 - \$90,071.00

Individuals who reach the top of the salary range receive a lump sum payout (refer to the CoxHealth intraweb under Policy Manager– Human Resources – Compensation Policy for details) in lieu of a merit increase. The lump sum payout is a percentage of the earned merit increase and does not compound year to year.

Emeritus/Emerita Status

The honorary title of Emeritus/Emerita may be conferred upon any retiring member of the faculty of Cox College who exemplified the mission of Cox College by consistently demonstrating excellence in meeting the educational needs of Cox College students and the healthcare community. In addition, the individual eligible for this honor embraced the core values as defined by the college and meets the criteria for emeritus/emmerita status as outlined below.

Criteria

- Full-time academic faculty member with at least fifteen (15) years of full-time service. Service may include Cox College, Burge School of Nursing and CoxHealth's Schools of Diagnostic Imaging.
- Must retire from Cox College.
- Reserved for those who have made a significant, consistent contribution to Cox College during his/her tenure. This can be done in a variety of ways through the categories of teaching, scholarship and service. Below is a non-inclusive list of possible avenues for significant contribution:

Teaching

- Participate in student learning activities outside of the traditional academic setting
- Achieve exemplary student evaluations throughout tenure

Scholarship

- Present at national, state, or regional conferences
- Publish in peer-reviewed journals
- Author book/chapter
- Write and/or administer grants

Service

- Leadership of volunteer groups within and outside of Cox College
- Leadership on Cox College committees
- Active participation/leadership on professional organization

Procedure

Procedures for recommending Emeritus/Emerita status are dependent upon rank and length of service to the College. The merits of the candidate's service shall then be reviewed according to the steps outlined in the Procedure for Emeritus/Emerita Checklist. The honor is ultimately approved by the Board of Trustees.

The application procedure is as follows:

Any individual faculty member may submit a nomination. Nomination documentation includes:

1. Application containing the following:
 - a. Documentation of qualifications
 - b. Years of service
 - c. Date of retirement and post retirement plans
 - d. Teaching, scholarship and service
2. Signature line accepting nomination and acknowledging understanding of responsibilities and privileges.
3. Cover letter and appropriate supporting documents outlining candidate's contribution in the areas of teaching, scholarship and service to the college.
4. Current Vitae

The nomination should be submitted to the Faculty Senate Chair, who will then forward to the Rank Promotion Chair.

1. Rank Promotion Committee will forward its recommendation to Faculty Senate.
2. Faculty Senate will forward its recommendation to the department chair.
3. Department chair will forward his/her recommendation to the Vice President of Academic Affairs (VPAA).
4. VPAA will forward his/her recommendation to the President.
5. President will forward his/her recommendation to the Board of Trustees for a final decision.

Privileges of Emeritus/Emerita Status

Several privileges will be awarded when a faculty member is awarded Emeritus/Emerita status, and are as follows:

- One complimentary box of business cards – Rank at time of retirement, followed by Emeritus/Emerita (i.e. Professor, Emeritus/Emerita)
- Full access to library privileges
- Invitation to convocations. Should be recognized if in attendance.
- Invitation to commencement. Will wear full regalia and sit with faculty. Recognition if in attendance.
- Included with Cox College faculty listing on College website
- Cox College flag at half-mast for one week upon death
- Certificate presented upon time of award (during May commencement)

Responsibilities of Emeritus/Emerita Status

Emeritus/Emerita faculty may be requested to participate in the following:

- Identification of self as an Emeritus/Emerita faculty member when representing the organization.
- Opportunity to serve on college-wide committees as requested.
- May choose to serve as an adjunct faculty or volunteer
 - classroom
 - clinical setting
 - bookstore
 - library
 - other areas of the college
- Adherence to the highest academic, civic, and ethical standards
- Service on thesis committees as appropriate

Announcement of Emeritus/Emerita Status

The award of Emeritus/Emerita status shall be announced by the President of the College. This announcement shall also be made at the annual May commencement exercises. The President of the College will also notify the nominee in the event that the nomination is denied Emeritus/Emerita status by any individual or group in the approval process.

Faculty Appraisal/Evaluation Process, Guidelines and Procedures

An annual faculty appraisal will be conducted to assess faculty performance in all areas of their responsibility defined in their respective position descriptions including teaching, scholarship and service. Position descriptions are located on the Cox College Intranet workforce section. The information from the appraisal may be utilized in salary and contractual issues. The evaluations will be conducted by the respective department chair early in the spring semester prior to contracts being offered April 15th. It is the expectation that all nursing faculty maintain an average score of 4 out of 7

over three years. If the faculty member does not maintain this score, a performance improvement plan will be initiated.

Appraisals will follow the process identified below:

- The department chair conducting the appraisal will notify the faculty member to arrange a date for the appraisal conference.
- The faculty member will submit an updated vitae and self-appraisal to the department chair at least one week prior to the conference. Self-appraisals are to include the teaching portfolio items and may include peer evaluations.
- Following the appraisal conference, the individual faculty member will be provided with a copy of the completed appraisal and the original will become a part of the faculty member's personnel file

Guidelines for Search and Orientation of Faculty

General Guidelines

All positions in the College which become vacant are subject to review. This facilitates allocation and reallocation of resources in ways that best serve the college's mission and needs. When a faculty position becomes vacant, the respective department chair is asked to complete a needs assessment and a job description review and to prepare a recommendation concerning refilling the position. A request to fill a position must be supported by justifying rationale and should be submitted to the VPAA.

Faculty Searches

Cox College seeks to offer equal opportunity in the appointment of faculty and all employees in compliance with applicable state and federal equal employment opportunity laws.

Responsibility for conducting effective and fair searches rests with all persons involved in the hiring process. To facilitate and ensure an open search process, the following guidelines for faculty searches are set forth. These guidelines apply to fulltime and part-time regular faculty positions. A designated representative from the CoxHealth Human Resources office will work with the College on all searches. Additionally, the President's office will review and approve the search records before forwarding the paperwork to the CoxHealth Human Resources office.

Position Advertisement

Position search advertisements are to be written by the respective department chair, in consultation with the VPAA. Prior to posting the advertisement, the VPAA may consult with the CoxHealth Human Resources office as necessary and appropriate. Advertisements are posted on appropriate web sites for internal and external viewing and application; other approved media may also be used.

Applicant Recruitment

Cox College is an Equal Opportunity Employer and operates under the policies of the CoxHealth Human Resources office, which ensures the opportunity for all qualified persons to apply for job openings. Every qualified candidate, upon approval of the Search team, will have an interview with the faculty, department chair, the VPAA, and/or the President.

Configuration of the Search Team/Committee

The VPAA, will appoint the search team from a pool of Faculty Senate members willing to serve on search teams. The composition of the team will consist of a majority of faculty from the hiring department and an appropriate student from that department. The chair of the Search team works

with the VPAA and department chair to ensure a smooth process. All search team members will sign a declaration of confidentiality.

The Search Process

Upon the search team's review of fully completed applications, the chair of the search team contacts each qualified applicant to arrange for an interview. The chair provides each applicant with interview dates to choose from and a topic on which the applicant will present during a teaching demonstration and presentation. The topic is identical for each applicant to that respective position. On the day of the interview, the entire workforce is invited to attend the presentation by the candidate. After the presentation, the search team interviews each candidate with a specific set of questions; identical questions are asked of each candidate. Following the search team interview, the candidate will be interviewed by the department chair and VPAA.

Identifying the Right Candidate and Making a Recommendation

When the search process is completed, the search team chair will provide the following information or materials to the department chair with a recommendation:

- Vitae of all candidates interviewed
- List of references for each candidate interviewed
- Summary of the faculty presentation evaluation
- Search team's interview summaries
- Brief, written comparison of interviewed candidates
- Justification for choosing candidate being recommended

If the department chair concurs with the search team's recommendation, the department chair then forwards all information to the VPAA, along with the department chair's reason(s) for recommendation. The VPAA then contacts the recommended candidate's references and makes the final hiring decision. The VPAA will contact the candidate to extend a contract offer.

Faculty Complaint Resolution/Appeals Process

Purpose

The purpose of the Faculty Complaint Resolution/Appeals process is to provide for resolution of conflicts/complaints between and among faculty members or between and among faculty members and the College. All conflicts/complaints shall be treated as confidential by and among the individuals directly involved in the resolution process. No individual shall suffer any penalty for filing a request for conflict resolution.

The Appeals process also serves as a forum for objective fact-finding to assist the President in deciding cases in which the VPAA's personnel decision is appealed by a faculty member on the basis of fact or procedure.

Informal Resolution

When a conflict occurs, the parties involved attempt to arrive at resolution between and among themselves. If the individual parties are unable to resolve the conflict, the aggrieved individual(s) will inform the department chair of all informal meetings pertaining to attempted conflict resolution. Any complainant who feels that resolution has not been achieved may request a meeting with the department chair. If the conflict between and among the involved parties cannot be resolved, any of the parties may file a request for a hearing leading to a formal resolution through due process as herein provided.

Formal Appeals

Any faculty member who believes he/she has not received a satisfactory resolution to a conflict/complaint through the informal process may file a written request within ten (10) business days following a meeting with the department chair, seeking a formal appeal. The formal appeals process will be initiated by a letter from the faculty member to the VPAA, who will assemble the Appeals Panel. The appeal letter will be restricted to matters of fact and procedure. Evidence in support of an appeal should be succinct, relevant and documented.

The Appeals Panel will consist of the Chair of the Faculty Senate, a faculty member selected by the Faculty Complaint Resolution standing team and a faculty member selected by the VPAA. The panel will be chaired by the Chair of the Faculty Senate. If the chair of the Faculty Senate is involved in the issue at hand, the Faculty Complaint Resolution standing team will select the Appeals Panel chair. Any conflicts of interest should be avoided in constituting the Appeals Panel, and any member of the panel who cannot render a fair and objective opinion should excuse him/herself from the committee.

The Appeals Panel chair will schedule a meeting of the panel within ten (10) working days. The panel shall meet in closed session to hear presentation of any conflict/complaint with all members being informed in writing of the date, time and meeting place.

Minutes of the meeting, with all evidentiary documents, shall be kept and filed in the executive offices. All records will be confidential except as the same may be necessary in any public proceedings.

Parties appearing before the panel have the right to a representative of their choice being present at the meeting. If any party intends to have an attorney appear at the hearing, such attorney shall submit in writing his/her entry of appearance at least three (3) business days in advance of the hearing. The panel may decide to have an attorney appear to represent it in an advisory capacity and shall submit his/her entry of appearance at least two (2) business days in advance of the hearing.

Any conflict, charges, evidence and background material concerning the case must be submitted to the team at least three (3) business days prior to the panel hearing date. The party against whom the conflict/complaint is filed shall be provided copies of the complaint, charges and evidence submitted by the complainant in writing at least two (2) business days prior to the panel hearing date. The complainant and the party against whom the complaint is made shall appear to present their respective cases to the panel on the hearing date.

The panel shall make recommendations to the President of the college within five (5) business days following the hearing. Minutes of the proceedings and supporting documents shall be included with the recommendations, if requested. The President shall provide the complainant(s) with a written decision within five (5) business days following receipt of the recommendation of the panel.

If a faculty member(s) wishes to appeal the decision, a written notice of appeal must be submitted to the President of the college within ten(10) business days following the notification of the decision. If a notice of appeal is not filed within ten (10) business days, the President's decision shall become final.

In the event of an appeal, the President will notify the Chair of the Board of Trustees so as to enact a procedural review of the process no sooner than ten (10) business days and no later than one month following notice of the appeal.

The President of the college and all involved parties shall be notified of the procedural review outcome within thirty (30) calendar days of the review. In the event that the President is a party in the conflict/complaint, the Chair of the Board of Trustees will select a representative to perform the function of the President in the faculty complaint resolution procedure.

Documents pertaining to the appeal will be filed in the executive offices. One (1) copy of the documents will be provided to the faculty member upon request.

Outside Employment/Commitment

An employee may hold a job with another organization as long as he/she satisfactorily performs his/her job responsibilities at Cox College. All employees will be judged by the same performance standards and will be subject to Cox College's scheduling demands, regardless of any existing outside work requirements. Faculty members must report outside employment to the VPAA. Complete the Consulting/Outside Employment form found on page 53.

If Cox College determines that an employee's outside work or commitments interferes with his/her performance or the ability to meet the requirements of Cox College, the employee may be asked to correct the situation if he/she wishes to remain at Cox College.

Outside employment will present a conflict of interest if it has an adverse impact on Cox College.

Separation

From time to time, individual faculty members may find it necessary to sever their contractual relationship with Cox College. In other instances, the college may identify a need to terminate a specific faculty member. To protect the interests of both parties, the following categories of separation are defined, as well as the related policies and procedures which apply. Categories of separation are:

- Voluntary resignation
- Family Medical Leave of Absence (FMLA)
- Retirement
- Non-reappointment of faculty
- Layoff
- Dismissal for cause

Voluntary Resignation

Resignation is voluntary employment termination initiated by an employee. If a faculty member desires to terminate a contract, notification must be made to the department chair and VPAA in writing at least sixty (60) days prior to the effective date of termination. If such date of termination falls within either the fall or spring semester, the faculty must finish the semester.

Family Medical Leave (FMLA)

Cox College recognizes that circumstances arise that may require faculty to be absent from work for family/medical or military reasons. It is our policy to provide FMLA as a benefit to meet this need. Refer to CoxHealth Policy Manual for policy details. (refer to the CoxHealth Intranet under Policy Manager– Human Resources – Benefits & Rewards – Time Off & Leaves for details)

Retirement

Retirement is voluntary employment termination initiated by the employee. The typical retirement age is 65; for those who plan to terminate employment and have participated in the CoxHealth Savings Incentive Plan it is recommended that he/she contact CoxHealth Human Resources prior to making a final decision. Any faculty member who chooses to retire should notify the department chair and VPAA in writing at least ninety (90) days prior to the effective date of retirement and preferably by the end of the academic year, if the faculty member does not intend to return for the fall semester. Faculty must complete any semester they have begun.

To gain information about benefits upon retirement, contact the director, CoxHealth Human Resources' department. Employees who have participated in the CoxHealth Savings Incentive Plan must contact the representative for distribution options. Faculty who intend to retire are advised to secure an estimate of actual Social Security and Savings Incentive Plan benefits at least a year prior to retirement.

Non-Reappointment of Faculty

The College may decide not to reappoint a faculty member at the conclusion of a contract term. Reasons for non-reappointment may include, but are not limited to:

- Unfavorable evaluation of the faculty member's performance
- Cancellation of or change in a program
- Inadequate enrollment
- Overstaffing
- Lack of funding
- End of grant

The recommendation not to reappoint a faculty member is made by the VPAA to the President. Notice of non-reappointment must be given in writing by April 1st of the academic year of service if the appointment is not to be renewed.

Layoff

Layoff is a severance action by which the College terminates the services of a ranked faculty member before the expiration of his/her current contract, without regard to his/her performance. Reasons for layoff are:

- Prolonged mental or physical illness
- Changes in curricular requirements, academic programs, or departments

- Financial exigency

Prolonged Mental or Physical Illness: In the matter of layoff for prolonged mental or physical illness that is not addressed by the FMLA policy, Cox College adopts the following statement of the 1990 edition of the AAUP Policy Documents and Reports as their fundamental guiding set of principles. The statement in its entirety is as follows:

Termination of an appointment before the end of the period of appointment, for medical reasons, will be based upon bona fide medical evidence that the faculty member cannot continue to fulfill the terms and conditions of the appointment. The decision to terminate will be reached only after there has been appropriate consultation and after the faculty member concerned, or someone representing the faculty member, has been informed of the basis of the proposed action and has been afforded an opportunity to present the faculty member's position and to respond to the evidence. Upon the request of the faculty member, the evidence will be reviewed by an Appeals Panel before a final decision is made by the President. The Appeals Panel shall be constituted and proceed as stipulated in the Appeals section of the Faculty Handbook, excepting that the VPAA shall serve as chair unless excused for reasons of conflict of interest.

Changes in Curricular Requirements, Academic Programs, or Departments: Termination of a ranked faculty member may occur as a result of major change, including discontinuation of a curricular requirement, an academic program, or department in whole or in part. Decisions on such layoffs will be made by the President upon the recommendation of the VPAA in consultation with the Faculty Affairs team. Faculty laid off under a program change, etc., will receive at least one year's notice from the time of a final decision and official notice to the faculty member to change or eliminate a program. The college will end such programs and the faculty member's relationship with the college at the end of an academic term.

In all cases of termination of appointment because of financial exigency, the place of the faculty member concerned will not be filled by a replacement within a period of two (2) years, unless the released faculty member has been offered reinstatement and a reasonable time in which to accept or decline it.

Financial Exigency: In the matter of layoff due to financial exigency, Cox College adopts the following statement of the 1990 edition of the AAUP Policy Documents and Reports fundamental guiding set of principles. The statement in its entirety is as follows:

Termination of a probationary or special appointment before the end of the specified term may occur under extraordinary circumstances because of a demonstrably bona fide financial exigency, i.e., an imminent financial crisis which threatens the survival of the institution as a whole and which cannot be alleviated by less drastic means.

As a first step, there should be a faculty body, which participates in the decision that a condition of financial exigency exists or is imminent and that all feasible alternatives to termination of appointments have been pursued. The responsibility of identifying individuals whose appointments are to be terminated should be committed to a person or group designated or approved by the faculty.

If the administration issues notice to a particular faculty member of an intention to terminate the appointment because of financial exigency, the faculty member will have the right to a full hearing before a faculty committee. If the institution, because of financial exigency, terminates appointments, it will not at the same time make new appointments except in extraordinary circumstances where a serious distortion in the academic program would otherwise result.

Before terminating an appointment because of financial exigency, the institution, with faculty participation, will make every effort to place the faculty member concerned in another suitable position within the institution.

In all cases of termination of appointment because of financial exigency, the faculty contract will be executed.

In all cases of termination of appointment because of financial exigency, the place of the faculty member concerned will not be filled by a replacement within a period of two years, unless the released faculty member has been offered reinstatement and a reasonable time in which to accept or decline it.

Dismissal for Cause

Dismissal for cause is a severance action by which Cox College terminates its contract with the faculty member for just cause. Any teaching contract is subject to action under this section and any terms of such contract may be superseded. A faculty member dismissed for just cause may be required to leave the campus immediately. Just cause for dismissal must be directly and substantially related to the fitness of a faculty member to continue his/her professional capacity as a teacher at Cox College and will be determined in each instance by the VPAA in accordance with procedures outlined below. Dismissal will not be used as a means of restraining a faculty member's academic freedom.

Dismissal proceedings may be instituted on the basis of the following grounds:

- Professional incompetence
- Continued neglect of academic duties in spite of oral and written warnings
- Deliberate and serious violation of the rights and freedom of fellow faculty members, administrators and students
- Conviction of a crime directly related to the faculty member's fitness to practice his/her profession at Cox College
- Serious failure to follow the code of ethics of one's discipline and the teaching profession as described in this handbook
- Falsification of credentials and experience
- Failure to follow standards of the institution with respect to guidelines in this handbook after oral and written warnings
- Moral turpitude

In every instance the dismissal procedure will include the following steps:

- Written notice to the faculty member from the VPAA that a recommendation for dismissal for cause will be made to the President. This notice will contain a written statement of the grounds upon which the recommendation is to be made and a brief summary of the information supporting such grounds.
- A reasonable opportunity must be offered to the faculty member to meet with the VPAA to present his/her defense to the dismissal recommendation before the recommendation is made.
- The faculty member may invoke the Appeals process. Invoking the Appeals process is not grounds for remaining on campus if dismissal requires leaving campus immediately.
- The faculty member may be forbidden to be on campus except for the sole purpose of making appeals.

- Upon dismissal, salary and benefits will cease immediately.

Suspension

Depending on the circumstances, the President may elect to impose a lesser disciplinary action short of dismissal, such as suspension for a period of time without pay. In unusual circumstances, the President may take disciplinary action without previous citation or warning.

Suspension may be the temporary separation of a faculty member from the college when it is determined by the President that there is a strong likelihood that the faculty member's continued presence at the college poses an immediate threat of harm to the college or to the individual members of the college community. Depending on the circumstances, such suspension may be with or without pay and will last only so long as the threat of harm continues or until dismissal for cause occurs.

Progressive Discipline of Faculty Members

Discharge for cause arising out of negligent or inadequate performance should, in normal circumstances, be preceded by a written warning from the VPAA describing the alleged problem and required behavioral changes. Such a warning also should stipulate a period of time within which correction should occur. In the event that the faculty member fails to correct the problem, dismissal procedures or a lesser sanction may be applied.

FACULTY RESPONSIBILITIES

Full-time Cox College faculty is considered to be on a nine-month academic contract. Full-time and part-time faculty members are required to attend opening day convocation in August and commencement each semester. (For commencement, all faculty members must supply their own academic regalia which may be purchased through the college bookstore.)

Faculty Workload

Definition

Faculty workload reflects the professional model, a fair and equal distribution of total program/college requirements, and is compatible with the maintenance of quality performance in the fulfillment of assigned responsibilities. There is a cooperative effort of the department chair and faculty to determine teaching load.

Teaching Responsibilities

It is expected that undergraduate faculty will be assigned the equivalent of twenty-four (24) credit hour and graduate faculty the equivalent of eighteen (18) credit hours per academic year to maintain a full workload.

Faculty desiring to maintain competency required for professional/clinical certification may be allowed one (1) work day release per Monday through Friday week as coordinated with the department chair. This will not result in a workload reduction. It is the faculty's responsibility to notify the department chair of any outside employment.

Faculty members are expected to assume the responsibilities relative to their specific positions throughout the academic year. The academic year is as defined by contractual agreement. Teaching assignments are made with an effort of equality and consideration of the needs of the College, utilizing faculty expertise.

Expected Faculty Roles

1. Maintain student attendance and grades; appropriately referring for early intervention
2. Maintain open communication with faculty, students and administration
3. Attend department events, meetings, convocation, commencement and administrative meetings
4. Implement curriculum and syllabi development, revisions and updates
5. Maintain professional competency
6. Maintain competency of technology utilized within appropriate department
7. Implement academic advising of students
8. Perform classroom, clinical and online teaching

Faculty Office / Conferencing/Meeting Hours

Faculty will schedule and post a minimum of five (5) on-site office hours each week on multiple days or to accommodate student access. Student advisee load will be no more than thirty (30) per full-time faculty and no more than fifteen (15) for part-time faculty.

Service

Service is defined as that which is deemed appropriate by the department chair and in collaboration with the guidelines as defined in the Faculty Handbook. Service should provide benefit to the community, the health care professions and/or the College.

Faculty members are expected to attend and actively participate in department/college meetings, office hours, commencements, fall/spring planning sessions, advisement, and other activities required by the needs of the program, department and/or college. Approval for non-attendance at the activities must be expressly approved by the department chair.

Scholarship

Cox College recognizes that scholarship and professional activities are germane to academic excellence and leadership in the health care community. To that end, faculty will contribute to the body of knowledge in fields relevant to their areas of expertise. Examples of scholarship include, but are not limited to, publications (i.e., books, book chapters, articles, and essays), book reviews, exhibits, presentations, research, new approaches to teaching, changes in pedagogy, and grant writing. Scholarship should be identified as the incorporation of evidence-based practice into the current curriculum. Faculty are expected to continue to grow in expertise in their specialty through participation or production of scholarly activities.

Virtual Access Policy

PURPOSE: This policy is to ensure that appropriate attitudes, actions, and behaviors are demonstrated in the virtual environment.

POLICY: For the purposes of this policy, the following definitions are applicable:

Virtual Teaching: All activities related to teaching and learning. This includes both synchronous and asynchronous activities. Examples may include podcasts, videos, and live video teaching and laboratory sessions.

Virtual Meetings: Any meeting that is conducted via online platforms. These platforms could include Zoom, Webex, Microsoft Teams, and Canvas.

Cox College expects employees have access to reliable high-speed internet and telephone service. Every attempt should be made to eliminate background noise when possible to prevent distraction and interference. The visual background must be professional and neat in nature.

The security of student information and data is to be maintained in the remote environment in the same manner as the office environment. Employees are responsible for maintaining the confidentiality and security of protected materials under their control.

The dress code of the college (business casual) is to be used in the virtual environment. A neat and professional appearance is required. Timeliness is to be a priority in the virtual environment. While work schedules may vary, employees must adhere to the schedules agreed upon with their direct supervisor.

SCOPE: This policy applies to all members of the college workforce.

Additional Workload

Faculty may be offered additional workload to their standard contract. The additional workload provides for teaching or service that occurs within the nine-month contract, or occurs at an otherwise specified time. The terms and details of the additional workload are included on the Standard Faculty Contract with Additional Workload, as determined by the appropriate chair.

Expectations Regarding Classes

Classes are expected to meet, except when instructors are absent for illness, professional development or emergency situations. In general, it is expected that classes will meet for the full period scheduled. As soon as an instructor recognizes the need to be absent, the instructor will work with the appropriate chair or course coordinator to find proctors or substitutes. With the approval of the appropriate chair, the instructor may plan an alternative assignment for the cancelled class period.

If, for any reason, a faculty member must cancel a class, the department chair and VPAA should be notified as far in advance as possible. If the absence is an emergency, the faculty member should make every effort to contact the chair so that a message can be created to alert students of cancelled classes.).

Faculty will utilize the most current course syllabus template to develop course syllabi.

There is a formal examination period at the end of each semester. Faculty members should use this period, commonly known as “finals week” to offer final examinations or for other academic purposes. In order to accommodate preparatory activities for graduation, courses for senior students may offer final examinations the week prior to the formal examination period on the academic calendar. Faculty is required to meet with their classes during this time period for academic purposes.

Faculty members are expected to acquaint themselves with the Faculty Handbook, Cox College and CoxHealth policies and procedures (CoxHealth Intranet – Policy Manager), College Catalog, and Student Handbook of specific department and observe the policies and procedures included in these publications.

Faculty members have the responsibility to maintain a professional relationship with the students and demonstrate willingness to assist, tutor and advise students as needed.

Course grades must be submitted to the Office of the Registrar by the due dates established by the office of the VPAA.

If student discipline problems occur, the faculty involved must bring them to the attention of appropriate department chair using the departmental disciplinary procedure.

Student files are available to the faculty on a need to know basis with the permission of the registrar. All information concerning individual students is to be considered confidential. In addition, lists of students or directories are not to be provided to anyone by any faculty member or college officer other than the registrar. The registrar provides names only in authorized cases following established guidelines. Curriculum changes, new course proposals and course modifications must be documented using the approved forms available on the college intranet

Accommodations

Students

Cox College is committed to full compliance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973 by providing equal opportunity and reasonable accommodations to qualifying students with disabilities. Students, faculty, staff, and administration all play a role in ensuring that reasonable and appropriate accommodations are provided in a timely and effective manner.

It is Cox College's policy that no qualified student who demonstrates a physical or mental impairment that substantially limits one or more major life activities be excluded from participation in, be denied benefit of, or be subject to discrimination in any program or activity offered by Cox College. Cox College endeavors to provide qualified students with disabilities equal access, not advantage, to the College's educational opportunities, facilities, programs and activities in the most integrated setting appropriate to the needs of the individual.

It is the student's responsibility to request accommodations. It is only through the student's voluntary disclosure of disability and request for accommodations that Cox College can support the student's disability needs. For more information about how to request accommodations, please contact the Student Support Coordinator, Academic Resource Center - 2nd floor Terrace, 1423 N. Jefferson Avenue, Springfield, MO 65802, (417) 269-3225, DisabilityServices@coxcollege.edu.

Employees

To request disability accommodations during the application process or as an employee, please contact CoxHealth Human Resources at 417-269-6954.

Students Adjudged to Have Special Requirements

Limited Functioning: Should a faculty member observe a student with an injury or limited functioning, or if a student informs the faculty member of functional limitations (surgery, etc.) or pregnancy which could require accommodation of classroom and/or laboratory assignments, a health provider's statement, including the Release From Medical Responsibility form may be requested. This is to ensure the student is able to participate without harm to self or others.

Recording of Grades

Students will receive unofficial grades during each course at mid-semester. Final semester grades are to be furnished to the Office of the Registrar on the date requested by the Registrar.

In accordance with college policy Family Educational Rights and Privacy Act (FERPA) policy, grades should not be posted in any physical location (e.g., outside of a classroom or faculty office). Grades may be posted electronically on the student portal, in the course gradebook through Learning Management System or through Cox College e-mail, but not through students' personal e-mail. No information related to a student's grade is to be given over the phone.

Academic Integrity

Students are expected to complete assigned work individually unless instructed otherwise, to write papers in their own words (extensive quoting at best suggests a failure to master the material and at worst plagiarism), and to cite sources appropriately and accurately according to the American Psychological Association (APA) guidelines.

Academic integrity can be violated in several ways, including but limited to:

- **Plagiarizing.** According to the American Psychological Association (2010) “Plagiarism occurs when the author uses ideas, words, or a product without crediting the original source; passes off someone else’s ideas, words, or product as your own; presents as new an idea or product created by someone else.” A student’s failure to properly cite and document sources may constitute plagiarism, even if there is no deliberate attempt or intent to misrepresent the work in question.
- **Aiding and abetting plagiarism.** Permitting others to use your work.
- **Recycling your own work.** Submitting, without permission, in one course work originally done for another.
- **Cheating.** Copying from another student’s exam paper; permitting others to copy one’s work; bringing unauthorized material to exams; accepting or giving unauthorized assistance on coursework and/or assignments.
- **Subbing.** Replacing another student, or asking another student to replace you, for the purpose of taking a quiz or exam.
- **Altering.** Changing grades or marks on papers or exams; unauthorized use or alterations of college add/drop or other forms.
- **Falsifying.** Falsification or fabrication of research results, quotations, facts and/or references.

These are identified in more detail in the College Catalog under Academic Integrity. Violations of academic integrity are considered academic misconduct.

Penalties

A first offense of academic misconduct in the context of a course will be dealt with by the course faculty. Once a faculty member has made a determination of academic misconduct, the faculty involved must bring them to the attention of the appropriate department chair using departmental disciplinary procedure. The student(s) will be informed as soon as reasonably possible of the offense and penalty in writing and may appeal in writing to the instructor within seventy-two (72) hours. Penalties for the first offense may range from failing the assignment at issue to failing the course.

Should the student wish to appeal the instructor’s finding of academic misconduct, he/she may file a written appeal with the chair within one calendar week of the decision of the instructor. After consultation with the instructor and the student, the chair may deny the appeal (in which case the decision of the faculty member stands) or accept the appeal and recommend an appropriate course of action. (If the faculty member in question is the department chair, the VPAA will function in his/her capacity during the appeals process.)

Should the faculty member or the student wish to appeal the decision of the department chair, the appeal should be made in writing to the VPAA within one (1) calendar week of the department chair’s decision. The decision of the VPAA is final.

Advisement

All students of Cox College are to receive advising regarding their academic progression and course scheduling. The general education specialist is the advisor for students in the general education program. Faculty members will be responsible for advising program students. In addition, to assisting with course scheduling, an advisor will monitor academic progress and serve as a referral source for other concerns. Once a student has been accepted into a program, an academic advisor will be assigned to assist in the student’s proposed plan of study. The chair determines advisee assignments.

Academic Advisement

Students are responsible to consult with the assigned advisor regarding the academic plan of study. The advisor's signature is needed in order to register for coursework in the College.

It is highly recommended that any student not achieving satisfactory progress meet with the assigned academic advisor and be referred for intervention as deemed appropriate. However, it is the responsibility of the student to arrange for advising.

Purposes of Academic Advisement

- To assist students in clarifying educational goals.
- To facilitate student understanding of the contribution of general education to their overall educational development.
- To assist students to identify the integration of the general education component with the professional discipline as preparatory to practice.
- To provide accurate information about educational options, requirements for progression and graduation, and related policies and procedures.
- To assist students in planning an educational program consistent with their abilities and career expectations.
- To assist students to monitor and evaluate educational progress.
- To identify necessity for and utilize resources within the College to meet special needs of students.
- To provide a college-sanctioned source of consistent support and guidance for each student.

Non-Academic Advisement

The non-academic advisement program is based on the belief that all individuals have a right to be treated with respect and dignity. The faculty believes that students are unique individuals by virtue of their development and prior lived experiences. The goal of non-academic student advisement is to assist students to increase self-understanding and to develop effective self-direction. Students should contact the Academic Resource Center (ARC) for more information. Information about other community counseling/resources is also available in the ARC.

Faculty/Employee Benefits

The most up-to-date information on CoxHealth employee benefits can be found on the CoxHealth Intranet – Policy Manager – Human Resources – Employee Benefits.

Faculty benefits are altered to conform to the terms of agreement in their faculty contract. Therefore, not all employee benefits are applicable to the college faculty. For example, faculty does not receive ETO; however time off is defined in terms of individual contracts.

Adjunct Faculty are not eligible for employee benefits or other College benefits.

Other College Benefits

Leave of Absence (LOA)

Leaves with or without pay are an integral part of faculty development. A leave is a negotiated agreement whereby a member of the faculty or a member of the administration who holds faculty rank is absent from his/her regular duties of appointment for more than ten (10) business days. A leave with pay means that the College continues to pay all or a part of the faculty member's regular salary and fringe benefits.

The faculty member, through this agreement, is allowed to return to a position which he/she formerly held. Previously earned benefits and seniority are retained. The policy and procedures for medical,

family, personal, military leaves and leaves for public service are explained in the CoxHealth Employee Handbook. Leaves with or without pay are for a definite period, normally for a single term or an academic year. Short-term leaves with pay for legitimate cause for no more than then (10) business days may be arranged at the discretion of the VPAA.

The request for a longer-term leave of absence with or without pay should be made, if possible, in time to allow for adequate administrative planning, preferably at least six (6) months in advance. The written request must specify the purpose, plans and length of the leave. Following approval by the department chair, it will be submitted to the VPAA, who then makes a recommendation to the President, whose decision is final. When a leave is granted, an appropriate contract will be issued.

Leave of absence without pay is not considered a sabbatical and may be granted at any time in accordance with established college policy and special agencies.

Sabbatical Policy

Faculty members are eligible to apply for sabbatical leave following their third (3rd) year of full-time, continuous employment. Anyone who has received a sabbatical may reapply for another sabbatical after a period of three (3) years.

A proposal, with stated outcomes, for the purpose of the sabbatical leave must be presented to the appropriate department chair by the following deadlines: applications for full-year or fall sabbaticals must be submitted by December 15th of the year preceding the academic year in which the sabbatical is to begin; applications for spring semester sabbaticals must be submitted by May 15th of the year preceding the academic year in which the sabbatical is to be taken.

All applications will be forwarded to the VPAA, who will meet with the department chair to determine the merit of the applications. The criteria for awarding a sabbatical include: (1) clear demonstration of benefit to Cox College such as completion of a relevant advanced degree, completion of a publication, generation of publishable research, enhancement of expertise in academic field and instruction, professional internships, etc.; (2) clear demonstration of the plan for personal and professional growth that will result from the sabbatical; (3) the indication of empirical evidence that will be used to grants attained, written report detailing benefits, etc.); (4) faculty rank; (5) thoroughness of application; and (6) all other factors being equal, faculty who have not received a sabbatical will be selected over those who have already received a sabbatical.

As a rule, no more than one (1) full-year or two (2) half-year sabbaticals will be awarded during a given academic year. (That is, in any academic year, one (1) faculty member may be granted a one (1) year sabbatical, or two (2) faculty members may receive a half-year sabbatical each, or one (1) faculty member may receive a half-year sabbatical.). The benefits and responsibilities for the sabbatical period are as follows:

- Persons granted sabbatical leaves are retained on the payroll of the College at their full salary for one (1) semester or one-half salary for the entire academic year in which the sabbatical is taken (raises included).
- Faculty members who are awarded a sabbatical must agree to return to Cox College for the period of one (1) year for full-time teaching and/or administrative duties after the sabbatical has been completed. Any person who does not return, or does not remain for a full contract year following the sabbatical leave, will be required to refund the salary and benefits received from the college during the sabbatical leave. Upon return to fulltime employment, salary will be adjusted according to annual raises awarded by the College during the period of the sabbatical.

- An employee who is granted a sabbatical leave and who is a member of the College's medical insurance or disability insurance program is required to maintain membership during the sabbatical leave. All other employee benefits remain in effect on a pro-rata basis during the sabbatical period. Sick time accrues on a pro-rata basis during this period of leave. Savings Incentive Plan and FICA contributions will be based on actual salary paid by the College.
- During the sabbatical, the College will continue to provide reasonable office space and technology. The faculty member will reimburse the College for telephone and printing use not directly related to College business.
- The recipient may not be employed in any position detrimental to completion of the objectives of the sabbatical. With this parameter in mind, the recipient of a sabbatical must not be employed beyond one (1) half-time appointment at any other job during the period of the sabbatical. This restriction, however, does not apply to an individual who has been awarded a scholarship, assistantship or other honorary stipend as part of the intended use of the sabbatical.
- During the period of the sabbatical, the faculty member will submit interim progress reports to the appropriate department chair according to the following schedule:
 - Full-year sabbatical- at the end of the third and sixth months of the sabbatical period.
 - Half-year sabbatical- at the end of the second month of the sabbatical period.
- Following completion of the sabbatical, the recipient will submit a written report on the extent to which he/she achieved the purpose for which the sabbatical was granted and how the experience improved the recipient's capacity to serve the College. The report of results shall be submitted to the department chair within ninety (90) days following the completion of the sabbatical period.
- The purpose of the sabbatical is to provide time away from teaching to complete scholarly work. If the department chair, VPAA and President determine that no measurable scholarly work, or work in progress, was attained, it is the right of the College to demand repayment of pay and benefits extended for this purpose.

Faculty Development

Faculty are encouraged to attend selected meetings related to their role as educator and/or to areas of specialization at national, state, and local levels. Support of this endeavor is provided as fiscal resources and course coverage allows. Whenever possible, the College will provide in-house training sessions to enhance the skills and performance of employees.

Teaching Effectiveness

Faculty that score below average on a performance review will need to have a performance plan put into place to help increase their teaching effectiveness.

College Educational Benefits

Financial Assistance for Graduate Education: The Cox College Tuition Reimbursement Plan is designed to assist fulltime employees of Cox College in their pursuit of formal education in fields critical to the growth and development of the college and the improvement of student learning.

ADJUNCT FACULTY

This section is designed to acquaint adjunct faculty with their rights and responsibilities as members of Cox College and as educators dedicated to fostering higher education. The guiding philosophy of this handbook is that all adjunct faculty, regardless of employment status, are responsible for the academic integrity of the College's educational programs. By fulfilling their instructional role with diligence and integrity, the faculty not only promotes their own professional growth but also helps Cox College to thrive.

Paychecks

General education faculty are paid via a contract with Drury. Discipline-specific adjunct faculty who are not CoxHealth employees are paid bi-weekly. Discipline-specific adjunct faculty who are CoxHealth employees will be paid for service on their normal bi-weekly paycheck.

Parking

All adjunct faculty members can park in any undesignated space in the lot directly across from the College. Contact the front desk for further information.

Policies and Procedures

Cox College policies can be found in the College Catalog, Department/Program Handbooks, on the College intranet portal, and via the CoxHealth intraweb in Policy Manager – Cox College.

SUPPORT SERVICES

Academic Resource Center

The Academic Resource Center (ARC) at Cox College provides support for students and is administered by the Coordinator of Student Support. The ARC serves the college goal of helping students succeed academically by encouraging success strategies for college and for life. The ARC serves as an information hub and promotes academic, social and personal development by helping students cultivate transition-to-college foundations such as study strategies, note taking tips, test taking proficiencies, time management skills, learning styles assessments, critical thinking resources and relaxation techniques, as well as providing guidance in dealing with stress, anxiety and personal concerns. All students are encouraged to utilize the resources available to them through the ARC.

The coordinator of student support supervises counseling appointments, the Early Intervention program, and other activities related to student success and meets with students on an individual or group basis. The coordinator also works with faculty with student referrals, helping students to create individualized academic success action plans.

The Store

The Store offers the opportunity to charge bookstore merchandise without interest to college employees only. All charges are to be paid in full by the end of the last business day of the month. Employees leaving employment with the College, whether voluntarily or otherwise are responsible for any charges due on the last day of employment. The Store hours will be posted at the beginning of each semester.

Clerical/Secretarial Services

Secretarial services are available to all faculties for college business. The faculty support specialist assists and facilitates various activities, which include word processing, printing and faxing of College materials, and assistance with conference reservations.

Classroom Space Requests

Classroom assignments will be made by the Cox College front desk prior to the start of each semester. Special requests for conference rooms, board room, etc. should be submitted to the front desk. Requests for the testing rooms should be submitted to the Coordinator of Student Support.

Keys

Keys for faculty offices and files, classrooms and conference rooms are obtained during orientation. Keys will be issued to the faculty by the front desk.

Office Supplies

Standard office supplies are available to faculty from the faculty support specialist.

Photocopying

Copy machines are available on both the 1st and 2nd floors. The faculty support specialist is also available to assist with large copying jobs through the print shop

CoxHealth Libraries

The North Library, serving the main campus of the college, is located south of the college entrance on the second floor west of the hospital pharmacy. Access to the medical library at Cox South is by appointment only and is scheduled through the North Library.

Library Contacts:

Phone: 417-269-3460

Fax: 417-269-3492

E-mail: library@coxhealth.com

Library Hours:

North Library Hours: Monday-Friday 8:00a.m. – 5:00p.m.

Summer and Special hours 8:00a.m. – 4:30p.m. (Monday-Friday)

Announcements to changes in library hours are posted at the libraries' entrance and via voice mail.

Library Resources

The libraries' page is available on the Web at <http://www.coxhealth.com/libraries> and provides access to the CoxHealth Libraries Online Catalog (EOSi), Ovid and EBSCO (literature databases), web resources (health care links), educational resources (research guides and study tools) and detailed information about the libraries (e.g., hours, staff, location, policies, etc.).

The following resources are available on the libraries web page:

A-to-Z Index

This is a resource for locating in-house print journals, e-journals or other electronic resources, including some online books. It can be searched by title, subject or title keywords, and results will indicate what database to search.

CoxHealth Libraries Online Catalog (EOSi)

The online catalog enables you to locate print books and journals, online books with links, videos and other materials within our libraries. The catalog also includes consumer health materials available at the Joyce Schwandt Library, part of The Women's Center located in the Turner Center, and the Hartman Library & Resource Center located in the Wheeler Heart and Vascular Center.

Library print materials should not be taken from the libraries without being checked out by the library staff. Check-out periods are:

Regular books – two weeks with one-week renewal

Reserve books – Overnight check out only

Reserve articles – In-library use only

Journals (bound & current) – In-library use only

Reference (R) – In-library use only

Books needed for preparation and support of a course currently being taught may be checked out for the entire semester. However, if other clientele places a hold on the book, a request will be made for

the immediate return of the book. Lost or damaged books will be the responsibility of the faculty and may be deducted from their paycheck.

EBSCO and Ovid

Many databases are available to locate information in medical, nursing, allied health and academic journals as well as electronic books. The libraries purchase database collections from two major vendors – Ovid and EBSCO. Both can be accessed on CoxHealth campuses without a password. A password and user ID are required to access these databases from an off-campus location unless accessing through an SRA account. Faculty with an Internet Service Provider must register with the libraries to obtain a single password, which will allow access to either Ovid or EBSCO. Also a Library User Application form has to be completed before a password is issued and these application forms are available at either library or through the libraries web page, under forms. Passwords for faculty are changed at the beginning of each academic year (August 1st).

Education, Research & Study Tools

Tutorials and handouts to assist all patrons in the use of specific library resources are available on the libraries' web page under Education. Research guides written by CoxHealth librarians with tips on frequently asked topics (such as how to locate evidence-based information or how to research controversial health care topics) are also under Education. Study guides and Web links suggested for specific courses and aimed at Cox College students can be found under Study Tools.

Web Resources

The libraries maintain a list of Web resource links on health care topics. These topics are listed under Books, Journals & Web Resources on the CoxHealth libraries home page.

Library Services

Forms for the following services are available on our web page <http://www.coxhealth.com/libraries>. Click the Libraries unless otherwise noted.

Literature Searching

Searching of other fee-based databases is performed by a librarian for a cost billed to the faculty member, personally, or to the College.

Interlibrary Loans/Document Delivery

The libraries belong to several lending networks and can usually obtain requested materials that are not in our collection. Costs for this service vary widely from a \$3.00 charge to \$15.00 or more per request, depending on the policies of the lending library. These costs are billed to the faculty member, personally, or to the College.

Reserve Collection

Reserve forms need to be completed and requested at least a week in advance of the beginning of the semester to ensure timely availability of materials. The reserve collection is maintained at the North Library next to the circulation desk.

Class Presentations/Orientations

The library staff promotes an atmosphere for lifelong learning and intellectual inquiry for students by providing appropriate levels of informational resources and training of library skills. Librarians are available to assist in classroom presentation via demonstrations, library modules, or Learning Management System instruction at levels of informational need. ASK A LIBRARIAN and Library Resource links provide supportive resources to the students and are available through the Student Portal.

Purchase Recommendations

Purchase Request forms for books and journals are available on the library Web site and upon completion submitted electronically to the library. Books are usually purchased if monies are available; journals are purchased after approval from departmental committees and if monies available within the budget.

Copyright Application for Personal Publication

Obtain copyright application forms and more detailed information about copyrighting personal publications from:

Information and Publication Section
Copyright Office Library of Congress Washington, DC 20559

Copyright Policy

Federal Copyright Law requires all members of the Cox College community, including faculty, staff, students, volunteers, and patrons to respect the proprietary rights of owners of copyrights and refrain from actions that constitute an infringement of copyright or other proprietary rights.

Because of advances in technology and ease to copy, transmit, distribute, adapt, display, or perform copyrighted works, individuals must increasingly be aware of various copyright implications when using a wide range of materials and devices. Copyright violations related to printed materials, materials in digital format, audio and video recordings, music, Internet transmissions, computer programs and databases, or any other types of materials create potential legal liability for Cox College and the individuals involved. Faculty, staff, students, and any third-parties accessing www.coxcollege.edu must also be familiar with and comply with the *Copyright and CoxHealth Policy*.

Instructional Materials

Course Materials/Syllabus Template

Course packets/syllabus and course notebooks are maintained by each course coordinator for reference, resource and validation of course content. The procedure and guidelines for formatting and maintaining course packet/syllabus are located in the Canvas training course. The template is intended to guide faculty in creating and revising syllabi and to ensure inclusion of important information necessary for student success. Adjunct faculty members are encouraged to work with the Chair of eLearning and General Education for assistance in formatting the syllabi in the college template.

Accessing Course Schedule

Course schedules can be viewed via the College website at www.coxcollege.edu. Hard copies can be obtained from the Registrar.

Textbook /Obtaining Instructional Materials

Requests by individual faculty to review new books or new editions of books are to be made to the representatives of the publishing companies or through the faculty support specialist. Faculty may also contact the companies to seek acquisition of faculty copies of all adopted texts.

Adjunct faculty teaching general education courses may request desk copies of textbooks through the faculty support specialist.

Discipline-specific adjunct faculty should coordinate textbook desk copy requests with their course coordinator or department chair.

All preview copies and textbook desk copies are properties of the College and are to remain at the College if the faculty member leaves the employment of the College.

Textbook Orders

Using the Textbook Order form, faculty (course coordinators, if team-taught course) should notify the chair of the textbook choices (required or recommended) and any supplies, course packets, etc. which will be purchased by students.

Book orders are to be submitted to the department chair (by October 10th for the spring semester, March 11th for the summer semester, and April 15th for the fall semester. Following adoption of textbooks, the faculty support specialist will consult with the publisher representative to obtain additional faculty copies needed to teach the courses. The faculty support specialist will contact the publisher representative to obtain desk copies for the general education faculty.

Other instructional materials may be requested through the department chair and included in the course budget request, which is prepared in the spring semester.

Previewing and Ordering of Audiovisual Materials

Requesting AV materials for preview is coordinated by the faculty and the book representatives, and or through the bookstore manager. In order to avoid unwanted charges for late returns, when previewing audiovisual material, faculty are to adhere to company policies regarding return of materials. If there are costs associated with previewing, other than shipping and handling expenses, approval from the department chair will be necessary prior to preview.

Any request for purchase of audiovisual materials should be made to the appropriate department chair and included in the budget.

Technology Support Services

Cox College Technology Support Services supports students, faculty and staff on College-supported software/hardware.

Compute Labs

Cox College has three computer labs for general student use with networked workstations. They are located on the second and third floors of the college. All computers feature Internet connectivity, Microsoft Office and access to CoxHealth library online research materials. The computer labs may be used for projects, typing and research, etc. Computer Assisted Instruction (CAI) modules, word processing, spreadsheets, Webmail and multimedia presentation software are available for student use.

To save documents, students **MUST** bring their own storage medium such as a USB flash drive or use designated network drive space.

The computer labs on the second floor (223 and 226) are open each semester from 7:00 a.m. to 4:30 p.m., Monday through Thursday and 7:00 a.m. to 4:00 p.m. on Friday. The computer lab on the 3rd floor will be open from 7:00 a.m. to 9:00 p.m. The other computer labs are closed when classes are not in session. No food or drink is allowed in the computer lab.

Faculty & Adjunct Faculty E-mail

Fulltime faculty are assigned a Cox College e-mail account and use Microsoft Outlook on their office computers to access e-mail. To access e-mail from another computer faculty, use the web via SRA (Secure Remote Access) to remote into their office computer.

Adjunct faculty does not have a dedicated computer assigned to them at the college to remote into and thus are not eligible for SRA (Secure Remote Access). They also do not have an email account assigned to them through the college and should make arrangements with their cox college students to use another email account. Access to their pay stubs is provided through the CoxHealth employee link.

SECURITY SERVICES

Campus Security Information

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998, formerly the Crime Awareness and Campus Security Act of 1990, and the Violence Against Women Act of 2013, Cox College provides information related to crime statistics and policies concerning campus security to current students, employees and applicants for enrollment and employment.

Crime Statistic Reporting

Crime statistics provided in Cox College's Annual Security Report are based upon incidents reported by campus security authorities and local police agencies. Cox College annually reports statistics for the three most recent calendar years concerning the occurrence on campus, in or on non-campus buildings or property, and on public property (as those terms are defined and interpreted for purposes of the Clery Act) for occurrences of murder, manslaughter, sexual misconduct, including, (forcible and non-forcible) sexual assault, domestic violence, dating violence and stalking, robbery, arson, aggravated assault, burglary, and motor vehicle theft; statistics on arrests for violations of liquor or drug abuse as well as weapons possession violations; disciplinary referrals for liquor, drug and weapons violations; and statistics on Hate Crimes that are reported to local police agencies or to campus security authorities.

The CoxHealth Security Services Department, in consultation with the Cox College Director of Compliance and Assurance, will make the determination as to whether a reportable offense has occurred. These reports will be compiled to prepare the annual Campus Crime and Security Survey for submission to the United State Department of Education, Office of Postsecondary Education. This report will be made available to the public by October 1st of each year. This report will be posted to the Cox College website for viewing.

Additional information is provided to students on crime prevention, drug/alcohol abuse education and awareness and prevention of sex offenses. Information related to these programs and counseling services is available from the Academic Resource Center and the Director of Compliance and Assurance.

Emergency Response and Evacuation Procedures

In an effort to provide a safe campus and pursuant to Public Law 101-542, Cox College provides campus safety information to each student during orientation to the College. The faculty member should refer to the Campus Security Reference and other security data posted on the college website for information about public safety, crime statistics, parking regulations and security policies and procedures at CoxHealth and the College.

The college uses a mass alert notification system designed to keep the students, faculty and staff at Cox College informed during emergencies. Emergency communications from the college, including inclement weather announcements, will be sent as a text message/voice message and/or e-mail to those enrolled in the notification system.

CoxHealth Security provides services at Cox College, Cox North and Cox South. In an emergency, security personnel may be accessed from a phone within the college, Cox North or Cox South by dialing 333 or "0" for the switchboard operator. Security personnel will also assist with unlocking car doors

and charging batteries. To access CoxHealth Security, call 269-3715 (Cox North) or 269-6120 (Cox South).

In an emergency on the Drury University campus, students should contact the Office of Continuing Education in C. Arch Bay Hall until 8:30 p.m. at 873-7207 or the Olin Library personnel until 12:00 midnight at 873-7338.

Emergency Procedures

It is the desire of Cox College to provide as safe an environment as possible for students, faculty and staff. Please refer to the red flipcharts posted throughout the facility for additional information.

Fire

Upon finding a fire in the college:

- Notify anyone in the area that a fire exists.
- Pull the nearest fire alarm. Fire alarms are located at every exit and at intervals along each hall.
- Use appropriate judgment in utilizing fire extinguishers.
- On exiting the room, close windows (if possible), close the door to the room to limit the spread of fire and smoke and evacuate the building.
- Notify the receptionist (if possible), of the location, type and extent of the fire.

Use of fire extinguishers

- All fire extinguishers are dry chemical to enable them to be used safely on any type of fire. To allow ample time to escape the area, anyone attempting to use an extinguisher should be aware that the fire should be able to be contained within 30 seconds or less. If unable to smother or extinguish the fire within this period of time, the individual should simply exit, close the door, escape the area, pull the nearest fire alarm and notify the receptionist of the exact location of the fire. Students should be aware of the location of fire extinguishers.

Evacuation of the College

- Possible exits are clearly marked with “EXIT” signs. Maps are located by every fire alarm, as well as in strategic locations in hallways. Each map indicates two possible exits for that area. Use the nearest exit that is not obstructed by smoke or flames.
- Evacuate immediately and remain calm.
- Do not return to the building for any reason after evacuation has begun.
- Do not use the elevator.
- Individuals in the area of the college leave by the nearest exit and assemble on Jefferson Avenue on the sidewalk area across from the college entrance.
- Students in classes or with a group should reassemble with that group. Faculty are responsible for identifying and reporting any absences to the individual in charge of roll call.
- Any individual not in class or with a group at the time of evacuation should report to the individual in charge of roll call

Tornado

- The receptionist will be notified when a tornado warning is in effect and will notify occupants of the College via loudspeaker.
- Proceed by the nearest stairs to the basement areas without windows. These areas are:
 - Classroom 5
 - Hallway outside classroom 5

- Basement hall (keeping a safe distance from glass areas at either end of the hall)
- The telephone in classroom 3 may be used for communication.
- All individuals evacuated to the basement will remain there until an “ALL CLEAR” is sounded.

Complete details about the Emergency Response Plan are available from the CoxHealth Department of Emergency Management, 417-269-4761 or can be found at the following web address: <https://connect.coxhealth.com/emman/SitePages/Home.aspx>

Inclement Weather

In case of inclement weather, sound judgment should be exercised regarding safe travel.. The President, or designee, will evaluate weather conditions and decide if current or future weather conditions warrant closing Cox College. When the College closes due to inclement weather, all seated academic courses, faculty office hours, clinicals and business operations are closed at that campus location(s) for the defined time period. Cox College will announce the decision to close through local news media, online, and social media. The Inclement Weather policy is located on the college Web site: www.coxcollege.edu and CoxHealth Intranet under Policy Manager – Cox College. Department chairs should have contact phone numbers for their employees and be aware of inclement weather policies.

Injuries to Faculty

Faculty who sustain any work-related injury while employed with the College should complete an incident report. In addition to the incident report required by the College. Individual clinical agencies may require an additional report of the incident. A faculty member who is injured should initially seek medical evaluation at the Emergency Department, Cox North or Cox South campus.

Injuries to Students

Students are to report any injuries or accidents occurring during classroom or laboratory activities to a faculty member who will facilitate completion of an incident report required by the College. Individual clinical agencies may require an additional report of the incident. Students who sustain injuries during nursing laboratory activities should be referred to the Emergency Departments on Cox North or Cox South campuses or to Urgent Care at Cox Walnut Lawn.

Blood and Body Fluid Exposure

Faculty exposures to blood and body fluids will be followed according to the policies of CoxHealth. Refer to Policy Manager located on the CoxHealth intranet site for further details. Students are required to sign a form indicating compliance with CoxHealth Blood/Body Fluid Exposure Policy.

STUDENT ISSUES

Faculty and adjunct faculty are responsible for the information provided in the appropriate department's Student Handbook. This Student Handbook provides detailed information on a variety of topics (student rights and responsibilities, student conduct and student discipline) of which the faculty member will be responsible.

Non-Discrimination Harassment Policy and Complaint Procedures

Cox College is committed to maintaining a community that values the worth and dignity of every person, and fosters understanding and mutual respect among its members. The College adheres to a strict non-discrimination policy regarding the treatment of members of the College community.

Harassment consists of unwelcome conduct, whether verbal, physical, digital/electronic, or visual, based on a person's protected status such as age, sex, color, disability, marital status, race, religion, ethnic or national origin, and any other basis protected by law. Sex discrimination includes discrimination on the basis of pregnancy, gender identity, and failure to conform to stereotypical notions of femininity and masculinity. Sexual violence is a severe form of sexual harassment prohibited by this Policy. The College will not tolerate, condone, or subject anyone to any form of harassment. In addition to being illegal, any form of prohibited harassment violates the dignity of the individual and the integrity of the College as an institution of learning.

Inquiries concerning the non-discrimination policy or the procedure for filing a complaint should be addressed to Jana Roberts, Director of Compliance and Assurance/Title IX Coordinator, 1423 N. Jefferson Avenue, Springfield, MO 65802, (417) 269-3598, compliance@coxcollege.edu, or to the Office for Civil Rights.

Services and Accommodations for Students with Disabilities

Cox College is committed to full compliance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973 by providing equal opportunity and reasonable accommodations to qualifying students with disabilities. Students, faculty, staff, and administration all play a role in ensuring that reasonable and appropriate accommodations are provided in a timely and effective manner.

It is Cox College's policy that no qualified student who demonstrates a physical or mental impairment that substantially limits one or more major life activities be excluded from participation in, be denied benefit of, or be subject to discrimination in any program or activity offered by Cox College. Cox College endeavors to provide qualified students with disabilities equal access, not advantage, to the College's educational opportunities, facilities, programs and activities in the most integrated setting appropriate to the needs of the individual.

It is the student's responsibility to request accommodations. It is only through the student's voluntary disclosure of disability and request for accommodations that Cox College can support the student's disability needs. For more information about how to request accommodations, please contact the Student Support Coordinator, Academic Resource Center - 2nd floor Terrace, 1423 N. Jefferson Avenue, Springfield, MO 65802, (417) 269-3225, DisabilityServices@coxcollege.edu.

Health Issues

Students who have or who develop conditions that temporarily restrict or have the potential to restrict their physical activity need to have their health care provider complete a release form regarding the recommended physical activity level for the student. This completed form needs to be on file by the end of the second week of the semester to facilitate the making of any accommodations necessary to ensure full participation in the student's education. If a student develops a physical restriction during the semester, a release form needs to be completed and submitted to the course coordinator when the condition develops or before the next lab.

Communicating with Students via E-mail

While using the college computers, students can easily be accessed by preceding their names with "Cox College". For example, Mary Doe can be accessed by typing "Cox College Mary Doe" into the e-mail address. You may also solicit student's home e-mail addresses, although the student's right to privacy through FERPA should always be respected.

Returning Paperwork to Students

To protect student confidentiality, all materials are to be returned directly to students either in class or on the clinical unit. When direct return is not possible, students are to supply the faculty member with a self-addressed stamped envelope sufficient to contain said materials.

If, after employing both of the above methods, student materials remain in the faculty member's possession, they should be retained for one semester beyond the semester in which they were produced. The students to whom these materials belong must be notified by e-mail that these materials are available from the faculty member and that, if by the end of the semester, the student has not arranged to pick up the materials, the materials will be shredded and disposed of in a confidential manner.

Under no circumstances are materials to be returned to students in any manner that could conceivably compromise their confidentiality.

Family Educational Rights and Privacy Act (FERPA) Directory Information

Cox College adheres to a policy of compliance with the Family Educational Rights and Privacy Act of 1974, as amended (FERPA) (20 U.S.C. § 1232g). In accordance with federal law, Cox College has adopted policies and procedures governing the confidentiality of student educational records. No individual shall have access to, nor will the institution disclose any information from, a student's educational record without the prior written consent of the student or as otherwise authorized by FERPA. Information designated as directory information, and maintained by Cox College may be released, unless specifically prohibited by the student in writing. Forms authorizing Cox College to withhold any or all such information are available in the Registration office. Educational records are maintained in the Registration office, and copies of records are provided to advisors. Official transcripts are maintained in the Registration office and are, except as herein provided, released upon the student's consent.

Permitted exceptions under the law include disclosures to college personnel who have a legitimate educational interest; officials of other institutions in which a student seeks enrollment; representatives of agencies or organizations from which a student has received financial aid; and certain federal and state officials.

OFFICIAL COLLEGE STATEMENTS

College Academic Calendar

The college academic calendar for all faculty members shall be so drawn as to provide for a fall semester and a spring semester of not fewer than sixteen (16) weeks each. Faculty members are expected to be engaged actively in pursuit of their classroom/clinical teaching and other academic responsibilities during the entire academic year, with the exception of the following time periods:

- Fall Break – One week
- Thanksgiving Break – One week
- Christmas/Winter Break – Three weeks
- Spring Break – One week
- Holidays as identified in the College calendar

Name Tag/Photo Identification

All faculty, staff, and students are required to obtain and display the CoxHealth photo ID badge at ALL times when they are at Cox South, Cox North, Cox College and at any other clinical site.

The photo ID badge is part of the employee and student safety process, which is necessary to access the college, as the main doors to the college are on a security entry system. The photo ID is to be visible on the chest with the picture facing out at all times. The photo ID badge should not be worn below the waist. For ALL classes at Cox College, you MUST wear your photo ID to class. Cox College has adopted a NO tolerance policy regarding name badge. You will not be allowed to remain on campus without your name badge.

There is no cost for the Cox photo ID when it is first acquired, but there is a fee for a replacement ID. The CoxHealth photo ID must be returned to Cox College or CoxHealth upon graduation, withdrawal or leave of absence.

Tobacco-Free Facilities

In accordance with CoxHealth System policy and efforts to promote and encourage healthy lifestyles, Cox College is a tobacco-free environment. Use, sale or distribution of tobacco products is prohibited inside and outside all buildings on the Cox College campus. All CoxHealth buildings, grounds and parking lots are tobacco-free. Tobacco use will not be permitted in or within 500 feet of Cox hospital and CoxHealth facilities including public rights of way. Employees/students may not smoke or use tobacco in any form while wearing their CoxHealth photo ID badge or in CoxHealth issued uniforms, scrubs or other clothing provided by CoxHealth whether at work or off duty. Employees/students may not smoke in their vehicles while on campus. Employees/students with an offensive smoke odor on or in their clothing may be asked to change into a set of hospital-issued scrubs or sent home on their own time to change clothes. Failure to comply may result in disciplinary sanctions.

Sanctions

- Warning and notification in student notes in CAMS database
- Referral to Student Services department for possible smoking cessation options
- Disciplinary action

Resources will be provided to those interested in smoking cessation options. For more information, contact the Healthy Living Help Desk at 1-866-260-2667 or via email at wellness@coxhealth.com.

Use of College Facilities

The College regulates and governs the use of College grounds, buildings and other facilities. Such regulation is designed to prevent interference with College functions or activities, and, except where otherwise specifically authorized or when members of the public are invited, the use of College facilities shall be limited to faculty, staff, and students of the College, and to organizations having chapters, groups, or other recognized College-connected representation among faculty, staff or students of the College.

All persons on College property must identify themselves upon the request of a College official acting in the performance of his/her duties, who reasonably suspects that the person has committed, is committing, or is about to commit a crime or a violation of a College rule or regulation.

The College, acting through its administrative officers, reserves the right to exclude those individuals deemed detrimental to its well-being or incompatible with its function as an educational institution.

Use of College's Name and Advertising

Consenting to the use of the College's name in advertising involving explicit product endorsement is prohibited, and the use of the College's name in advertising not involving product endorsement is permitted only with the express written approval of the President or his/her designated representative.

Use of College Property

Faculty shall be responsible for property in their charge.

Use of College Logo/Seal

The College logo/seal is a device for lending authenticity to documents, which emanate from the College, especially in its institutional capacity. The Cox College Board of Trustees is the proper custodian of the College logo/seal. Cox College claims a right of property ownership in and to its logo/seal, and the same shall not be used without express permission of the Board of Trustees.

Appendix A: Non-Academic Advisement & Referral Sources

Treatment fees may be covered by insurance, sliding-scale fees, predetermined fees, self-pay, or may be free-of-charge. Please contact the individual agencies to discuss payment policies and options.

<p>Burrell Center The Children's Center 1300 Bradford Parkway Springfield, MO 65807</p> <p>If you have a crisis, you can get help 24 hours a day by calling: In Southwest Missouri: 417-761-5555 or toll free at 1-800-494-7355</p>	<p>Main Office: Free Clinic 417-761-5000</p> <p>417-269-5400 417-862-6555</p> <p>Crisis Hotline: 800-494-7355</p>	<p>Free clinic for Cox students if they do not have insurance</p> <p>Payment based on co-pay and insurance, proof of income, etc.</p>
<p>Center for Addictions Cox North 1423 N. Jefferson Springfield, MO 65802</p>	<p>Main Office: 417-269-2273</p>	<p>A substance abuse treatment center located at Cox North. Fees can be covered by insurance or self-pay.</p>
<p>Carol Jones Recovery Center for Women 2411 W. Catalpa Springfield, MO 65807</p>	<p>417-862-3455</p>	<p>Drug & Alcohol abuse program for women only</p>
<p>Legal Services of Southern Missouri 809 North Campbell Springfield, MO 65802</p> <p>Office Hours: 8:30 am – 4:30 pm</p>	<p>Main Office: 417-881-1397</p> <p>Fax: 417-881-2159</p> <p>Toll Free: 1-800-444-4863</p>	<p>A community-based agency providing legal assistance.</p> <p>LSSM's legal services are free; however, clients may be responsible for court costs.</p>
<p>Mercy 1235 E. Cherokee Springfield, MO 65804</p>	<p>417-820-2000</p> <p>Behavioral Health: 417-820-3707</p> <p>Psychological Associates: 417-820-9590</p>	

<p>(MSU) Center City Counseling Clinic Park Central Office Building At the corner of South and McDaniel Springfield, MO 65806</p> <p>The building entrance is on the west side of the building off of South Street.</p>	<p>417-836-3215</p> <p>Cost: \$5.00 - \$20.00 per session</p>	<p>Providing low cost counseling services for individuals, children, couples and families.</p> <p>A public affairs service of the counseling programs of the counseling, leadership and special education departments.</p>
<p>Missouri Victim Center 1819 N. Booneville Springfield, MO 65802</p>	<p>Main Office: 417-863-7273</p> <p>Crisis Hotline: 417-864-7233</p>	<p>A community-based agency providing service for rape and abuse victims.</p> <p>All services are confidential and free of charge.</p>
<p>Ozarks Counseling Center 1515 E. Battlefield, Suite A Springfield, MO 65804</p> <p>614 South Avenue Springfield, MO 65806 http://ozarkscounselingcenter.org</p>	<p>Main Office: 417-869-9011 Fax: 417-889-6307</p> <p>417-869-9011 Fax: 417-889-6307</p>	<p>A community-based agency providing counseling.</p> <p>Fees vary from \$8 to \$80, based on annual income and household size.</p>
<p>Sigma House 800 S. Park Ave. Springfield, MO 65802</p>	<p>417-862-3339</p>	
<p>Clark Family Medicine 1200 E. Woodhurst Suite Q-200 Springfield, MO</p>	<p>417-881-5639</p>	<p>Dr. Jonathan Clark Hours: Monday-Thursday- 7:30 – 5:00 p.m. – Friday 10 a.m. – 12 pm</p>

Appendix B: Consulting/Outside Employment Request Form

Name: _____ Department: _____

Title: _____ Date: _____

I request permission to engage in the following outside activity while employed on a full-time basis by Cox College. This request is made in accordance with the policies of Cox College. I understand outside employment to include:

- a. Employment, including clinical/faculty practice, or consulting in an outside work or activity; or
- b. Receipt from an outside source of a retainer fee or salary; or
- c. Regular or periodic involvement with a business, company or other outside activity in which I have a principal interest if my involvement relates to my college professional/scholarly discipline or duties, or with a foundation or other non-profit organization in which I am an officer, board member, or other responsible official.

1. Outside agency [Specifically identify with an asterisk (*) all entities meeting definition c. above]:
2. Nature of duties to be performed:
3. Indicate the benefit to the college and its teaching mission, if this relates to faculty practice:
4. Period of outside employment:
5. Average number of hours per week, per month or other fixed time period required for each activity shown in 1 above.
6. Total average number or hours per week, per month or other fixed time period of approved outside employment for this academic year, including that requested on this form:

I certify that the outside employment being requested does not create a conflict of interest with my college responsibilities and is consistent with all applicable college rules and regulations.

Requestor: _____ Date: _____

APPROVALS:

Immediate Supervisor: _____ Date: _____

VPAA: _____ Date: _____

Appendix C: Application for Rank Promotion

I. Biographical Data

Faculty Name: _____

Seeking promotion from _____ to
_____ rank
(Minimum of 2 years in current rank required)

Highest degree in related area: _____

Successful completion of _____ hours post-graduate doctoral in related area.

Include Current Personnel Files:

- ☐ Curriculum Vitae
- ☐ Proof of current professional licensure
- ☐ Academic transcripts (include all degrees/diplomas/certificates received and any additional credit hours attained)
- ☐ Proof of certificate, if applicable
- ☐ Faculty Performance Appraisals
- ☐ Human Resources related items

II. Demonstrates Professional Growth in the Areas of Teaching, Scholarship, and Service

A. Provide evidence of achievement in the areas of Teaching, Scholarship, and Service. Refer to the *Indicators for Rank Promotion* form as a guideline.

B. Submit the following accompanying documents to support the criteria in this area:

- ☐ Faculty Performance Appraisal
- ☐ Peer Evaluation of Classroom and Clinical Laboratory Instruction
- ☐ Goal Description Summary

Faculty Signature _____ Date _____

Submitted to Department Chair on

Month Day Year

Department Chair Signature

Received by Chair of Rank Promotion Team on

Month Day Year

Chair of Rank Promotion Team Signature

Rank Promotion Team Signatures

☐ Met Qualifications

☐ Did not meet Qualifications

Comments:

Received by Department Chair on

Month Day Year☐ Met Qualifications

Department Chair Signature☐ Did not meet Qualifications

Comments:

Received by VPAA on

Month Day Year☐ Met Qualifications☐ Did not meet Qualifications

VPAA Signature

Comments:

Received by President on

Month Day Year☐ Approved☐ Denied

President Signature

Comments:

Applicant notified by President in writing on:

Month Day Year

Appendix D: Indicators for Rank Promotion

Faculty seeking rank promotion will create a portfolio, demonstrating achievement of the requested rank. This will be demonstrated by Key Indicators.

Key Indicators

Successful applicants will typically meet at least 50% of the key indicators listed for the areas of teaching, scholarship and service. Successful applicants may demonstrate Key Indicators for ranks higher than they are seeking. For example, if an applicant is seeking Assistant Professor but has met one of the Key Indicators for Professor, it would be appropriate to include this information. Key Indicators are simply the minimum requirement. See the appendix of the current Faculty Handbook for a list Key Indicators.

Other than years of service, the information presented below is meant to be examples/serve as a guide only and not required. However, successful applicants will typically meet at least 50% of the key indicators listed for each section. Additional information may also be included with the portfolio to further demonstrate qualification for the requested rank.

Rank	Education	Teaching/Practice	Scholarship	Service
Professor	Doctorate	<ul style="list-style-type: none"> • Minimum of 10 years • Shares an innovative, self-designed teaching method with others • Leads a student learning activity outside of the traditional academic setting (i.e. Cross-cultural health, Camp nursing) • Provides evidence of distinction in teaching within portfolio 	<ul style="list-style-type: none"> • Presents at a national or international conference • Publishes in a peer reviewed journal • Writes and/or administers a grant • Serves on a graduate level thesis or project committee 	<ul style="list-style-type: none"> • Serves as a mentor to colleague(s) • Creates a collaboration between CC and the community • Runs for an officer position in college level governance • Assumes a leadership role in CC and local, state, or national community activities • Holds membership in and runs for an officer or committee position in a professional organization (at the state, national, or international level) • Trains to become an active site reviewer for an accrediting organization
Associate Professor	15 hours toward doctorate	<ul style="list-style-type: none"> • Minimum of 5 years • Innovates a new teaching method 	<ul style="list-style-type: none"> • Applies to present at a regional or state conference 	<ul style="list-style-type: none"> • Serves as a mentor to a colleague • Participates in a collaboration between CC and the community

		<ul style="list-style-type: none"> • Actively participates in a student learning activity outside of the traditional academic setting (i.e. Cross-cultural health, Camp nursing, etc.) • Provides evidence of excellence in teaching within portfolio • Provides evidence of a curricular or course assignment/ assessment/ delivery change based on student assessment data. • Provides evidence of at least two instructional strategies (does not include lecture) • Provides evidence of a course audit by peers 	<ul style="list-style-type: none"> • Submits (a minimum of every two years) for publication in a peer reviewed journal • Provides support in grant writing and development • Provide examples of using an article/ research that results in a course/curricular change • Shows (demonstrates) evidence of involvement in program development 	<ul style="list-style-type: none"> • Provides committee leadership in a college level governance committee • Assumes a leadership role in CC or local community activities • Holds membership in and runs for an officer or committee position in a professional organization at the local level • Provide leadership for team activities involving regulatory documents/accreditation
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Assistant Professor	Master's Degree	<ul style="list-style-type: none"> • Minimum of 2 years • Utilizes a new teaching method • Participates in a student learning activity outside of the traditional academic setting (i.e. flu clinic health fairs, etc.) • Provides evidence of outstanding teaching methods within portfolio • Provide evidence of periodic and systematic evaluation of course work based on class/clinical variations 	<ul style="list-style-type: none"> • Applies to present at a local conference • Submits a healthcare article for publication • Provide examples of collaboration with other instructors • Provide evidence of participation within the college. For example, evidence of contributing to program projects, a college wide initiative, applying professional expertise to a college-wide event, such as Coffee with Colleagues, Convocation, etc. 	<ul style="list-style-type: none"> • Participates actively in a college level governance committee • Participates in CC and local community activities (min. 4/year) • Active participation in a professional organization • Participates in writing a section or chapter of a regulatory document
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Appendix E: Procedure for Rank Promotion

This checklist is utilized by all parties to facilitate the review of the advancement in rank process. This form is kept with the portfolio and used for tracking the completion of deadlines.

Complete (√)	Dates	Process
	Jan. 15 th	<p>Applicant: The applicant is defined as a faculty member who is seeking rank promotion and has met criteria per policy.</p> <p>Applicant will have already discussed readiness for rank promotion with the department chair.</p> <p>The Applicant will deposit the Application and Portfolio in the executive office for maintaining security. The portfolio will be housed in the executive office unless being reviewed by the appropriate individuals.</p>
	Jan. 15 th - 22 nd	<p>The Rank Promotion Team Chair will:</p> <p>Notify applicant of receipt of application materials</p> <p>Add the <i>Procedure for Advancement in Rank Checklist</i> to the portfolio (Refer to appropriate appendix in the current Faculty Handbook)</p> <p>Add <i>Rank Promotion Portfolio Scoring Sheet</i> Form (Refer to appropriate appendix in the current Faculty Handbook)</p> <p>The Rank and Promotion Committee will review the portfolios. If none of the members on the Rank and Promotion Committee hold an equal or higher rank of the applicant, then the VPAA will appoint at least one faculty holding the necessary rank to participate in the review process for that candidate (in conjunction with the committee).</p>
	Jan. 22 nd -Feb. 15 th	<p>The Rank Promotion Team will meet <i>prior to</i> February 15th for evaluation of portfolio.</p> <p>The Rank Promotion Team Chair will:</p> <p>Notify Rank Promotion Team members of deadline for review of the portfolio</p> <p>Schedule meeting to discuss qualifications</p> <p>Indicate decision on <i>Application for Advancement in Rank</i> form</p>
	Feb. 15 th or before	The Rank Promotion Team Chair will forward the <i>Application for Advancement in Rank</i> form and portfolio to the appropriate department chair for review.
	Feb. 15 th – Feb 28 th	<p>Review by the appropriate department chair occurs prior to Feb. 28th</p> <p>The appropriate department chair will indicate decision on <i>Application for Advancement in Rank</i> form and submit this form and the portfolio to the VPAA on or before Feb. 28th.</p>
	Feb. 28 th –Mar 15 th	<p>Review by the VPAA occurs prior to March 15th.</p> <p>The VPAA's will indicate decision on <i>Application for Advancement in Rank</i> form and submit this form and the portfolio to the President on or before March 15th.</p>

	Mar. 15 th – Mar 31 st	President reviews portfolio and all recommendations.
	Mar. 31 st or before	President will indicate decision on <i>Application for Advancement in Rank</i> form. President will notify in writing the applicant, VPAA, appropriate department chair and Rank Promotion Team Chair of decision.

Appendix F: Rank Promotion Portfolio Scoring Sheet

Faculty Name: _____

Rank applying for: _____

Utilize the guidelines listed in the “Indicators for Rank Promotion” found in Faculty Handbook and score candidate's evidence on a scale of 1 to 4 with the following definitions.

1= minimal evidence provided to meet achievement in category

2= some evidence of meeting category, but needs supplementation

3= evidence of meeting category

4= evidence of meeting category with activity above requirements, demonstrating self-reflective action

Category	Notes on Evidence in Portfolio	Percentage of Key Indicators Met
Teaching Key Indicators		
Scholarship Key Indicators		
Service Key Indicators		
	Average Percentage of Key Indicators Met	

Evaluator's Printed Name: _____

Evaluator's Rank: _____

Evaluator's Signature: _____

Date: _____

Appendix G: Policy Proposal Process

The purpose of this policy proposal process is to describe the general procedure through which Faculty Senate policy proposals will be reviewed and approved by the College. This process is to be facilitated by the Faculty Senate Chair beginning with the initial approval of the policy by the senate. *A copy of proposal process will be included with each proposal presented to the VPAA.*

The term “*policy*” is used loosely to include any proposed policy, procedure, or practice of Cox College directly or indirectly affecting faculty or faculty concerns.

1. The policy proposal is approved by a majority of Faculty Senate.
2. The Faculty Senate Chair presents the policy proposal to the VPAA.
3. The VPAA has 45 days to respond with one of the following actions:
 - a. Approved and implemented
 - b. Approved and forwarded to IERC
 - c. Denied and explanation provided to Faculty Senate
 - d. No action – results in approval of proposal
4. If approved (by VPAA, IERC, or by inaction), the Faculty Senate Chair presents the proposal to Leadership Cabinet.
5. If denied (by VPAA, IERC, or LC), Faculty Senate may take one of the following actions:
 - a. Discontinue proposal
 - b. Appeal decision to the President with 2/3rd vote of Faculty Senate
6. If appealed to the President, the President has 45 days to respond with one of the following actions:
 - a. Approved and implemented
 - b. Approved and forwarded to Leadership Cabinet
 - c. Denied and explanation provided to Faculty Senate
 - d. No action – results in approval of proposal
7. If denied by the President, Faculty Senate may take one of the following actions:
 - a. Discontinue proposal
 - b. Appeal decision to the Board of Trustees (BOT) with 3/4th vote of Faculty Senate
8. If appealed to the Board, the Board has 45 days to respond with one of the following actions:
 - a. Approval and implemented
 - b. Denied and explanation provided to Faculty Senate
 - c. No action

Appendix H: Early Intervention Referral for Success

Student Name: _____ **Date:** _____
Program/Track: _____

Faculty, please note: the purpose of this tool is to assist students with their academic needs. In your professional opinion, the student would benefit from receiving the following services:
(Please check all personnel that you think the student should visit.)

Counselor: _____ Faculty Advisor: _____ Fin. Aid Coordinator: _____
Director/Student Support: _____ VP/Academic Affairs: _____ Other: _____

Description of the problem (Check any appropriate statements.):

Difficulty with Classroom Responsibilities...

Student sleeps in class: _____
Student is unprepared in class or clinical area: _____
Student is constantly tardy: _____
Student is constantly absent w/o contacting instructor: _____
Student has excessive absences: _____
Student doesn't participate in class: _____
Student is withdrawn, silent, or depressed: _____
Student has difficulties interacting with others: _____
Student appears stressed: _____
Student has personal or health problems: _____
Student acts out, talks loudly or disrespectfully, or exhibits other inappropriate classroom behavior: _____

Difficulty with Study Habits and Assignments

Student is not passing quizzes: _____
Student did not pass the first test: _____
Student does not hand in regular homework/assignments: _____
Student has difficulty understanding assignments: _____
Student has low grades: _____
Student does not read texts or prepare before coming to class: _____
Student doesn't meet deadlines: _____
Student's work is incomplete or of poor quality: _____
Student appears disorganized: _____
Student needs a tutor: _____
Other concerns: _____

Does the student know of your concerns? Yes: _____ No: _____
Do you think the student should consider dropping the class? Yes: _____ No: _____

Student Signature: _____ **Date:** _____
Faculty Member's name: _____ **Course:** _____
Phone number: _____ **Follow Up:** Yes: _____ No: _____

Appendix I: Procedure for Emeritus/Emerita Status Checklist

This checklist is utilized by all parties to facilitate the review of the Emeritus/Emerita Status, and is used for tracking the completion of deadlines.

Complete	Dates	Process
	On or before December 10	All nominations, along with documentation, are submitted to Faculty Senate Chair.
	On or before December 15	Faculty Senate Chair submits nomination documentation to Rank Promotion Committee.
	On or before January Faculty Senate Meeting	Rank Promotion Committee presents qualified candidate(s) to Faculty Senate.
	On or before January 31	Faculty Senate will forward recommendations to the appropriate department chair.
	On or before February 7	Department chair will review application and forward recommendations to the Vice President of Academic Affairs (VPAA).
	On or before February 14	VPAA will review application and forward recommendations to the President.
	On or before February 21	President will review application and forward recommendations to the Board of Trustees at the <u>March board meeting</u> for final recommendation
	March Board Meeting	Board of Trustees makes final decision regarding emeritus nomination
	On or before March 31	President will notify candidate(s) and Rank Promotion Committee Chair of the decision.
	On or before April 7	Rank Promotion Committee Chair will notify the Registrar, for inclusion in the commencement program.

Appendix J: Emeritus/Emerita Status Application and Signatory Page

To apply for the honorary title of Emeritus/Emerita the following documentation must be completed and submitted to the Faculty Senate Chair by the date listed in the Procedure for Emeritus/Emerita Status Checklist.

Applicant Name _____

Years of Full-Time Service to Cox College _____

Date of Retirement _____

Please provide information regarding post-retirement plans in the space below.

In addition to this application, the following must be submitted:

- Cover letter and appropriate supporting documents outlining candidate's contribution in the areas of teaching, scholarship and service to the college. This letter is written by the nominator.
- Current Curriculum Vitae of the candidate

I hereby nominate _____ for the title of Emeritus/Emerita.
(insert name)

Signature of nominator (if applicable)

Date

I hereby submit my application and request the title of Emeritus/Emerita. By signing below, I acknowledge the responsibilities and privileges that are associated with this status.

Applicant Signature

Date

Emeritus/Emerita Status Nomination Signatory Page

The status of Emeritus/Emerita may be conferred upon eligible retiring Cox College faculty as a reward for meritorious service.

Rank Promotion Committee

Circle One: Meets qualifications / Does not meet qualifications

Comments:

Signature of Rank Promotion Chair

Month/Day/Year

Faculty Senate

Circle One: Recommend /Do not recommend

Comments:

Signature of Faculty Senate Chair

Month/Day/Year

Department Chair

Circle One: Recommend /Do not recommend

Comments:

Signature of Department Chair

Month/Day/Year

Vice President of Academic Affairs

Circle One: Recommend /Do not recommend

Comments:

Signature of Vice President of Academic Affairs

Month/Day/Year

President

Circle One: Recommend /Do not recommend

Comments:

Signature of President

Month/Day/Year

Board of Trustees

Circle One: Approve /Deny

Comments:

Signature of Board of Trustees Designee

Month/Day/Year

Applicant notified by the President on _____
Month/Day/Year

Rank Promotion Chair notified by the President on _____
Month/Day/Year