

FACULTY HANDBOOK

Revised Edition, 2020

MILES COLLEGE
BIRMINGHAM, ALABAMA



President Bobbie Knight, JD

Revised 2020

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STATEMENT OF ACCREDIATAION

Miles College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award baccalaureate degrees. Questions about the accreditation of Miles College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

NOTICE

This handbook does not constitute a contract of employment but rather is a compilation of rules, regulations, benefits, practices and policies pertaining to the Miles College faculty. Various provisions addressing equal employment, harassment, prohibited discrimination, family medical leave, substance abuse, and other policies are based upon state and/or federal laws that may be amended, modified or repealed by subsequent legislation. Any mandated changes in the applicable laws supersede the policies provided herein, and faculty members should direct any related inquiries to the College's Human Resources Department.

MILES COLLEGE MISSION STATEMENT

Mission Statement 2018-2023

Miles College is a senior, private, liberal arts Historically Black College with roots in the Christian Methodist Episcopal Church. The College through dedicated faculty cultivates students to seek knowledge that leads to intellectual and civic empowerment. Students are transformed through rigorous study, scholarly inquiry, and spiritual awareness, thereby enabling graduates to become responsible citizens who help shape the global society.

FACULTY POLICIES AND PROCEDURES

Academic Freedom

In an effort to uphold the academic integrity and academic freedom of faculty members, Miles College adopts the following 1940 Statement of Principles on Academic Freedom with 1970 Interpretive Comments approved by the American Association of University Professors:

1. The teacher is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of the instructor's other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.
2. The teacher is entitled to freedom in the classroom; in discussing his or her subject, but the instructor should be careful not to introduce controversial matter which has no relation to the subject. Limitation on academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of appointment.
3. The college or university teacher is a citizen, a member of a learned profession, and an officer of an educational institution. When the teacher speaks or writes as a citizen, he or she should be free from institutional censorship or discipline, but his or her special position in the community imposes special obligations.

As a person of learning and an educational officer, an instructor should remember that the public may judge his or her profession and this institution by the his or her utterances. Hence an instructor should at all times be accurate, should exercise appropriate restraint, show respect for the opinions of others, and should make every effort to indicate that he or she is not an institutional spokesman.

Effectiveness as an Instructor

Effectiveness as an instructor is determined by a review of the following considerations: The individual's knowledge of a subject field including current developments in that field, an ability to organize and effectively present course work both in an oral and a written manner, demonstrated ability to inspire students' interest and generate participation, and an active concern for students' academic progress. Efforts shall be made to achieve meaningful evaluation of an instructor by both Division Chairperson and students.

Effectiveness in Scholarship and Other Creative Activities

Although scholarly work takes many forms, a faculty member's effectiveness can be demonstrated by such achievements as publications, fine arts creations, personal presentations of formal papers, artistic performances, and the like. The quality of the individual's scholarly approach, capacity for independent thought, originality, and quality of research shall be evaluated. The faculty member should delineate at the time of evaluation those scholarly works and activities that have been produced during his or her academic career or the period in question. When feasible, opinions concerning scholarly output or potential should be solicited from outside the College as well as from colleagues within the institution.

Effectiveness in Service Activities

Service functions are primarily those sanctioned by and performed for the College. The service may include faculty consultation within or outside the College; however, such service should advance the College's mission and purposes. Further, service may include such activities as academic or other professional services, participation in committee work, fulfillment of administrative assignments, and contributions to improvement of student and faculty life. In all cases, the faculty member's first obligation is to the College.

EMPLOYMENT CRITERIA

Miles College ensures hiring adequate number of full-time faculty to help carry out the mission and goals of the College. Once a need for hiring has been identified, which is dependent upon the requirement at the division level (Dean, Division Chair and/or Program Coordinator), a request to fill and advertise is submitted to the academic unit head, along with a job description. An escalation process to the Provost and Senior Vice President of Academic Affairs proceeds, as outlined in the flowchart below:

FACULTY AND STAFF EMPLOYMENT PROCESS FLOW CHART

(The College President reserves the right to appoint academic and non-academic administrative positions at will.)



1. A position description and a statement of the desired qualifications of prospective employees must be approved by the Provost and Senior Vice President of Academic Affairs.
2. Unless it is an emergency situation where a position must be filled immediately, the position must be advertised on local or national level publications or online services related to higher education. Efforts must be made to attract candidates without discrimination based on race, religion, color, physical ability, national origin, sex or age, except where age, national origin, physical ability or sex constitutes a bona fide occupational or legal qualification.
3. Completed applications, a thorough check of references, background and other presented materials, including official transcripts shall provide the basis for screening the applicants by the Division Chairperson and the Provost and Senior Vice President of Academic Affairs. The Provost shall secure proper credentials of all applicants from previous employers.
4. Under usual circumstances, the Provost and Senior Vice President of Academic Affairs, the Division Chairperson, and representative members of the division faculty may conduct personal interviews with the faculty candidate.
5. The Provost and Senior Vice President of Academic Affairs shall recommend the selected candidate to the President. The candidate offered a position at any rank must meet the College's criteria for that rank.

ADVERTISING, POSTING, AND RECRUITING POSITIONS

Job posting is a way to inform employees of openings and to identify qualified and interested applicants who might not otherwise be known to the hiring manager. Internally, position openings may be posted on and/or via e-mail to the campus. Externally, open positions may be advertised via the College's Career page or other recruitment venues.

On occasion, certain positions will be open to internal candidates and will be identified as such. Internal Candidates Only postings are designed to encourage current staff members to apply for positions on campus. It is the prerogative of the hiring manager to have an open search, an internal search, or a combined internal and external search based upon the time involved in the search process, as well as the needs and demands of the department.

Advertising and posting position announcement are only two forms of recruiting qualified candidates. Additional recruiting efforts are encouraged to develop a large and diverse pool of potential applicants. All interested candidates should be directed to the College's Career page to apply for open positions.

EMPLOYMENT APPLICATIONS

Miles College relies upon the accuracy and completeness of the information provided by applicants in online employment applications and/or résumés as well as the accuracy and completeness of other data presented by applicants and/or employees throughout the hiring process and during employment (including but not limited to academic credentials). Any misrepresentations, falsifications, or material omissions in any of this information or data, regardless of when or how discovered, may result in the exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

Employment applications are required of all positions. No unsolicited resumes and applications will be accepted.

A criminal background check shall be part of the employment process for all new full-time employees, new part-time employees, and rehires when not employed by the college for more than one-year effective January 2021. Background checks may also be required for employees or student workers for employment or placement in select, sensitive positions or as part of their educational curriculum. Background checks are conducted for the purposes of protecting college resources and promoting a welcoming and safe environment for employees and students.

INTERNAL CANDIDATES

Miles College provides employees an opportunity to indicate their interest in open positions and advance within the organization according to their skills and experience. In general, all regular non-temporary job openings are posted on the employment website. Temporary positions, promotions, reclassifications, and positions created by reorganizations are not necessarily posted as vacancies.

Employees who have a written warning or reprimand on file within the most recent 6-month period of time are not eligible to apply for posted jobs. Employees who are on suspension are not eligible to apply for posted jobs. Staff members in their introductory period of employment with the College are ineligible to apply for internal postings.

Eligible employees should only apply for those posted jobs for which they possess the required skills, competencies, and qualifications as advertised or listed in the position announcement. To apply for an open position, employees should follow the instructions in the position posting.

The hiring manager will review internal applications in a manner consistent with external applications. There is no guarantee of an interview for internal applicants; however, the hiring manager is advised to contact the internal applicant directly in the event they are not selected for an interview. The hiring manager must check internal references of the employee who is a candidate for a position with the employee's current supervisor to verify performance, skills, attendance and other factors related to the employee's employment.

ORIENTATION

The Human Resources Office through an orientation program instructs all new employees. This orientation includes information necessary to the new employee for them to become comfortable and productive as soon as possible. Central orientation by Human Resources is followed by specific position orientation by the supervisor in the respective degree programs.

New Faculty Orientation

New faculty orientation is conducted by the Office of Academic Affairs and the College's Human Resources Department. The Office of Academic Affairs conducts an onboarding process for new faculty. The onboarding checklist for new faculty (see **Appendix N**) is provided by the Office of Academic Affairs to assist new faculty, with the many requirements associated with becoming a member of the Miles College instructional team. Each section includes new faculty orientation information on academic policies, curriculum, technology, and other program specific information required for seamless onboarding.

Distance Learning Faculty Orientation

Distance Learning faculty orientation is conducted by the Dean of Online Education who works closely with the Provost, Dean of Academic Foundations, Dean of General Education, Division Chairs, Program Coordinators, and Faculty to promote and support distance learning programs. Online faculty are required to meet the same educational qualifications as faculty teaching traditional courses. Each instructor has the appropriate experience and the qualifications necessary to teach their assigned courses in the program. The faculty are provided with appropriate services and resources to ensure their effectiveness as distance educators, and to ensure an effective and efficient, teaching and learning environment. The Director of Online Teaching and Learning provides online training certification courses at least twice yearly to increase faculty awareness of Distance Learning methodologies and improve their instructional skills.

PROBATIONARY PERIOD

The first six (6) months of employment of support personnel is considered a probationary period. During this time, employees have an opportunity to learn more about their assignments and determine whether or not they are satisfied with the position. At the same time, the supervisor has an opportunity to determine whether or not the employee has the ability and desire to perform the job assignments. Under unusual circumstances, this period may be extended to three (3) additional months to allow the supervisor more time to evaluate the employee's work performance.

PERSONNEL RECORDS

Miles College Office of Human Resources creates and maintains all personnel files and benefits records for all employees (past or present) of the College. The Office of Human Resources safeguards the confidentiality of all information and documents stored in its files and records. Access to such information is strictly limited to those with a need to know based on the nature of their positions. Employees may request access to their own personnel files and benefits records by contacting the Office of Human Resources to schedule an appoint. All file reviews will be conducted in the presence of the Director of Human Resources, and the employee may not remove any documents from his/her file. An employee (past or present or their representative) may request a photocopy of his or her personnel file but will be charged \$0.20 per page.

Appointment

1. Appointment offers from the President shall include academic rank of appointment, salary, any additional titles, division in which appointment is being made, type of appointment, effective date of appointment, a statement of duties, and any special arrangements relating to the appointment. In addition, all offers should be accompanied by a copy of the Faculty Handbook edition in force.
2. Offers should contain a reasonable date for informing the College of acceptance of the offer.
3. If the appointee agrees to the terms of the offer, he or she must sign the two copies of the contract sent to the faculty member and return the original copy to the President. The contract is not considered valid unless it bears both signatures.

Primary Faculty Appointment (On Ground and Distance Learning)

The appointment to an instructional unit through which a faculty member has been assigned major academic responsibility is the primary faculty appointment. It is through this unit that a faculty member may hold tenure in the College and from which recommendations for appointment, promotion, tenure, salary adjustment, and other actions concerning the member are initiated.

Secondary Faculty Appointment (On Ground and Distance Learning)

An appointment that an individual faculty member may hold in a different academic unit from one's primary assignment is called a secondary faculty appointment. Usually an individual may not hold academic rank in a secondary appointment higher than that held in the primary appointment.

Non-Academic Faculty Appointment (On Ground and Distance Learning)

An appointment that an individual faculty member may hold which designates a nonteaching work assignment at the College in addition to the individual's faculty appointment and responsibilities is called a non-academic faculty appointment.

Presidential Appointment Disclaimer (On Ground and Distance Learning)

The College President reserves the right to appoint academic and non-academic administrative positions at will.

Faculty Definitions

The term—faculty refers to both ground and distance learning, are those persons full or part-time, who serve the College in a teaching or research capacity and who hold the rank of professor, associate professor, assistant professor, or instructor or who are designated as professional librarians.

Full-Time Faculty

All faculty members with a full-time teaching assignment as determined by the regulations of the College and presently amounting to twelve (12) to fifteen (15) credit hours or the equivalent per semester; also all professionally degreed librarians whose work assignment provides for forty (40) or more hours per week are designated full-time faculty. Faculty members teaching more than the full-time workload of twelve (12) to fifteen (15) credit hours will be considered for overload pay

based upon the recommendation of the Division Chairperson and approval of the Provost and Senior Vice President of Academic Affairs.

Part-Time Faculty

All faculty members with less than the full-time teaching assignment as determined by the regulations of the College, and all professionally degreed librarians whose work assignment provides for fewer than forty (40) hours per week are designated part-time faculty.

Temporary Non-Tenure Faculty

All faculty members, full or part-time, employed to fill emergency vacancies for a specific period of time as specified in their contract are designated temporary non-tenured faculty.

QUALIFICATIONS OF FACULTY

All new faculty members, whether ground or distance learning/online, are appointed to one of the following ranks. Note: All academic credentials must be obtained at regionally accredited institutions. Original copies of transcripts and faculty roster forms are maintained in faculty files located at the office of Academic Affairs. All college full-time and part-time faculty members who teach courses leading to the baccalaureate degree have either a Master's Degree with a minimum of 18 graduate semester hours in the teaching discipline or a master's or Doctoral degrees in the teaching discipline. Faculty members who teach developmental courses (below college level) hold at least a Bachelor's degree in the teaching discipline or within a related field.

Instructor

An instructor must possess the minimum credential standards of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), which normally include at least 18 graduate semester credit hours in the subject area or suitable approved justifications. An instructor shall hold a minimum of a master's degree or its equivalent in quality and extent of preparation that is at least one year (30-36 hours) of systematic graduate study in the individual's teaching field, which is required for instructorship; terminal degree in or related field is preferred.

Assistant Professor

An Assistant Professor must possess the minimum credential standards of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), which normally include at least 18 graduate semester credit hours in the subject area or suitable approved justifications. They shall hold a Ph.D. degree or the highest degree in that discipline or at least twenty-four to thirty hours of systematic graduate study beyond the master's degree in the appointed field. Preferably, the individual shall have had teaching or professional experience in that field and shall have demonstrated satisfactory levels of competencies in all three of the following areas: teaching, scholarly activity and service.

Associate Professor

An Associate Professor must possess the minimum credential standards of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), which normally include at least 18 graduate semester credit hours in the subject area or suitable approved justifications. They shall hold a Ph.D. degree or the highest degree in that discipline, or shall have had two years of academic study and at least twenty-four to thirty hours of systematic graduate study, beyond the master's degree, toward a terminal degree in the appointed field. The individual (1) shall have had five years of teaching experience at the College level, and shall have demonstrated outstanding ability and competence in his/her discipline and (2) shall have had continued demonstration of a minimum of meritorious service in all three of the following areas: teaching, scholarly activity, and service.

Professor

A Professor must possess the minimum credential standards of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), which normally include at least 18 graduate semester credit hours in the subject area or suitable approved justifications. They shall hold a Ph.D. degree or the terminal degree in the field of appointment, and (1) shall have had six years of teaching experience at the College level, (2) have demonstrated creative and scholarly ability, measured by at least three publications in refereed journals (3) have a record of distinguished service in scholarly research or as a creative artist, (4) and have demonstrated excellence in at least two of the three areas of teaching: teaching, scholarly activity, service, and meritorious service in one area. A record of outstanding teaching experience is considered to be a necessary asset for all ranks.

Faculty Evaluation

All faculty members, both ground and distance education, shall undergo a faculty evaluation at the end of each academic year (Refer to Appendix F for faculty evaluation form). A score of 70% and above is considered satisfactory for the purposes of re-hiring and faculty development recommendations by the Chairperson. A score of 85% and above may lead to recommendation for merit raise, depending on the availability of funds.

Miles College Professional Development Policy and Procedure for Faculty and Academic Staff

The purpose of Miles College faculty (on ground and distance learning) and academic staff professional development structure is to support the mission and goals of the College through planning and implementing workshops, seminars, and educational opportunities. Internal and external professional development are essential to the growth of the faculty and staff the Institution. Faculty and staff are expected to take an initiative in promoting their own professional growth, by identifying and participating in professional development and activities, that will meet their needs to enhance their job performance as documented in their annual evaluation. The major responsibility and professional growth resides with each faculty and staff employed by the College.

Professional Development Committee

The major responsibility for implementing Miles College's professional development program resides with the Professional Development Committee that includes faculty and staff. The committee advises on professional development needs and issues, that align with the mission and goals of the College, and provides leadership in assisting college personnel (*faculty and staff*) to fulfill their annual professional development needs. The purpose of the committee is to:

- recommending professional development opportunities
- communicating with college employees concerning the professional development opportunities each year
- communicating the effects of the professional development activities in their respective divisions, units or departments
- recommending how internally managed professional development activities are designed, delivered, and evaluated after consulting with the divisions, units or departments
- Working with the divisions, units and departments to ensure appropriate professional development activities are identified and available for all employees
- assist in trainings and in house professional development
- develop/publish/maintain Professional Development Calendar
- send out communications about upcoming committee approved Professional Development activities

At the time of the performance evaluation, individual professional development needs will be assessed and discussed. Identified topics based on individual performance evaluation needs will be listed by the supervisor. These topics will be added to a general pool of needs. At the discretion of the supervisor, the general pool will be forwarded to the Professional Development Committee for the purpose of professional development activity planning.

Professional Development Planning

The annual performance evaluation encompasses the employee's responsibility to his/her position. During the evaluation, the employee and supervisor will identify professional development activities. During the year, employees may update or change their professional development plans. Professional development activities should be related to:

- Miles College's mission and goals
- Division/departamental goals that align with Miles College mission and goals
- Professional upgrading and/or certification that aligns with Miles College mission and goals
- Employee's job description and competencies that align with Miles College mission and goals
- Professional Enrichment that align with Miles College mission and goals

Professional development activities should be maintained by creating and logging a professional development portfolio. The contents should include materials pertinent to participation in professional development activities, and other documentation that reinforces the individual commitment to development. Faculty and staff should submit professional development as part of their evaluation materials annually.

Funding for Professional Development Activities

Miles College's professional development program focuses on the individual employee and permits individuals to assess their own needs and to design plans to meet those needs. If an event is approved and has direct benefit to the college and employee, the college may cover cost within the rules and regulations of the applicable fund source. The sources listed below support appropriate professional development activities as funds permit.

*Departmental and other Professional Development budgets are not managed by the Professional Development Committee. Application Procedure & Reimbursement Current process managed through each department

Professional Development Process

- Annual professional development is mandatory for all full time employees.
- Participation in Professional Development is reviewed as part of an employee's annual evaluation process.
- All employees are responsible for creating and logging their own Professional Development Portfolio. Recommended Practice: All Professional Development activities attended off campus should submit a deliverable (presented or written) to supervisor and colleagues.
- All employees are required to report using a standardized electronic reporting form. The data will be made accessible to Human Resources; Professional Development Committee; and Supervisors.

Professional Development Categories

Faculty

Professional development should be achieved in house and/or from outside sources.

Internal Faculty Development Opportunities

- All full-time faculty will attend beginning and end of Academic year professional development conferences/ workshop
- Faculty will self-select internal professional development as needed. Outside of mandatory trainings determined by the Provost, faculty must attend at least 3 per semester.

External Faculty Development Opportunities

- Faculty will attend two (one per semester) professional development aligned with subject matter in an Academic Year. One of these could be a webinar.
- Opportunities could include faculty perusing a terminal degree.

Academic Staff

Internal Faculty Development Opportunities

- All full-time staff will attend beginning and end of Academic year professional development conferences/ workshop
- Staff will self-select internal professional development as needed. However, staff must attend at least 3 per semester.

External Faculty Development Opportunities

- Staff will attend two (one per semester) professional development per year. One of these could be a webinar.
- Opportunities could include faculty perusing a certificate.

Each activity on the Professional Development calendar will go through the Professional Development committee and approval will be made before it is listed on the published calendar. Each approved activity will be based on Miles College's mission and goals as aligned with each unit under the supervision of each member of the President's cabinet.

PROMOTION OF FACULTY

Rank

All faculty contracts will specify rank of Instructor, Assistant Professor, Associate Professor, or Professor. Special titles not referring to rank may be Visiting Professor, Lecturer, and Professor Emeritus as determined by the President.

In general, a faculty member is expected to traverse the scale from lower to higher rank so that the Full Professor implies previous service as Associate Professor; the Associate Professor implies service as Assistant Professor and Assistant Professor implies previous service as Instructor. Transfer from lower to higher rank is regarded as promotion or promotion in rank. Upon recommendation from the Provost and Senior Vice President of Academic Affairs and by authority

of the Board of Trustees, the qualifications herein listed for the several ranks may be waived by the President in cases where the creative and/or professional accomplishments and professional standing of the individual concerned merit such action.

Criteria for Promotion

Appointment and promotion to rank shall not be automatic. The faculty member should first meet the minimum requirement of the rank requested before submitting an application. Criteria for promotion relate to faculty activities in teaching, research, and service. It is recognized that an individual may not meet criteria in these three areas equally well, and that all may not be of equal importance for each academic rank or for any particular field of endeavor. While individual faculty member achievements are to be considered, it is also important that the program priorities of the appointing units be considered as well. When appointment, promotion, and tenure recommendations are to be initiated at the division level, that unit will formulate the written criteria which shall be utilized. These criteria should be given to current faculty and to each new faculty member at the time of recruitment. These criteria and policies shall be approved by the Provost and Senior Vice President of Academic Affairs and the President prior to their use and shall include required educational qualifications, length of service in rank and such other criteria as are appropriate.

An instructor, who is enrolled in a graduate degree program at another institution when hired, and completes the terminal degree for his/her field will be eligible for application to Assistant Professor upon completion of the terminal degree without the need to serve 3 years in the instructor position. All others must serve 3 years at a position before applying for the next rank.

Procedures for Promotion

A Grant of Promotion

The application for promotion should be initiated by an eligible faculty member. The steps listed below should be followed:

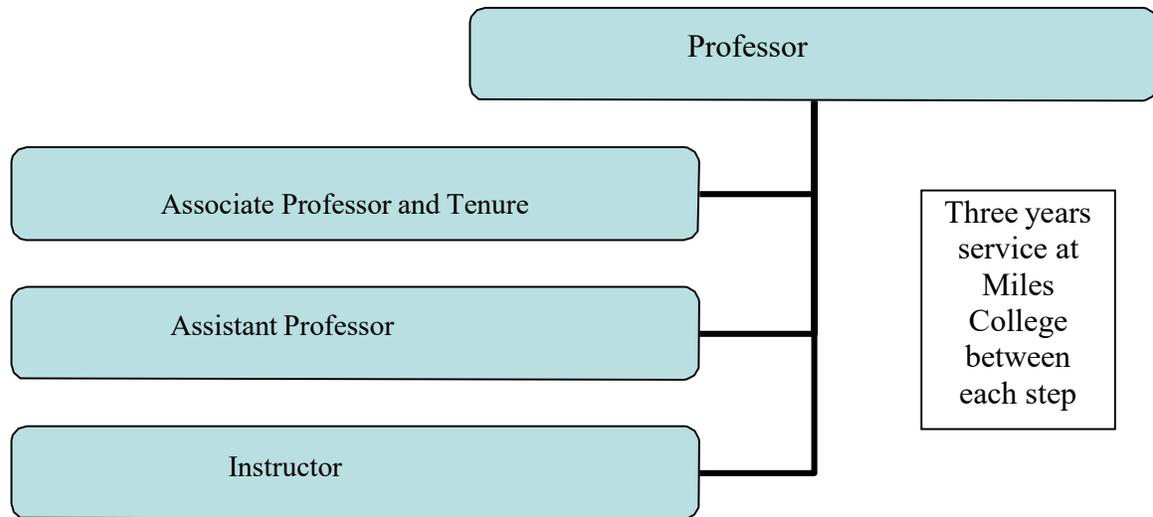
- Application by the Candidate
- Peer Evaluation
- Student Evaluation
- Documentation of Scholarly Contributions
- Documentation of Professional Contributions and Membership in Organizations of Teaching/Research Area

- Documentation of Service to the College
- Documentation of Service to Community, State, and Nation
- Documentation of Honors and Awards
- Copy of Highest Degree Earned
- Documentation of Intern, Teaching/Research Assistantships (*where applicable*)
- Current Curriculum Vita

Forms and guidelines may be requested from the Division Chairperson, or the Office of Academic Affairs. Applications should be supported with the results of recent evaluations. The application for promotion may be initiated at any point between the beginning of the fall semester and November 1, at which time all promotion materials are due in the Office of the Division Chairperson. Divisions may establish their own submission dates in order to meet a November 5 deadline for submission from the Division Chairperson to the Provost and Senior Vice President of Academic Affairs.

Applications are submitted first to the Division Chairperson who, in turn, submits them to the Provost and Senior Vice President of Academic Affairs. The Office of Academic Affairs notifies candidates of the receipt of application and, in turn, submits the same to the Promotions and Tenure Committee by November 10. The Promotions and Tenure Committee shall complete its recommendations by December 5 and shall transmit its findings and recommendations to the Provost and Senior Vice President of Academic Affairs.

The Promotions and Tenure Committee is an advisory committee and its recommendations may be accepted or rejected by the Provost and Senior Vice President of Academic Affairs before submission to the President. The President may also accept, reject or amend the recommendations from the Provost and Senior Vice President of Academic Affairs. The President will present his/her recommendations to the Board of Trustees for approval. The President will then pass on the final decisions to the Provost and Senior Vice President of Academic Affairs who, in turn, will inform the applicants through written communication.



- Note: A *minimum* of three (3) years' service at Miles College between each step.

To apply for promotion to a specific rank, faculty must have achieved the requirements listed for the rank by the time of application. The requirements are considered minimal expectations for each of the levels of promotion and for tenure and specify the achievement of satisfactory, meritorious, and/or excellence.

Promotion to Assistant Professor

A faculty member appointed as an instructor may be promoted to assistant professor when he or she has:

1. Completed, with distinction, a minimum of three years in academic service at the rank of instructor at Miles College, except when the instructor was enrolled in a graduate program at the time of initial hire by the College and the instructor has obtained a terminal degree for his/her field subsequently while in the College's employment.
2. Completed a terminal degree in the appointed field or at least twenty-four to thirty hours of systematic graduate study beyond the Master's degree in the appointed field.
3. Demonstrated satisfactory levels in all three of the following areas: teaching, scholarly activity and service.

Promotion to Associate Professor

A faculty member appointed as an Assistant Professor may be promoted to Associate Professor when he or she has:

1. Completed a minimum of three years in academic service at the rank of Assistant Professor at Miles College.
2. Completed a terminal degree in the appointed field or two years of systematic academic study and at least twenty-four to thirty hours of systematic graduate study, beyond the Master's degree, toward a terminal degree in the appointed field.
3. Continued demonstration of a minimum of meritorious service in all three areas of teaching, scholarly activity, and service.

Promotion to Professor

A faculty member at the rank of associate professor may be promoted to professor when he or she has:

1. Completed a minimum of three years of academic service at the rank of associate professor at Miles College.
2. Completed a terminal degree in his/her area and have demonstrated creative and scholarly ability, measured by at least three publications in refereed journals.
3. Demonstrated excellence in at least two of the four areas of teaching, scholarly activity, service, and meritorious service in one area (as defined below).

Examples of Satisfactory Service, Meritorious Service, and Excellent Service as faculty progress in careers in academic institutions, they are expected to achieve satisfactory service levels, followed by meritorious service levels, and then excellent service levels. The examples for meritorious service are built upon those for satisfactory service, and the examples of excellent service are built upon both meritorious service and satisfactory service. A faculty member who demonstrates meritorious service in an area should also be able to demonstrate satisfactory service in that area and a faculty member who demonstrates excellent service should be able to demonstrate both satisfactory and meritorious service. The following are examples only; the candidate is not required to demonstrate every example, and may offer alternative examples.

Teaching Examples of Satisfactory Service

1. Design a course, including writing learning objectives, organizing content, and developing instructional materials, presenting information, and evaluating students.
2. Counsel and advise students as they progress through courses/programs.
3. Demonstrate teaching competence based on student and/or peer evaluations.
4. Exhibit current knowledge of course content and awareness of current developments in the subject area.
5. Demonstrate evidence of student achievement using assessment of learning outcomes.
6. Assist colleagues, both within and external to the department, with lectures and labs.
7. Participate in program/curriculum development.

Examples of Meritorious Service

1. Demonstrate ability to teach effectively at varied levels of instruction.
2. Serve as a guest lecturer for other programs both internal and external to the College.
3. Serve as an advisor to student groups outside of course projects.
4. Develop, implement, and evaluate innovative teaching methods.
5. Mentor junior faculty in course development and in implementing new instructional methods.
6. Participate in workshops/training sessions on teaching methods, evaluation methods, and/or curricular design.
7. Demonstrate teaching excellence based on student and peer evaluations.
8. Publish chapters, reviews, web-based publications or books that are used outside of the College for teaching purposes.

Examples of Excellent Service

1. Demonstrate outstanding teaching based on student and/or peer evaluations.
2. Achieve recognition for innovative teaching methods (with methods adopted by others).
3. Serve as a mentor for faculty regarding professional and programmatic development.
4. Receive commendations and awards for teaching excellence.
5. Be a visiting professor at other institutions.
6. Design and implement faculty development workshops to improve teaching effectiveness.
7. Provide leadership in developing new courses, designing, and implementing new teaching methods.
8. Initiate and evaluate innovative changes in curricula.
9. Develop training grant proposals.
10. Develop, implement, and evaluate methods to assess educational outcomes.
11. Be recognized as an authority by invitation to serve on grant review sections/boards for training grants.

Scholarship Examples of Satisfactory Service

1. Present and/or publish abstracts of scholarly works
2. Co-author of peer reviewed publications.

3. Participate in funded projects (e.g., contracts or grants).
4. Publish book chapters or review articles.

Examples of Meritorious Service

1. Senior author of manuscripts in peer-reviewed journals.
2. Principal Investigator or Co-Investigator in a funded project.
3. Receive commendations and awards for research excellence.
4. Senior author of book chapters or review articles.
5. Present research/scholarly works at national/international professional meetings.

Examples of Excellent Service

1. Serve as a principal investigator for sustained/continuous funded grant activities.
2. Have a sustained record of publications in peer reviewed journals.
3. Be recognized as an authority as demonstrated by invitations to serve on grant review section/boards, and/or external advisory boards.
4. Assume leadership in the planning and execution of national/international symposia or forums.
5. Serve as an invited speaker in designated area of scholarship at national/international meetings.
6. Be an invited member in an honorary scholarly society.

Service to Miles College

Note: Examples in this section must be service that benefits Miles College to count towards promotion or tenure.

Examples of Satisfactory Service

1. Be a member of College, division, or department committees and/or task forces.
2. Demonstrate competent performance of an administrative role and/or special assignment.
3. Perform professional activities that are approved by the department or division.
4. Participate in community service programs.
5. Be a member and participate in at least one relevant professional organization.

Examples of Meritorious Service

1. Receive recognition of excellence in service.
2. Demonstrate leadership of division or program committees and/or task forces.
3. Demonstrate leadership in a state or national professional organization.
4. Serve on an invited site visit team, advisory board, or consultation at another institution.
5. Provide exceptional service in an appointed administrative role within the division or program.
6. Be a reviewer of journal manuscripts and/or grants.
7. Demonstrate ability to assist other faculty to become competent in their areas of interest or program assignments.

Examples of Excellent Service

1. Chair committees in division or programs.
2. Serve as a leader in state or national professional organizations or community programs as demonstrated by chairing committees or serving as an officer or board member.
3. Provide consultations to health care organizations or educational programs.
4. Lead a team for external review or accreditation of other educational programs.
5. Provide leadership as a program or division administrator or as a community leader.
6. Serve as an editor or on an editorial board for professional/refereed journals.
7. Receive awards of recognition for exceptional contributions to the advancement of the profession.

GRANT OF TENURE

A grant of tenure is the statement of expectation by the Board that the employment of the member selected for tenure will be permanent. In the normal course of events, tenured faculty members are expected to remain until retirement. A tenured faculty member is subject to termination of appointment, however, for any of the following causes:

1. Elimination of the position as a result of academic reorganization or financial exigency.
2. Misconduct that reflects adversely on the College.
3. Physical or mental incapacity.
4. Failure to discharge responsibilities in a manner consistent with the standards of the College.

In the event of termination of appointment, a tenured faculty member shall have the right to a reasonable notice of such termination and have the right to a statement of the cause for this action, an opportunity to respond in writing, and a right to a review by the Academic Affairs Committee of the Board of Trustees. Any tenured faculty member whose appointment has been terminated shall have the right to appeal to the Academic Affairs Committee of the Board of Trustees by filing such a written appeal with the President within fourteen days (14) of receipt of written notice of termination. The action of this committee with respect to an appeal shall be final. Tenure does not prevent the periodic review and annual evaluation of the work of the faculty member.

No more than 70% of the faculty positions will be held by tenured professors of associate or full professor rank. Persons in divisions that have already reached a 70% quota of tenured members and who become eligible for consideration for tenure may continue as employees of the College with a two to five-year contract that may be renewed, provided that normal evaluations of their work are satisfactory. Such persons will be considered for tenure, as soon as a vacancy in the tenured ranks of their division becomes available. If there is more than one person eligible for a particular tenured position, the faculty member with the longest period of service at Miles College will be given first consideration. The faculty member must hold the rank of Associate Professor to hold tenure.

The faculty member can apply for the position of Assistant Professor simultaneously to the rank of Associate Professor and tenure. However, the promotion must be granted before tenure may be granted. The faculty member must first, hold the rank of Associate Professor, before tenure can be granted. Tenure is obtained only by grant of the institution, recommendation of the President and approval by the Board of Trustees.

Submission of Tenure Documents

1. An application for tenure shall be submitted using the Form and Guidelines listed in the Appendix. Forms and guidelines may be requested from the Division Chairperson, or Office of Academic Affairs. Applications should be supported with the results of recent evaluations.
2. The applications for tenure may be initiated at any point between the beginning of the fall semester and November 1 at which time all promotion materials are due in the Office of the Division Chairperson. Divisions may establish their own submission dates in order to meet a November 5 deadline.

3. Applications are submitted first to the Division Chairperson, by November 1, who, in turn, submits them to the Provost of the Academic Affairs, by November 5, who forwards them to the Committee on Promotions and Tenure by November 10.
4. The Promotions and Tenure Committee shall complete its recommendations by December 5 and shall transmit its findings and recommendations to the Provost and Senior Vice President of Academic Affairs. The Promotions and Tenure Committee is an advisory committee and its recommendations may be accepted, rejected or amended by the Provost and Senior Vice President of Academic Affairs before submission to the President. The President may also accept, reject or amend the recommendations from the Provost and Senior Vice President of Academic Affairs. The President will present his/her recommendations to the Board of Trustees for approval. The President will then pass on the final decisions to the Provost and Senior Vice President of Academic Affairs who, in turn, will inform the applicant through written communication.

Tenured Appointments

Full-time faculty members either hold or have the potential of holding tenure as Associate Professor, or Professor unless their appointments specify otherwise. Files on each faculty member shall be kept in both the division office and in the office of the Provost and Senior Vice President of Academic Affairs. These files should include all written documents relative to tenure and promotion. The files shall also include correspondence from the candidate, letters of recommendation, evaluation ratings, and a summary of committee reports and action.

Criteria for Tenure

Tenure is the recognition of sustained commitment and growth and is demonstrated by contributions to the program, department and College that improve the quality of the institution. Persons, awarded tenure, are expected to maintain a high level of personal and professional integrity.

Requirements

Tenure is awarded to individual faculty members based upon the following:

1. Met the requirements as listed above for the faculty rank of Associate Professor or Professor.

2. Completed a minimum of six years as a full-time faculty member in an academic setting at Miles College.
3. Completed a minimum of six years in academic service to Miles College.
4. Demonstrated sustained productivity and evidence of effectiveness in teaching, scholarly activities, and service to the College.
5. Demonstrated sustained commitment to development, quality, and reputation of program, department, and the College. Commitment can be demonstrated by activities that support the mission of the program, department, and the College. Examples include development of new programs and/or tracks within programs, activities that increase the visibility of the College, enhancement of services for students, and participation on committees and task forces.
6. When appropriate, tenure may be granted by the President at the initial faculty appointment.

Tenure Policy for Administrators

Administrative positions are non-tenured. An administrator with academic tenure shall continue to carry appropriate academic rank and to have status in the regular faculty. An administrator holding non-tenured academic rank may earn tenure as described for regular faculty members at the discretion of the President. The time in service as an administrator, however, will not count toward tenure unless the person is currently teaching at least three hours in an academic area.

CONTINUING APPOINTMENT/NON-REAPPOINTMENT/ RESIGNATION/ RETIREMENT

Continuing Appointment

Notice of continuing appointment shall be made by the Provost and Vice President of Academic Affairs. Notice of appointment shall be received no later than June 15. However, if circumstances beyond the control of the College warrant an extension of time, then the President shall give written notice as soon as practical.

Non-Reappointment

When a decision has been made to not reappoint a non-tenured faculty member, the Provost and Senior Vice of Academic Affairs shall give notice on non-reappointment in writing by March 15 for

the purpose of notification. However, if circumstances beyond the control of the College warrant an extension of time, then the President shall give written notice.

Resignation

Acceptance of a full-time faculty appointment is a commitment to the scheduled academic year; acceptance of a full time administrative appointment is a commitment to a full calendar year. When circumstances do not permit the completion of such a commitment, the College may agree to a resignation with at least two (2) months written notice given to the Provost and Senior Vice President of Academic Affairs and to the President, prior to the end of the semester. However, the two (2) months written notice to be given to the Provost and the President can be reduced if the circumstances warrant. Failure to give the two-months written notice may lead to the faculty member being financially responsible for the cost of hiring a replacement faculty and all other incidental cost.

Retirement

The College will conform to federal regulations that ban age based retirement policies. Early retirement may be taken at the option of the individual, in accordance with provision of the retirement program of the College. Benefits at retirement, available through the College, depend upon the individual's own participation and the information on these matters may be obtained on an individual basis from the Office of the Business Manager.

Members are expected to give one year's written notice of expected retirement.

CRITERIA FOR PROFESSOR EMERITUS(A)

Criteria for Eligibility

1. Emeritus (a) status may be granted to a tenured faculty member after written notice of retirement is received.
2. Any faculty retired prior to approval of this policy that have not been awarded emeritus(a) status may be appointed to such status retroactively to the date of their retirement upon satisfaction of established criteria.
3. Service to the College must be judged exemplary by the president such as:
 - a. The individual must have contributions, which are generally accepted as being significant beyond the norm for the position; and

- b. The granting of emeritus status to faculty shall be based on performance in the same general areas considered during evaluations throughout their careers: teaching effectiveness, professional contributions, service and support to the College and its community.

Procedures

1. When a faculty member's written notice of retirement is received at the office of Human Resources, the faculty member may, through his/her respective chair, apply for emeritus (a) status.
2. Within one month of receiving the retirement notice from the office of Human Resources, the chair will convene the department's tenure track faculty committee to review the qualifications of the emeritus (a) faculty candidate as presented in supporting documentation. Candidates will be nominated by majority vote.
3. Emeritus (a) candidates must have tenure.
4. Those nominated will have materials submitted for recommendation by the candidate's respective Academic chair, and then sent to the office of the Provost and Senior Vice President of Academic Affairs for evaluation and then sent to the President where the final decision will be made. (The President will have access to all materials and meeting notes, as well as approval for the appropriate department head).
5. The Board of Trustees shall award Emeritus(a) status upon the recommendation of the President and the approval of the Board of Trustees. Public recognition of Emeritus(a) status will be made at the commencement exercises at the end of the academic school year, at which time the Emeritus(a) status will become effective.

Rights and Privileges of Emeritus (a) Faculty

1. The title Emeritus(a) will follow the faculty member's rank upon retirement, (i.e., *Professor of Mathematics, Emeritus*)
2. A list of all Emeritus faculty members should be included in the College catalogue and other appropriate documents.
3. Those faculty members receiving Emeritus title shall be invited to sit (with current faculty) at the graduation ceremonies. Their names shall appear in the commencement program.

4. Emeritus faculty, as all retired faculty, shall be allowed to maintain a College identification card entitling them to certain privileges. These shall include, but are not limited to, library usage, reduction of rates at athletic events and other privileges granted by the College that do not cause undue financial burdens as deemed by the College.
5. Emeritus may request the use of available laboratory and desk space or may apply, upon approval, for College grants under the same rules as other faculty.
6. Emeritus shall receive invitations to participate in College public ceremonies such as academic processions, convocations, and appropriate social functions.

DISCIPLINARY PROBATION, DISMISSAL, AND TERMINATION

Disciplinary Probation

A faculty member against whom charges have been referred and determined to be factual following a hearing, relating to behavior as described below may be given the option by the President of choosing between accepting Disciplinary Probation for a period not to exceed one academic year or facing dismissal proceedings.

Probation may result from such behavior as disrupting the learning atmosphere, disorderly conduct in the classroom, failure to report for or carry out a direct assignment, unprofessional conduct in public, abuse of school property and/or any activity that may bring substantial discredit to the College. If the faculty member accepts the written conditions of disciplinary probation and fails to comply, dismissal proceedings will be initiated.

Suspension

Suspension of a faculty member from an academic position is a most serious matter and requires action by the President. In instances where a Division Chairperson or the Provost and Senior Vice

President of Academic Affairs believes a faculty member's continued appointment, during the academic year, is not in the best interest of the College, the first step is the preferring of charges. The faculty member will be given a hearing before a faculty committee convened by the Provost of Academic Affairs. The faculty member shall be informed in writing of the charges before the hearing and shall have the right to choose and bring legal counsel. The hearing shall be conducted

in accordance with established written procedures for such hearings as set forth in Appendix B of this handbook.

Until the final decision on the matter has been reached, the faculty member shall not be suspended unless the well-being of the faculty member or other members of the College community is threatened by continuance. Salary may or may not continue during the period of suspension, this decision being reserved for the President. Suspension can be ordered only by the President.

A written report of the hearing—including findings of facts and specific recommendations for or against dismissal as well as other possible sanctions, such as disciplinary probation or suspension—shall be transmitted to the President and to the faculty member.

Termination Due to Bona Fide Financial Exigency

Tenured faculty members' appointments may be terminated under bona fide and demonstrable circumstance of financial exigency. Whenever financially feasible, tenured faculty members shall be given notice in advance of termination at the discretion of the Board of Trustees. The appointment of non-tenured faculty members may be terminated prior to the end of a previously agreed upon period of appointment. Should such a matter arise, upon request, the terminated faculty member is entitled to a hearing.

Any terminations for reasons of financial exigency will follow considered advice from the Provost and Senior Vice President of Academic Affairs. Before terminating faculty or research appointments for financial causes, the College shall make a good faith effort to place the affected faculty member in an available position for which he or she is qualified.

Termination Due to Bona Fide Discontinuance of a Program or Division of Instruction Where termination of appointment is based upon bona fide discontinuance of a program or division of instruction, the affected faculty member will be given notice no later than fourteen (14) days from the date on which the College receives an official notice of termination. Before terminating a faculty member due to bona fide discontinuance of a program or division of instruction, the College shall make affirmative good faith efforts to place the affected faculty member in an available position for which he or she is qualified.

The released faculty member's place in the program terminated will not be filled by a replacement within a period of two (2) years unless the faculty member has been offered reappointment and a reasonable time within which to accept or decline it.

Reasons for Dismissal of Faculty Members, Tenured or Non-tenured

Reasons for dismissal shall include the following:

1. Financial Exigency
2. Termination of academic program
3. Willful neglect of duties (including special assignments)
4. Incompetence in teaching area
5. Professional dishonesty, including professional misconduct
6. Verbal and physical abuse of students and peers
7. Failure to attend classes, without justifiable excuse or permission
8. Violation of civil and criminal codes
9. Violation of College policies, and
10. Failure to comply with written and agreed upon probationary terms.

Professional Conduct

In addition to the preceding list of causes for dismissal, faculty members, as professionals, are expected to observe acceptable rules of conduct. Instructors are role models who consciously or unconsciously communicate their own values and ideals to students through repeated actions. To reinforce the College's goals, faculty should:

Abstain from the use of vulgar, intemperate language; Refrain from malicious gossip or indiscreet conversation with students and others about colleagues and administration and hold all privileged committee communication in strict confidentiality; Abstain from controlled substances, tobacco, and alcohol on school premises; Avoid wearing inappropriate clothing to work.

Faculty Due Process

See Appendix B

FULL-TIME FACULTY WORKLOAD

General Considerations:

1. A faculty workload for both ground and distance learning/online, consists of any and all of the following kinds of assignments:
 - a. Class sessions
 - b. Meetings
 - c. Office hours
 - d. Student Support
 - e. Student Advising
 - f. Assessment Plans and Reports
 - g. Special assignments
 - h. Participation in official College functions
 - i. Research
 - j. Professional improvement
 - k. Non-instructional Duties

Attendance at regularly scheduled classes is essential in providing systematic instructional services for students. Thus, each faculty member is required to meet all assigned classes. A faculty member may be excused from classes by the Division Chairperson and the Provost and Senior Vice President of Academic Affairs to attend meetings or functions relating to the College's programs and sanctioned by official policy. Faculty members may not alter the official schedule of classes without written authorization from the Provost and Senior Vice President of Academic Affairs.

2. No full-time faculty member shall make or accept any other full-time concurrent appointment during his/her hours of responsibility at Miles College. So long as the faculty member meets Miles College's responsibilities outlined under general considerations, other appointments are considered personal business. Faculty members must recognize, however, that the College's official business hours are from 8 a.m. to 5 p.m. every weekday. A weekday without any scheduled class does not constitute an off day for the full-time faculty member.

3. All faculty members with a full-time teaching assignment as determined by the regulations of the College and presently amounting to twelve (12) to fifteen (15) credit hours or the equivalent per semester; also all professionally degreed librarians whose work assignment provides for forty (40) or more hours per week are designated full-time faculty. Faculty members teaching more than the full time workload of twelve (12) to fifteen (15) credit hours per semester will be considered for overload pay based upon the recommendation of the Division Chairperson and approved by the Provost and Senior Vice President of Academic Affairs. Internship, field placements, grant-writing, etc., are evaluated on an individual basis. Class size and number of class preparations are also considered in computing the teaching load. For Honors Faculty, a full-time workload shall be nine (9) credit hours. Honors Faculty will be expected to use the difference in load to engage in higher academic rigor and in off-campus social- and cultural-enrichment activities for Honors students. A detailed plan of the enrichment activities shall be submitted to the Honors Director by all Honors Faculty at the beginning of the semester.
4. When faculty members do not have full-time teaching loads, the Provost and Senior Vice President of Academic Affairs reserves the right to substitute other duties within the academic framework with no salary reduction.
5. The final arrangement of a faculty member's time schedule is the responsibility of the Provost and Senior Vice President of Academic Affairs in consultation with the Division Chairperson.
6. Class sessions have priority over other duties. Office hours, meetings of various kinds, College functions, and special activities are fitted into the schedule after the time for class sessions have been determined.
7. Faculty members are required to schedule a minimum of ten (10) hours a week to hold conferences with students.
8. The summer school session shall be set by the Provost and Senior Vice President of Academic Affairs. A full-time teaching load is 9 semester hours or its equivalent.

9. A faculty member may desire and have the opportunity to teach during the regular summer session. The Department Chairperson's decision, as to what courses will be offered, will depend upon the availability of funds, student demand, and divisional program needs. Within these constraints, divisions should devise their own procedures for the development of summer school offerings.
10. The determination of programmatic needs for a summer session rests largely at the divisional level with final approval by the Provost and Senior Vice President of Academic Affairs. Equity in the distribution of opportunities to teach in the summer session among faculty members across time is the responsibility of Department Chairperson.
11. Recesses, vacations, and holidays are published in the official College calendar.

Classroom Responsibilities

1. The class session is the formal meeting between a faculty member and students in a course of instruction. As a general rule, the amount of credit earned by a student in a course of instruction is determined by the amount of time spent in class sessions. This credit is expressed in terms of semester hours.
2. Office space is assigned by the Division Chairperson. Each faculty member is expected to post, announce, and observe regular office hours. It is an obligation of faculty members to grant students the right of consultation at convenient hours.
3. Each faculty member is required to develop written learning outcomes for each course taught with procedures for accomplishing the learning outcomes. Copies of the learning outcomes and a syllabus of each course are to be supplied to the Provost and Senior Vice President of Academic Affairs, the Division Chairperson and the students in each course not later than two weeks after the term begins. When more than one section of a course is taught by two or more faculty members, the faculty members must submit a common course syllabus. All syllabi must reflect the mission and goals of the College and the division.

4. Faculty members are responsible for ordering textbooks for their courses through the Miles College bookstore. Faculty should check with their Department Chairperson for the deadline for ordering and the requisition forms. Department Chairs are responsible for delivering the order forms to the bookstore by the deadline. A faculty member is not allowed to sell syllabi, books, or supplies pertaining to student work at the College unless permission is granted, in writing, by the Provost and Senior Vice President of Academic Affairs.
5. Each faculty member is responsible for equipment and other inventory items assigned to him or her by the Division Chairperson or another appropriate authority of the College. Each faculty member shall be responsible for the fair market value in replacing equipment and inventory items should they be negligently lost or stolen while loaned or assigned the faculty member. Division Chairpersons are required to make yearly inventory reports of equipment and other items of value housed in each division.
6. A faculty member may not change his assignment of courses, rooms, or hours, without the specific consent of the Division Chairperson.
7. Reports of teaching loads are required during the early weeks of the semester. These reports must be submitted to the Division Chairperson and the Provost and Senior Vice President of Academic Affairs on forms provided for this purpose.
8. Courses in which fewer than five (5) persons have been admitted should be called to the attention of the Division Chairperson and the Provost and Senior Vice President of Academic Affairs within the first two (2) weeks of the semester.
9. It is the duty of the faculty members to meet classes promptly, to keep accurate records of student attendance, class work, all evaluations, and any other activities designed for the satisfactory meeting of the course learning outcomes. Absences are counted from the first meeting of the course. At the discretion of individual faculty members, students with excessive absences may be reported regularly to the Counseling, Advising, and Testing Center. Completed attendance and course work documentation must be submitted to the Division Chairperson at the end of each semester.

10. Appropriate off-campus learning experiences are encouraged. The Division Chairperson should be informed when a class will leave campus. If College transportation is needed, it should be requisitioned through the Business Manager at least five (5) days prior to the date of the scheduled event. If such trips entail students' absences from other faculty members' classes, arrangements should be made through the office of the Provost and Senior Vice President of Academic Affairs. A written plan should be prepared by the faculty member documenting the enrichment experience. A list of persons involved must be filed with the Provost of Students.

11. All faculty members should hold mid-term and final examinations as scheduled by the Provost and Senior Vice President of Academic Affairs unless special permission to deviate is granted.

12. At the end of each semester, faculty members will submit a grade for each student registered for their classes on forms provided by the Academic Records Office. The grades listed on the grade sheet will be official and should agree with those recorded in the course documentation. The system of grading is based on A, B, C, D, F, I, and W. The significance of the grades is as follows: A – Excellent, B – Good, C – Average, D – Poor, F – Failure, I – Incomplete, W – Withdrew.

When a student withdraws from a class, the student must secure the signature of his or her advisor and the faculty member involved except when the student is allowed to withdraw from a class online. If he or she withdraws from the College entirely, the signatures of the student's advisor, the Registrar, and the Provost and Vice of Academic Affairs are required. All faculty members involved will be sent notices of the withdrawal. A student may withdraw without prejudice before the last two (2) weeks of the scheduled class meetings. Once a semester grade has been recorded and filed with the Registrar, it is final unless an error has been made, in which case the change must be approved by the Provost and Senior Vice President of Academic Affairs who will then instruct the Registrar to change the grade. If the Provost does not approve, the faculty member may appeal to the Instructional Council, who may advise the Provost; but the Provost will make the final decision. Appeal from the decision of the Provost goes to the entire faculty.

13. Faculty members must go first to their Division Chairperson with any problems or questions concerning classroom responsibilities or procedures.

14. At the close of the academic year or at the termination of service, whichever comes first, faculty members must file completed clearance forms with the Division Chairperson, who forwards the forms to the Provost and Senior Vice President of Academic Affairs, who, in turn, forwards them to the Business Office before final checks will be issued.

Committee and Conference Responsibilities

All faculty members, both ground and distance education, are expected to attend the Faculty Conference held at the beginning of each semester. All faculty members are expected to attend regularly scheduled faculty meetings and other meetings which may be called by the President or the Provost and Senior Vice President of Academic Affairs with sufficient notice given. Faculty meetings give faculty the privilege to vote on matters of academic policy, to be informed, to voice opinions about administrative plans, and to participate in decision making in matters related to the academic programs of the College. Faculty meetings are conducted either by the President or Provost and Senior Vice President of Academic Affairs.

A secretary of the faculty is elected by faculty members at the first meeting of the academic year. It is the secretary's responsibility to record the proceedings of all faculty meetings, to distribute to the faculty a copy of the minutes, and to assist faculty members in placing items on the agenda.

All faculty members are expected to attend division meetings. Copies of division meeting minutes are filed with Provost and Senior Vice President of Academic Affairs within two (2) weeks after a meeting.

The duties of faculty members may include special assignments which the administration considers necessary to the proper functioning of the College and are compatible with a full work load. Such assignments include: (1) assisting in registration; (2) advising students and student organizations; (3) representing the College at professional meetings; (4) acting as special delegates at the request of the administration; and (5) serving on special committees.

FACULTY SALARIES AND FRINGE BENEFITS

Salary arrangements for faculty, both ground and distance education, are the primary responsibility of the Provost and Senior Vice President of Academic Affairs, the CFO and the President. Some portions of the faculty member's salary may be paid by a secondary appointment or by other sources.

Salary increases may be granted from year to year within the salary range of a given rank on the basis of the services of the faculty member and the financial ability of the College. The salary payments are considered as beginning on the first day of the Faculty Conference in August. Supplementary financial aid may be granted to faculty members for professional improvement or for other purposes deemed desirable by the administration.

Fringe Benefits

1. RETIREMENT

Defined Contribution Retirement Plan

Eligible employees may participate in the Defined Contribution Plan upon the completion of two years of full-time service with no break in employment. Miles College contributes a percentage of 5% of your base salary.

Tax-Deferred Annuity Plan

In addition to the Defined Contribution Plan, employees are eligible to participate in the Tax-Deferred Annuity Plan (TDA). In this plan, employees can elect to reduce their salary on a pre-tax basis and contribute that amount to a federal tax-deferred plan with TIAA-CREF. The IRS limits the maximum amount employees can put into a tax-deferred 403(b) retirement plan in any given year. All benefits arising from these contributions are immediately and fully vested.

2. Study grants: When funds are available, a limited number of study grants are made available to faculty members. Application for such grants must be made to the Provost and Senior Vice President of Academic Affairs via a Division Chairperson. Selection is based upon the availability of funds, the length of service, and level of training to be pursued.
3. Credit Union: Miles College is affiliated with the Jefferson County Teachers' Credit Union. All Miles College employees are eligible for membership.
4. Federal Insurance Contribution Act: Miles College is covered by the act and taxes the employee at the rate required, and matches the employees' contribution 100% as required by the act.
5. State Unemployment Insurance (S.U.I): Miles College became subject to S.U.I. in 1972. The S.U.I. provides unemployment compensation for employees of the College who have worked with the College at least five (5) tax year quarters.

6. Admission to College sponsored events: All faculty, their spouses and children may attend all school-sponsored events free of charge or at nominal cost.
7. Matriculation by Faculty and Their Children: All faculty members and their dependents are eligible for matriculation at the College with 100% tuition remission.

Holiday, Vacation, and Leave Holidays

Normally, faculty will receive holiday pay for the following official holidays:

- Martin Luther King Jr. Birthday 1 Day
- Spring Break 5 Days
- July 4th, Independence Day 1 Day
- Labor Day 1 Day
- Thanksgiving 3 Days
- Christmas 2 weeks or in accordance with academic calendar
- New Year’s Day 2 Days

Annual Vacation

Faculty members on 12-month appointment are entitled to vacation with pay according to the following schedule:

<u>Length of Continuous</u>	<u>Per Year Service</u>
1 year and beyond	10 working Days

Ten (10)-month faculty members, Full Time Temporary and Part Time, are not eligible for annual vacation. The College encourages employees to take their earned vacation during each fiscal year. Any exception from this policy must be approved by the President.

Sick Leave

Faculty members are eligible for sick leave benefits from the beginning of the contract period, one day per month of service for 12 month employees. (Ten (10)-month employees will earn ten (10) days a year.) Any sick leave earned during the fiscal year and not used is accumulated up to 120

workdays. Sick leave not used is not payable to the employee upon the end of his/her employment with the College. Annually, the College may grant up to twenty days of sick leave, with pay.

Use of Sick Leave

You can use sick leave for the following reasons:

- Personal illness (including pregnancy and childbirth)
- Doctor and Dental Appointments
- Absence due to treatment, care, or counseling for substance abuse
- Absence due to illness in faculty member's immediate family or immediate household
- Death of family or household member

Other Leaves of Absence Military Leave

Miles College complies with the Statement of Support for the National Guard and Military Reserve that the Department of Defense requests of all employers. The College agrees that: 1) it will not limit or reduce employees' career opportunities because of their military service, and 2) employees will be granted leave of absence for military training in the Guard or Reserve without sacrificing annual leave.

The College allows employees a maximum of fifteen working days in a calendar year to fulfill their training duty with the National Guard or the Reserve. Under this policy, the College will reduce an employee's pay by an amount equal to the military pay received during leave for training.

Extended Periods of Military Leave

The College will grant employees extended leaves of absence without pay for military service under the Selective Service Act or through activation of their Reserve or Guard Units. Upon completion of extended military service, employees are entitled to reinstatement of employment if they apply within ninety days of discharge from active duty or within one year if hospitalized.

FAMILY AND MEDICAL LEAVE OF ABSENCE POLICY

Pursuant to applicable law (FMLA of 1993) provides family and medical care leave to eligible employees. **Family and medical leaves of absence are unpaid.**

PROVISIONS

1. ELIGIBILITY PERIOD

In order to be eligible for family or medical care leave, employees must have been employed by Miles College for at least twelve (12) months and have worked at least 1,250 hours in the preceding twelve (12) months before requesting leave.

2. CIRCUMSTANCES UNDER WHICH YOU MAY TAKE LEAVE:

- a. for the birth of a child or to care for a child within the first 12 months after birth
- b. for the placement of a child with the employee for adoption or foster care within the first 12 months of placement
- c. to care for an immediate family member (spouse, child, or parent), if such immediate family member has a serious health condition
- d. because of a serious health condition that makes the employee unable to perform one or more of the essential functions of his or her position

3. DURATION OF LEAVE

Employees who qualify for family or medical care leave are entitled to an aggregate total maximum leave of twelve (12) weeks during any twelve (12) month period beginning on the date of the employee's first leave under this policy. There is no carry-over of an unused family or medical care leave from one twelve (12) month period to the next twelve (12) month period.

4. SPECIAL RULES CONCERNING CHILD CARE LEAVE

If a husband and wife are both employed by Miles College and both are eligible for leave under this policy, leave for the birth, adoption, or foster care of their child is limited to a combined total of twelve (12) weeks within a twelve (12) month period. Each employee **is not** entitled to twelve (12) weeks of leave.

5. MEDICAL CERTIFICATION

An employee who requests leave for his or her own serious health condition or the serious health condition of the employee's child, spouse or parent, must provide written certification to Human Resources from the health care provider of the individual requiring care on the form provided by Miles College.

Miles College may require the employee to provide Human Resources with re-certification, as permitted under applicable law. Failure to provide Human Resources with adequate certification or re-certification, within a timely manner, may result in denial or delay of leave.

6. **HEALTH CARE BENEFITS DURING LEAVE**

During an approved family or medical leave, Miles College shall continue to provide medical coverage under its group health plan at the same level and under the same conditions that coverage would have been provided if the employee had been continuously employed during the duration of the leave. The employee shall remain personally responsible for paying his or her portion of the insurance premium, if any, including dependent coverage. Upon commencement of the employee's leave under this policy, Human Resources will provide the employee with written notice of the terms under which payment must be made. An employee's failure to pay premiums in a timely manner during his or her leave may result in a lapse of coverage.

If an employee fails to return to work following the expiration of his or her leave under this policy, the employee will be required to reimburse Miles College for the group health insurance premiums paid by the College on the employee's behalf, unless the employee's failure to return is caused by the continuation, recurrence or onset of a serious health condition that entitles the employee to leave under this policy or by circumstances beyond the employee's control.

7. **USE OF ANNUAL AND PERSONAL/SICK LEAVE**

Accrued time must be used at the beginning of leave before entering a "non-paid status." Employees must use available sick/personal leave and may use Annual time before being granted a family leave. Use of paid accrued Annual or sick/personal leave does not extend the total amount of leave available. In all circumstances, an employee is entitled only to a maximum leave of twelve (12) weeks, whether paid, unpaid, or partially paid.

a) PAY AND BENEFITS

While on FMLA Leave Employees are required to use any accrued paid leave time (sick and annual leave) during a family or medical leave. In order to use such paid leave time for FMLA leave, employees must comply with the College's normal paid leave policies. Any paid leave (sick and annual leave) taken in conjunction with family or medical leave will count toward the 12-week maximum leave allowance. Employees are not eligible for holiday pay while in unpaid status (accruals have been exhausted or while on Short Term Disability). When the employee returns from FMLA leave, their benefits will resume according to applicable plans. Employees are required to pay the employee share contribution for insurance premiums while on leave if they have exhausted all sick and annual leave.

8. **RETURN**

Employees are expected to return to work at the conclusion of their family or medical care leaves and will be reinstated to the original or an equivalent position in accordance with applicable law. There will be no reinstatement to the same or an equivalent position if such position ceased

to exist because of legitimate business reasons unrelated to the employee's family or medical care leave. If an employee fails to return at the end of FMLA leave, the employee will be considered to have voluntarily resigned his/her position with the College.

As a condition of the employee's return from a leave taken because of the employee's own serious health condition, Miles College will require that the employee provide medical certification from his or her health care provider certifying the employee's physical ability to perform, with or without accommodation the duties of the position previously held. Employees retain their employment status with the College during the period of their leaves; their leaves shall not constitute a break in service for purposes of any employee benefit plan.

The period of time that an employee is on a family or medical leave of absence is not considered time worked for purposes of determining eligibility for, or the amount of, certain benefits such as Annual and sick benefits. When an employee returns from a leave of absence, the eligibility and accrual dates for such benefits will be adjusted forward to reflect the period of the leave. If a paid holiday falls during the period an employee is on family or medical care leave, the employee will not be eligible for the holiday pay.

OTHER EMPLOYMENT WHILE ON FMLA

Employees are prohibited from working in any paid capacity for another employer or in a self-employed capacity while on an authorized Family and Medical Leave from Miles College. Violation of this policy may result in disciplinary action up to and including termination.

COMMUNICATING WITH THE COLLEGE DURING FMLA LEAVE

Employees who are out of work on FMLA leave are required to inform the College of any change in status, including but not limited to a release to return to work, a need for additional leave, or a decision not to return to the College. Failure to inform the College of a change in status may result in disciplinary action.

PROCEDURES

Forms for requesting a Family and Medical Leave of Absence are available through the Office of Human Resources Department. Eligible employees should make requests for family leave to their supervisors at least 30 days in advance of foreseeable events or on the same day or the next day for unforeseeable events. Employees requesting leave related to the serious health condition of a child, spouse/partner or parent may be required to submit a health care provider's statement verifying the need for leave to provide care, its beginning and expected ending dates, and the estimated time required.

INTERMITTENT LEAVE

The College recognizes that it may be medically necessary for an employee to use intermittent FMLA leave. The College will work with an employee to arrange reduced work schedules or leaves of absence in order to care for a family member's serious medical condition or their own serious medical condition.

Study Leave

Study leave is considered time off with or without pay, granted to a faculty member for the purpose of pursuing graduate studies beyond the Master degree and/or training designed to equip the faculty member with a higher level of competence in the specialty area or a related area. A written request for study leave should be submitted to the Provost and Senior Vice President of Academic Affairs and approved by the President.

Upon Conclusion of Study Leave

Recipients of paid study leave are expected to return to the full-time service of the College for at least one academic year and must submit a concise report of the activities during the sabbatical to the Provost and Senior Vice President of Academic Affairs and Division Chairperson.

Personal Leave

Faculty members may apply for personal leave without pay to handle personal or family matters. A written request for personal leave should be submitted to the Provost and Senior Vice President of Academic Affairs and approved by the President.

Administrative Leave General Policy

Permanent employees will be placed on Administrative Leave and excused without loss of pay under the following conditions:

Jury Duty

Faculty members who are selected to serve as jurors will be given leave with pay. The jurors should furnish to the appropriate official statement from the court, which indicates the day(s) of service. Payment received for services as jury members is the property of employees serving on the jury, and their regular pay is not impacted.

Witness Summons

Faculty members who are subpoenaed as witnesses in court cases may be granted administrative leave upon presentation of a copy of the subpoena to their supervisors. Note: Employee who appears as a witness on his own behalf, either as plaintiff or defendant, is not entitled to administrative leave. The employee may request personal leave for this purpose.

Voting

Faculty members may be granted up to two hours of administrative leave if conditions are such that would create a hardship for an employee to vote before or after working hours. Permission to use administrative leave for this purpose must be given by the supervisors.

Excused Leave

Excused leave is paid time off from regular duties for a short period, granted by special permission of the administration for emergencies or other unforeseen circumstances, performance of a special civic or professional function, or attendance at professional meetings/conferences.

Emergency Closing

If prolonged power or utility failure or any other emergency condition should prohibit the performance of regular duties, academic employees may be granted administrative leave by the designated administrative officer.

Severe Weather

In the event that the College closes due to severe weather, administrative leave will be granted; however, if it is the judgment of the College to remain open, employees will be expected to report to work as usual. Note: When the College remains open, an employee who has an extreme problem in reporting to work, such as a closed road prohibiting travel, may request the Provost and Senior Vice President of Academic Affairs grant administrative leave. Such a request will be considered on an individual basis.

Death in the Immediate Family (Bereavement Leave)

The College grants funeral leave of three working days with pay immediately following the death of a faculty member's immediate family or household.

Sabbatical Leave

Sabbatical leave may be provided for members of the College faculty holding the rank of Associate Professor, or Professor.

- **Proposal for sabbatical leave:** Sabbatical leave may be requested for the purposes of writing and publishing a book or articles beneficial to the College, the students and the faculty. The proposal should provide specific details on where, and by what methods, with whom (if applicable) and to what purpose the faculty member plans to pursue sabbatical leave activities. The faculty member should point out how his or her sabbatical activities will enhance his or her ability to teach specific courses, pursue effective research and fulfill the faculty member's professional responsibilities. Additionally, it should be clearly stated what contributions his sabbatical activities will make to the body of knowledge in his or discipline. The tangibility of the objectives must be clearly stated.
- **Eligibility:** For each ten years of full-time academic service, as defined by the faculty member's primary appointment, a member of the faculty is eligible to apply for paid sabbatical leave for one semester at full pay or two semesters at half pay. Sabbatical leave credits may not be accumulated. Sabbaticals are not awarded automatically after ten years of service, but are awarded on the basis of a well-defined proposal, merit, and availability of funds.
- **When Requests Should Be Submitted:** Sabbatical applications for any part of the school year should be submitted at least six months, and preferably one year, in advance of the start of the leave. Applications are to be submitted to the Division Chairperson. Sabbatical leaves are subject to approval by the Provost and Senior Vice President of Academic Affairs and the President. Only one person from a division will be granted sabbatical at one time and only two from the College at one time.
- **Upon Conclusion of Sabbatical Leave:** Recipients of paid sabbatical leave are expected to return to the full-time service of the College for at least one academic year and must submit a concise report of the activities during the sabbatical to the Provost and Senior Vice President of Academic Affairs and Division Chairperson.

PAYROLL

DIRECT DEPOSIT

As a condition of employment at Miles College, all employees are required to participate in payroll direct deposit. Employees' pay will be deposited into the U.S. bank account(s) of their choice. To ensure new accounts are set up and allocations are made in a timely manner, please allow five (5) business days before the payroll date. All changes will be applied to the next available payroll. Employees who leave the College must keep their bank account active until they have received their final pay from the College.

DEDUCTIONS FROM PAY

There are a number of deductions that will occur from most employees' compensation. Among these are applicable federal, state, or local income taxes. In addition to legally mandated deductions, each benefit eligible employee will have deductions from their paycheck according to the benefits selected from the Miles College benefits program. Eligible employees authorize deductions from their paychecks to cover the cost of participating in these programs. Other wage deductions, such as garnishments or tax levies, may be made to fulfill legal requirements when appropriate.

PAYROLL REPORTING & TIME KEEPING

Payroll Reporting

Reporting personnel attendance and leave is the responsibility of the supervisor. The payroll period begins on the 25th day of the month and ends on the 24th day of the following month. However, this period covers the entire month. If you terminate early your paycheck will be prorated based upon the number of days worked during the month.

Time Keeping

Time records are the basic source of information for payroll purposes. Time records should reflect the actual hours worked. Employees should not sign in at times in variance with their daily work schedules without prior approval as indicated above. Time cards are checked by supervisors, department heads, and the Human Resources for accuracy. Changes, alterations or notations are not to be made on time sheets except by approval of and with the signature of the supervisor involved.

You are reminded that adequate timekeeping in work schedules is a requirement of the Federal Law (FLSA). Further, such laws require that historical records are maintained for an indefinite period of time for all time worked.

Exception: Annual leave requests should be processed in advance and submitted to Human Resources prior to taking Annual.

STANDING COMMITTEES

Note: Standing committee definitions may change to align with the Institution's practices.

Many of the governance and other internal operations of the College are accomplished with the aid of standing and ad hoc committees. In addition to performing their major duties, faculty members are also expected to serve on one or more committees as assigned. Standing Committee assignments are made by the Provost and Senior Vice President of Academic Affairs subject to review and approval by the President.

The Standing Committee roster is prepared and published by the Office of Academic Affairs. Persons who are interested in being considered for service on a particular committee should forward requests to the Office of Academic Affairs.

1. **Academic Protocol Committee**

The committee insures that a positive, professional image of the College is projected through all of its public ceremonies (and formal programs involving the President).

2. **Alternative Learning Options Committee**

The committee develops strategies for and address the feasibility of offering programs under Academic Affairs that may be considered non-traditional.

3. **Athletic Committee**

The committee's function is to serve in an advisory capacity to the faculty and athletic department in developing and carrying out the College's policy in athletic programs. The committee shall work to develop maximum interest, involvement, and support of the faculty, students and alumni in the athletic program. The membership of this committee shall include faculty, student and alumni representation.

4. **Black History Committee**

The committee sponsors, on a continuous basis, activities that foster a respect for self, others, and ethnic heritage- of which Miles College is a part. A calendar of continuous activity is essential.

5. Budget and Long Range Planning Committee

The committee is chaired by the President. This body functions to make plans for the College's annual budget. The committee is also responsible for formulating, evaluating, and revising goals of the College. The membership of this committee includes the Provost and Senior Vice President of Academic Affairs, the Dean of Student Affairs, the Business Manager, the Federal Relations Officer, the Head Librarian, the Director of Planning and the Division Chairperson.

6. Career Services Committee

The committee is chaired by the Director of Career Services and is responsible for the system at tapping into the talents and resources of faculty and staff in various departments who engage students inside and outside of the classroom. The committee is responsible for providing employment opportunities with emphasis on real work and career preparation courses, workshops, and/or events.

7. Chapel Forum and Lyceum Committee

The committee is responsible for scheduling and presenting chapel forums and lyceum series featuring College-directed programs and guest. The committee will keep the faculty informed of the programs and lyceum series.

8. Class Sponsors Committee

The committee works with the designated class in fostering respect and love for the College and in developing the self-esteem that will make these sentiments possible. A short program of activities should be submitted by September.

9. Communications Committee

This committee is responsible for identifying, investigating, and implementing communications vehicles that will facilitate awareness of Academic Affairs professional development activities and/or programs related to Academic Affairs units, through a variety of means, including the College's website, email, and other networks such as social media and print materials; facilitate communication with co-curricular units and its members' campus-wide.

10. Courtesy Committee

The committee promotes faculty-staff rapport by organizing and sponsoring faculty-staff social affairs, and serves as the faculty-staff official representative in handling matters of courtesies.

11. Curriculum Committee

The committee assists the Provost and Senior Vice President of Academic Affairs in addressing technical and policy matters as they may affect the College's curriculum.

12. Educational Technology Committee

The committee makes recommendations to the Office of Academic Affairs and the faculty on strategies for the use of appropriate and effective technology for instruction and generally, academic administration.

13. English Proficiency Exam (EPE) Committee

Guided by the expressed purpose of the Examination, the committee will systematically assess the design, content, quality, and administration of the EPE Examination - making written recommendation accordingly.

14. Faculty Policies and Procedures Committee

The committee will continually examine all faculty policies and procedures, and make recommendations for revisions of the Faculty Handbook.

15. General Education Committee

The purpose of the General Education Committee is that of determining the criteria for general education standards and competencies, collection of student learning outcome data from various divisions and overall assessment of the extent to which graduates have obtained such competencies. The committee is responsible for reviewing existing General Education assessment procedures and findings, and for determining the needs, if any, for additional strategies.

16. Grants and Outside Funding Committee

The committee identifies sources of funding that would be used to enhance the academic program, and to facilitate, the training of faculty in the preparation of grants proposals.

17. Grievance Committee

The committee will consider complaints of faculty members other than those involving dismissal. Its membership shall consist of twelve (12) faculty members elected by the faculty at the beginning of each academic year. (See Appendix A for Procedure).

18. Instructional Council Committee

This council deals with academic matters related to the curriculum and the instructional activities of the College. All proposals for curriculum changes, after receiving approval of the Division in which the curricula are to be offered, are submitted to the committee for action and presented to the faculty for consideration. These include, but are not limited to, special cases of admission or readmission related

19. Instructional Technology Distance Learning Committee

The Distance Learning Committee is charged to monitor the number, type and quality of online courses offered when the College begins offering online courses.

20. Judicial Council Committee

The committee will hold hearings involving student discipline. It will seek to obtain the facts in all cases brought before it and report its findings and recommendations to the Dean of Students and to the Provost and Senior Vice President of Academic Affairs. All disciplinary action is subject to the concurrence of the President of the College. The committee shall be composed of five (5) students and five faculty/staff member with (1) serving as chairperson. Faculty/Staff appointments shall be made by the Provost and Senior Vice President of Academic Affairs or the President.

21. Library Committee

The committee serves in an advisory capacity to the Librarian. It shall make studies of library holdings, needs, and practices, and report its findings and recommendations to the Head Librarian and the faculty representative from each division, two (2) students, and a member of the library staff.

22. Matriculation Committee

The committee plans and prepares for the Matriculation Day event, which serves as a communication and motivational vehicle for the College community at the outset of the academic year.

23. Professional Development Committee

The Professional Development Committee plans, evaluates, and recommends professional development activities for faculty and academic staff. Inherent in this purpose is the recognition and promotion of activities designed for professional improvement of college employees.

24. Promotions and Tenure Committee

The committee demonstrates intellectual honesty, professional objectivity, and confidentiality in assessing the academic qualifications and professional dispositions and leadership abilities of persons seeking long-term employment with the College.

25. Registration Procedures Committee

The committee formulates policy and procedural recommendations concerning the registration of students. The committee will be chaired by the Provost and Senior Vice President of Academic Affairs. Membership shall include the Provost, the Financial Aid Director, the Registrar, the Director of Admissions, the Business Manager, a representative from each division, and a student representative. to academic standings, course wavier of any academic regulation for students, etc. (See Appendix D for procedures). It is chaired by the Provost and Senior Vice President of Academic Affairs, and composed of the Division Chairperson, the Director of Counseling, the Director of Special Services Program, the Registrar, Director of Learning Resources Center, and one faculty member chosen annually by each Division.

26. Quality Enhancement Plan (QEP) Committee

The committee is under the leadership of the QEP Director for the College. The QEP committee broadly represents the Miles College community. The committee consist of students, faculty, staff, and administrators, both curricular and co-curricular, to include representatives/stakeholders involved in the undergraduate education of Miles College's students.

27. Student and Faculty Retention Recruitment Committee

The committee works with Academic Affairs in its efforts to maximize the role of faculty in the College's Recruitment process. Further, to assist the Office of Academic Affairs in identifying quality prospective faculty. To assist in promoting common brochure and academic marketing documents among the academic units.

28. Student Services Committee

The committee works in collaboration with Academic Affairs and Student Affairs in its efforts to maximize programs, services, and events for student retentions and academic success.

29. Substantive Change Monitoring Committee

The substantive change committee is responsible for compliance with the SACSCOC Substantive Change Policy as a condition of the Institution's continued accreditation. The committee is responsible for informing the College's President of any proposal that may be considered substantive change for the College. The committee is also instrumental in preparing any substantive change notification or prospectus necessary to ensure compliance with SACSCOC policies.

30. Teacher Education Committee

The committee monitors and evaluates teacher education programs and activities. It also recommends policy changes to the Instructional Council.

31. Uniform Standards and Assessments Committee

The committee assists the Office of Academic Affairs in creating and implementing strategies to maintain consistency and uniformity throughout the academic process. Further, to assist in the design and maintenance of appropriate methodologies for uniform assessment.

EMPLOYMENT SERVICES

WORKPLACE CONDUCT POLICIES

SEXUAL MISCONDUCT POLICY FOR STUDENTS, FACULTY AND STAFF

POLICY STATEMENT

In accordance with federal and state law, including Title IX of the Education Amendments of 1972 (“Title IX”) and Title VII of the Civil Rights Act of 1964 (Title VII), Miles College prohibits discrimination on the basis of sex in any of its education programs or activities or in employment. Miles College is committed to ensuring the highest ethical conduct of the members of its community by promoting a safe learning and working environment. To that end, this Policy prohibits Sexual Misconduct, a form of sex discrimination, as defined herein.

Miles is committed to reducing incidents of Sexual Misconduct, providing prevention tools, conducting ongoing awareness and prevention programming, and training the campus community in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (“Clery Act”) and the Violence Against Women Act (“VAWA”). Prevention programming and training will promote positive and healthy behaviors and educate the campus community on consent, sexual assault, sexual harassment, alcohol and drug use, dating violence, domestic violence, stalking, bystander intervention, and reporting.

When Sexual Misconduct does occur, all members of the Miles College community are strongly encouraged to report it promptly through the procedures outlined in this Policy. The purpose of this Policy is to ensure uniformity throughout the colleges reporting and addressing sexual misconduct. Policy expressly prohibits Sexual Harassment, which includes, but is not limited to, Sexual Assault, Dating Violence, Domestic Violence, and Stalking, as well as gender-based violence, and/or violence based on sexual orientation or gender identity or expression. This Policy applies to all members of the Miles College community. This Policy is not intended to infringe or restrict rights guaranteed by the United States Constitution including free speech under the First Amendment, or the due process of Fifth and Fourteenth Amendments.

Definitions and Prohibited Conduct

Community: Students, faculty, and staff, as well as contractors, vendors, visitors, and guests.

Complainant: An individual who is alleged to have experienced conduct that violates this Policy.

Consent: Words or actions that show a knowing and voluntary willingness to engage in mutually agreed- upon sexual activity. Consent cannot be gained by force, intimidation or coercion; by ignoring or acting in spite of objections of another; or by taking advantage of the incapacitation of another where the respondent knows or reasonably should have known of such incapacitation. Consent is also absent when the activity in question exceeds the scope of consent previously given. Past consent does not imply present or future consent. Silence or an absence of resistance does not imply consent. Consent can be withdrawn at any time by a party by using clear words or actions.

Dating Violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the alleged victim. The existence of such relationship shall be determined based on the totality of the circumstances including, without limitation to: (1) the length of the relationship; (2) the type of relationship; and (3) the frequency of interaction between the persons involved in the relationship. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of Domestic Violence.

Domestic Violence: Violence committed by a current or former spouse or intimate partner of the alleged victim; by a person with whom the alleged victim shares a child in common; by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner, or by a person similarly situated to a spouse of the alleged victim.

Incapacitation: The physical and/or mental inability to make informed, rational judgments. It can result from mental disability, sleep or any state of unconsciousness, involuntary physical restraint, status as a minor under the age of 16, or from intentional or unintentional taking of alcohol and/or other drugs. Whether someone is incapacitated is to be judged from the perspective of an objectively reasonable person.

Nonconsensual Sexual Contact: Any physical contact with another person of a sexual nature without the person's consent. It includes but is not limited to the touching of a person's intimate parts (for example, genitalia, groin, breasts, or buttocks); touching a person with one's own intimate parts; or forcing a person to touch his or her own or another person's intimate parts. This provision also includes "Fondling" as defined by the Clery Act.

Nonconsensual Sexual Penetration: Any penetration of the vagina, anus, or mouth by a penis, object, tongue, finger, or other body part; or contact between the mouth of one person and the genitals or anus of another person. This provision also includes "Rape, Incest, and Statutory Rape" as defined by the Clery Act.

Confidential Employees: Institution employees who have been designated by the institution to talk with a Complainant or Respondent in confidence. Confidential Employees include those providing counseling, advocacy, health, mental health, or sexual assault related services (e.g., sexual assault resource centers, campus health centers, pastoral counselors, and campus mental health centers) or as otherwise provided by applicable law. Confidential Employees must only report that the incident occurred and provide date, time, location, and name of the Respondent (if known) without revealing any information that would personally identify the alleged victim. This minimal reporting must be submitted in compliance with Title IX and the Clery Act. Confidential Employees may be required to fully disclose details of an incident in order to ensure campus safety

Reasonable Person: An individual who is objectively reasonable under similar circumstances and with similar identities to the person being evaluated by the institution.

Reporter: An individual who reports an allegation of conduct that may violate this Policy but who is not a party to the complaint.

Respondent: An individual who is alleged to have engaged in conduct that violates this Policy.

Responsible Employees: Those employees who must promptly and fully report complaints of or information regarding sexual misconduct to the Title IX Coordinator. Responsible Employees include any administrator, supervisor, faculty member, or other person in a position of authority who is not a Confidential Employee or Privileged Employee. Student employees who serve in a supervisory, advisory, or managerial role are in a position of authority for purposes of this Policy (e.g., teaching assistants, residential assistants, student managers, orientation leaders).

Sexual Assault: Sexual Assault is an offense classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation, which, for the purposes of this Policy, only includes:

- Rape—sexual intercourse against a person’s will
- Forcible sodomy—anal or oral sex against a person’s will
- Forcible object penetration—penetrating someone’s vagina or anus, or causing that person to penetrate her or himself, against that person’s will
- Marital rape
- Unwanted sexual touching
- Sexual contact with minors, whether consensual or not
- Incest (Sexual intercourse or sexual intrusion between family members.)
- Any unwanted or coerced sexual contact

Sexual Exploitation: Taking non-consensual or abusive sexual advantage of another for one’s own advantage or benefit, or for the benefit or advantage of anyone other than the one being exploited.

Examples of sexual exploitation may include, but are not limited to, the following:

1. Invasion of sexual privacy;
2. Prostituting another individual;
3. Non-consensual photos, video, of sexual activity;
4. Non-consensual distribution of photo, video of sexual activity, even if the sexual activity or capturing of the activity was consensual;
5. Intentional observation of nonconsenting individuals who are partially undressed, naked, or engaged in sexual acts;
6. Knowingly transmitting an STD or HIV to another individual through sexual activity;
7. Intentionally and inappropriately exposing one’s breasts, buttocks, groin, or genitals in non-consensual circumstances; and/or
8. Sexually based bullying.

Sexual Harassment (Student on Student): Unwelcome verbal, nonverbal, or physical conduct based on sex as well as on the basis of gender identity, determined by a Reasonable Person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to participate in or to benefit from an institutional education program or activity in violation of Title IX.

Sexual Harassment (Other than Student on Student): Unwelcome verbal, nonverbal, or physical conduct, based on sex including gender identity, that may be any of the following:

1. Implicitly or explicitly a term or condition of employment or status in a course, program, or activity.
2. A basis for employment or educational decisions; or
3. Is sufficiently severe, persistent, or pervasive to interfere with one's work or educational performance creating an intimidating, hostile, or offensive work or learning environment, or interfering with or limiting one's ability to participate in or to benefit from an institutional program or activity.

Sexual Harassment also includes an incident of sexual violence that does not qualify as Sexual Assault, gender-based violence, and/or violence based on sexual orientation or gender identity or expression. These forms of Sexual Harassment need not be on the basis of sex.

Sexual harassment comes in many forms and can be committed:

- By or against anyone, regardless of gender, age, position, or authority.
- By a stranger, an acquaintance, or someone with whom the Complainant has an intimate or sexual relationship.
- By or against an individual or may be a result of the actions of a group of individuals.
- By or against an individual of any sex, gender identity, gender expression, or sexual orientation.
- In the presence of others, or when the parties are alone.

Miles College also prohibits unwelcome conduct determined by a Reasonable Person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to a Miles College education program or activity in violation of Title IX.

Sexual Misconduct: Includes, but is not limited to, such unwanted behavior as dating violence, domestic violence, nonconsensual sexual contact, nonconsensual sexual penetration, sexual exploitation, sexual harassment, and stalking.

Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others or suffer substantial emotional distress.

For the purposes of this definition:

1. Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means,

follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with person's property.

2. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

Types of Claims

1. Quid Pro Quo: This the demand for sexual favors in exchange for some job or academic benefit (something for something)
2. Hostile Environment: This is sexually harassing conduct that unreasonably interferes with an individual's work or creates a hostile, intimidating, or offensive work or learning environment. The "hostile" work or learning environment forms of sexual and unlawful harassment may include offensive language, jokes, emails, gestures, comments, graphics, calendars, or graffiti. A hostile environment is created when sexual harassment is severe, or persistent or pervasive, and objectively interferes with, denies or limits someone's ability to participate in or benefit from Miles College's educational, employment, social or residential program.

Miles College reserves the right to address offensive conduct and/or harassment that 1) does not rise to the level of creating a hostile environment, or 2) that is of a generic nature not on the basis of a protected status. Addressing such behavior may not result in the imposition of discipline under the College's policy but will be addressed through respectful confrontation, remedial actions, education and/or effective conflict resolution mechanisms. For assistance with conflict resolution techniques, employees should contact Human Resources and students should contact the Dean of Students or the Title IX Coordinator.

Reporting Sexual Misconduct

Initial Evaluation of Sexual Misconduct Reports: Upon notice of the alleged Sexual Misconduct, the institution's Title IX Coordinator will assess whether a formal investigation, informal resolution, or dismissal would be appropriate. In making this determination, the Title IX Coordinator will assess whether the allegation(s), if true, would rise to the level of prohibited conduct, whether a Formal Complaint must be filed, whether an investigation is appropriate in light of the circumstances, whether the parties prefer an informal resolution, and whether any safety concerns exist for the campus community. The need to issue a broader warning to the community in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act ("Clery Act") shall be assessed in compliance with federal law.

Interim Measures:

Interim measures may be implemented at any point after the institution becomes aware of an allegation of Sexual Misconduct and should be designed to protect any student or other individual in the Miles College community. Such measures are designed to restore or preserve equal access to the education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the recipient's educational environment, or deter Sexual Misconduct and retaliation. Interim measures must be

implemented consistent with the provisions in applicable Board and institutional policies and procedures.

An interim suspension should only occur where necessary to promote safety and should be limited to those situations where the Respondent poses a serious and immediate danger or threat to persons or property. In making such an assessment, the institution should consider the existence of a significant risk to the health or safety of the Complainant or the campus community; the nature, duration, and severity of the risk; the probability of potential injury; and whether less restrictive means can be used to significantly mitigate the risk.

Before an interim suspension is issued, the institution must make reasonable efforts to give the Respondent the opportunity to be heard on whether the Respondent's presence on campus poses a danger. If an interim suspension is issued, the terms of the interim suspension take effect immediately. The Respondent shall receive notice of the interim suspension and the opportunity to respond to the interim suspension.

Within three business days of receiving a challenge the institution will determine whether the interim suspension should continue.

Miles College encourages the reporting of all Sexual Misconduct as soon as possible. While there is no statute of limitations on the college's ability to respond to a report, the ability to respond diminishes with time, as information and evidence may be more difficult to secure.

Institutional Reports

An institutional report occurs when the institution has notice of a complaint. That notice occurs in two instances:

1. When a Responsible Employee receives a complaint; or
2. When the Title IX Coordinator or their designee receives a complaint.

Any individual may make a report, but the institution does not have notice of the report until information is known to a Responsible Employee or the Title IX Coordinator. The report may be made directly to the Title IX Coordinator in multiple formats to include writing, email, phone, letter, fax, interview, or other method that provides the basis of the complaint of sexual misconduct. There is no specific information required to constitute a report; however, the report should contain as much information as can be provided. To submit an incident report, options for resolution, support services and more:

Title IX Coordinator – Patricia Wilson

Phone: (205) 929-1440

Office Location: Brown Hall, RM 101

Email: titleix@miles.edu

<https://www.miles.edu/sites/miles.edu/files/documents/MilesCollegeTitleIXComplaintForm.pdf>

Complainants, or anyone with knowledge of Sexual Misconduct, may file a report with a Responsible Employee or the Title IX Coordinator. That Responsible Employee must provide a complete reporting of all information known to them to the Title IX Coordinator. Responsible Employees informed about Sexual Misconduct allegations should not attempt to resolve the situation but must notify and report all relevant information to the Title IX Coordinator as soon as practicable.

Upon receipt of an institutional report, the Coordinator will contact the Complainant. The Title IX Coordinator will discuss the availability of supportive measures, the invitation to the Complainant to discuss their wishes with respect to implementation of supportive measures and explain the process of filing a complaint. An institutional report does not automatically prompt an investigation.

The Title IX Coordinator's identity and contact information shall be published prominently on the institution's website, as well as in any relevant publication. Miles College may choose to have Deputy Title IX Coordinators to whom reports may be made, as well.

The Title IX Coordinator shall notify the Appropriate Cabinet member of any allegation(s) of Sexual Misconduct that could, standing alone as reported, lead to the suspension or expulsion of the Respondent(s). The Appropriate Cabinet member will work with the institution to determine whether any support services or interim measure(s) are necessary and to assign an investigator who will work under the direction of the Appropriate Cabinet member or designee. If an allegation is not initially identified as one that would lead to the suspension or expulsion of the Respondent(s), but facts arise during the course of the investigation that could lead to the Respondent's suspension or expulsion, the Title IX Coordinator shall notify the Appropriate Cabinet member or designee. The Appropriate Cabinet member shall have the discretion to oversee the handling of the complaint.

Confidential Reports

Confidential Employees or Privileged Employees may receive reports of Sexual-based Misconduct without the requirement to report that information to the Title IX Coordinator, except as dictated by law or professional standards. Upon request by the Complainant, Confidential Employees and Privileged Employees may make a report to the Title IX Coordinator within the degree of specificity dictated by the Complainant. Nothing in this provision shall prevent an institution staff member who is otherwise obligated by law (i.e., the Clery Act) to report information or statistical data as required.

Law Enforcement Reports

Because Sexual Misconduct may constitute criminal activity, a Complainant also has the option, should the Complainant so choose, of filing a report with campus or local police, for the Complainant's own protection and that of the surrounding community. The institution may assist the Complainant in reporting the situation to law enforcement officials. Filing a criminal report does not automatically constitute an institutional report.

Emergency Assistance 911
Miles College Police Department Reporting (205) 929-1720
Fairfield Police Department (205) 786-4111
Jefferson County Sheriff's Office (205) 325-1450

Anonymous Reports

Miles College provides a mechanism by which individuals can report incidents of alleged Sexual Misconduct anonymously. Individuals should understand, however, that it will be more difficult for the institution to respond and to take action upon anonymous reports.

Complaint Consolidation

Miles College may consolidate complaints as to allegations of Sexual Misconduct against more than one Respondent, by more than one Complainant against one or more Respondents, or cross-complaints between parties, where the allegations of sexual misconduct arise out of the same facts or circumstances.

Parties shall have the opportunity to request or object to the consolidation; however, the institution shall have the Miles College authority to make the final determination. For the purpose of this Policy, consolidation may occur during the investigation and/or the adjudication phases of the sexual misconduct process.

Complaint Dismissal

Miles College is permitted, but not required, to dismiss complaints on the following grounds:

1. The alleged conduct, even if proved, would not constitute sexual misconduct.
2. The Complainant notifies the Title IX Coordinator in writing that they would like to withdraw the complaint:
3. The Respondent is no longer enrolled or employed by the institution; or
4. There are circumstances that prevent the institution from gathering evidence sufficient to reach a determination regarding the complaint.

The parties shall receive simultaneous written notice of the dismissal and the reason(s) for the dismissal. The parties shall have a right to appeal the institution's decision to dismiss the complaint.

Retaliation

Anyone who has made a report or complaint, provided information, assisted, participated or refused to participate in any manner in the Sexual Misconduct Process, shall not be subjected to retaliation. Anyone who believes that they have been subjected to retaliation should immediately contact the Title IX Coordinator or their designee. Any person found to have engaged in retaliation in violation of this Policy shall be subject to disciplinary action.

False Complaints

Individuals are prohibited from knowingly making false statements or knowingly submitting false information to a system or institution official. Any person found to have knowingly submitted false complaints, accusations, or statements, including during a hearing, in violation of this Policy shall be subject to appropriate disciplinary action (up to and including suspension or expulsion) and adjudicated under the appropriate institutional process.

Amnesty

Individuals should be encouraged to come forward and to report Sexual Misconduct notwithstanding their choice to consume alcohol or to use drugs. Information reported by a student during an investigation concerning the consumption of drugs or alcohol will not be used against the particular student in a disciplinary proceeding or voluntarily reported to law enforcement; however, students may be provided with resources on drug and alcohol counseling and/or education, as appropriate. Nevertheless, these students may be required to meet with staff members in regard to the incident and may be required to participate in appropriate educational program(s). The required participation in an educational program under this amnesty procedure will not be considered a sanction.

Nothing in this amnesty provision shall prevent an institution staff member who is otherwise obligated by law (the Clery Act) to report information or statistical data as required.

Responding to Reports of Misconduct

Support Services

Once the Title IX Coordinator has received information regarding an allegation of Sexual Misconduct, the parties will be provided written information about support services. Support services are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without charge that are made available to the Complainant and Respondent before or after the filing of a complaint or where no complaint has been filed. Support services include counseling, advocacy, housing assistance, academic support, disability services, health and mental services, and other services, available at the student's institution.

Interim Measures

Interim measures may be implemented at any point after Miles College becomes aware of an allegation of sexual misconduct and should be designed to protect any student or other individual in the Miles College community.

Such measures are designed to restore or preserve equal access to the education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the campus community, or deter Sexual Misconduct and retaliation. Interim measures will be provided consistent with the provisions in applicable Board of Trustees and institutional policies and procedures.

Emergency Removal

Emergency removal will only occur where necessary to maintain safety and should be limited to those situations where the Respondent poses a serious and immediate danger or threat to persons or property. In making such an assessment, the institution should consider the existence of a significant risk to the health or safety of the Complainant or the campus community; the nature, duration, and severity of the risk; the probability of potential injury; and whether less restrictive means can be used to significantly mitigate the risk.

Jurisdiction

Miles College will take necessary and appropriate action to protect the safety and well-being of its community. Sexual misconduct allegedly committed is addressed by this Policy when the misconduct occurs on institution property, or at institution-sponsored or affiliated events, or off-campus, as defined by the student conduct policy.

Advisors

Both the Complainant and the Respondent, as parties to the matter, shall have the opportunity to use an advisor (who may or may not be an attorney) of the party's choosing at the party's own expense. The advisor may accompany the party to all meetings and may provide advice and counsel to their respective party throughout the Sexual Misconduct process, including providing questions, suggestions and guidance to the party, but may not actively participate in the process. All communication during the Sexual Misconduct process will be between the institution and the party, and not the advisor. With the party's permission, the advisor may be copied on all communications.

Informal Resolutions

Allegations of Sexual Misconduct may be resolved informally. The Complainant, the Respondent, and the institution must agree to engage in the informal resolution process and to the terms of the informal resolution. The Complainant(s) and the Respondent(s) have the option to end informal resolution discussions and request a formal process at any time before the terms of an informal resolution are reached. However, matters resolved informally shall not be appealable.

Timeframe

Efforts will be made to complete the investigation and resolution within 120 business days. Temporary delays and limited extensions may be granted by Miles College for good cause throughout the investigation and resolution process. The parties will be informed in writing of any extension or delay and the applicable reason. The institution shall keep the parties informed of the status of the investigation.

Responding to Reports of Sexual Harassment Pursuant to Title IX

The implementing Title IX regulations require special handling of complaints of sexual harassment, as defined in the regulations and listed below. The following section outlines the required specialized handling of these matters that may differ from an institution's handling

of Sexual Misconduct, as defined in this Policy. Unless expressly mentioned in this section, other provisions of this Policy shall apply to all alleged Sexual Misconduct.

Other Title IX sex-discrimination allegations are handled pursuant to other applicable institutional policies.

Definition of Sexual Harassment

Under Title IX sexual harassment, means conduct on the basis of sex that satisfies one or more of the following:

- 1) An employee conditioning the provision of an aid, benefit, or service of the institution on an individual's participation in unwelcome sexual conduct;
- 2) Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the institution's education program or activity; or
- 3) "Sexual assault" as defined by the Clery Act and "dating violence," "domestic violence," and "stalking" as defined by the VAWA Amendments.

Jurisdiction

Alleged misconduct is addressed by Title IX when the misconduct occurs against a person in the United States on institution property, or at institution-sponsored or affiliated events where the institution exercises substantial control over both the Respondent and the context, or in buildings owned or controlled by a student organization that is officially recognized by the institution.

Formal Complaints

A Formal Complaint is a written document filed by the Complainant or signed by the Title IX Coordinator alleging sexual harassment, as defined by Title IX and its implementing regulations, against a Respondent and requesting that the institution open an investigation. In order to file a Formal Complaint, the Complainant must be participating in or attempting to participate in the education program or activity of the institution occurring within the United States at the time of the filing.

Informal Resolution

Formal Complaints may be resolved informally, except in the instance of an allegation by a student against an institution employee. The following must be met in order to proceed with the informal resolution process:

1. The parties have received written notice of the allegations.
2. The parties have received written explanation of the informal process to include, but not limited to:
 - a. Written agreement of the parties to initiate the informal resolution process;
 - b. Written notice that the parties may withdraw from the process at any time prior to the agreement of the terms of the resolution;

- c. Written notice that the final resolution precludes any further institutional actions on the allegations.
3. The institution has agreed to engage in the informal resolution process.

Advisors

Both the Complainant and the Respondent, as parties to the matter, shall have the opportunity to use an advisor (who may or may not be an attorney) of the party's choosing. The advisor may accompany the party to all meetings and may provide advice and counsel to their respective party throughout the Sexual Misconduct process but may not actively participate in the process except to conduct cross-examination at the hearing. If a party chooses not to use an advisor during the investigation, the institution will provide an advisor for the purpose of conducting cross-examination on behalf of the relevant party.

All communication during the Sexual Misconduct process will be between the institution and the party, and not the advisor. The institution will copy the party's advisor prior to the finalization of the investigation report when the institution provides the parties the right to inspect and review directly related information gathered during the investigation. With the party's permission, the advisor may be copied on all communications.

Process for Investigation and Resolving Sexual Misconduct Reports

Investigation

Throughout any investigation and resolution proceeding, a party shall receive written notice of the alleged Sexual Misconduct, shall be provided an opportunity to respond, and shall be allowed the right to remain silent or otherwise not participate in or during the investigation and resolution process without an adverse inference resulting. If a party chooses to remain silent or otherwise not participate in the investigation or resolution process, the investigation and resolution process may still proceed, and policy violations may result.

Until a final determination of responsibility, the Respondent is presumed to have not violated the Sexual Misconduct Policy. Prior to the finalization of the investigation report, timely and equal access to information directly related to the allegations that has been gathered during the investigation and may be used at the hearing will be provided to the Complainant, the Respondent, and a party's advisor (where applicable).

Formal judicial rules of evidence do not apply to the investigation process. Additionally, the standard of review throughout the Sexual Misconduct process is a preponderance of the evidence.

- 1) The parties shall be provided with written notice of the: report/allegations with sufficient details, pending investigation, possible charges, possible sanctions, available support services and interim measures, and other rights under applicable institutional policies. For the purposes of this provision, sufficient details include the identities of the parties involved, if known, the conduct allegedly constituting Sexual Misconduct, and the date and location of the alleged incident, if known. This information will be supplemented as necessary with relevant evidence collected during the investigation.

The notice should also include the identity of any investigator(s) involved. Notice should be provided via institution email to the party's institution email.

- 2) Upon receipt of the written notice, the parties shall have at least three business days to respond in writing. In that response, the Respondent shall have the right to admit or deny the allegations, and to set forth a defense with facts, witnesses, and supporting materials. A Complainant shall have the right to respond to and supplement the notice. Throughout the Sexual Misconduct process, the Complainant and the Respondent shall have the right to present witnesses and other inculpatory and exculpatory evidence.
- 3) If the Respondent admits responsibility, the process may proceed to the sanctioning phase or may be informally resolved, if appropriate.
- 4) An investigator shall conduct a thorough investigation and should retain written notes and/or obtain written or recorded statements from each interview. The investigator shall also keep a record of any party's proffered witnesses not interviewed, along with a brief, written explanation of why the witnesses were not interviewed.
- 5) An investigator shall not access, consider, disclose, or otherwise use a party's records made or maintained by a physician, psychiatrist, psychologist, or other recognized professional made in connection with the party's treatment unless the party has provided voluntary written consent. This also applies to information protected by recognized legal privilege.
- 6) The initial investigation report shall be provided to the Complainant, the Respondent, and a party's advisor (if applicable). This report should fairly summarize the relevant evidence gathered during the investigation and clearly indicate any resulting charges or alternatively, a determination of no charges. For purposes of this Policy, a charge is not a finding of responsibility.
- 7) The Complainant and the Respondent shall have at least 10 calendar days to review and respond in writing to the initial investigation report and directly related information gathered during the investigation. The investigator will review the Complainant's and the Respondent's written responses, if any, to determine whether further investigation or changes to the investigation report are necessary.
- 8) The final investigation report should be provided to the Complainant, the Respondent, and a party's advisor, if applicable, at least 10 calendar days prior to the Hearing. The final investigation report should also be provided to all Hearing Panel members for consideration during the adjudication process.

A. Access to Advisors: Both the Complainant and the Respondent, as parties to the matter, shall have the opportunity to use an advisor (who may or may not be an attorney) of the party's choosing. The advisor may accompany the party to all meetings and may provide advice and counsel to their respective party throughout the sexual misconduct process, including providing questions, suggestions and guidance to the party, but may not actively participate in the process except to conduct cross-examination at the hearing as outlined in the Resolution/Hearing section below. If a party chooses not to use an advisor during the investigation, Miles Collee will provide an advisor for the purpose of conducting cross-examination on behalf of the relevant party.

All communication during the sexual misconduct process will be between the institution and the party, and not the advisor. The institution will copy the party's advisor prior to the finalization of the investigation report when the institution provides the parties the right to inspect and review directly related information gathered during the investigation. With the party's permission, the advisor may be copied on all communications.

B. Investigation: Throughout any investigation and resolution proceeding, a party shall receive written notice of the allegations made against them and shall be provided the opportunity to respond. All employees, both parties and non-parties, are required to cooperate to the fullest extent possible in any internal investigation conducted by Miles College, when directed to do so by the persons who have been given investigative Miles College authority.

Until a final determination of responsibility, the Respondent is presumed to have not violated any applicable policies associated with the allegations. Prior to finalizing the investigation report, timely and equal access to information directly related to the allegations that has been gathered during the investigation and may be used at the hearing will be provided to the Complainant, the Respondent, and a party's advisor (where applicable).

Formal judicial rules of evidence do not apply to the investigation process; additionally, the standard of review throughout the investigation and resolution processes is a preponderance of the evidence.

Additionally, the investigation procedures will provide the following:

1. The parties shall be provided with written notice of the: report/allegations with sufficient details, pending investigation, possible charges, possible sanctions, available support services and interim measures, and other rights under applicable institutional policies. For the purposes of this provision, sufficient details include the identities of the parties involved, if known, the conduct allegedly constituting sexual misconduct, and the date and location of the alleged incident, if known. This information will be supplemented as dictated by evidence collected during the investigation. The notice should also include the identity of any investigator(s) involved. Notice should be provided via institution email to the party's email.

2. Upon receipt of the written notice, the parties shall have at least three business days to respond in writing. In that response, the Respondent shall have the right to admit or deny the allegations, and to set forth a defense with facts, witnesses, and supporting materials. A Complainant shall have the right to respond to and supplement the notice. Throughout the investigation and resolution process, the Complainant and the Respondent shall have the right to present witnesses and other inculpatory and exculpatory evidence.
3. If the Respondent admits responsibility, the process may proceed to the sanctioning phase or may be informally resolved, if appropriate.
4. An investigator shall conduct a thorough investigation and should retain written notes and/or obtain written or recorded statements from each interview. The investigator shall also keep a record of any party's proffered witnesses not interviewed, along with a brief, written explanation of why the witnesses were not interviewed.
5. An investigator shall not access, consider, disclose, or otherwise use a party's records made or maintained by a physician, psychiatrist, psychologist, or other recognized professional made in connection with the party's treatment unless the party has provided voluntary written consent. This also applies to information protected by recognized legal privilege.

Hearings, Possible Sanctions and Appeals-Employees

Title IX Hearings: The investigator may testify as a witness regarding the investigation and findings but shall otherwise have no part in the hearing process and shall not attempt to otherwise influence the proceedings outside of providing testimony during the hearing. All directly related evidence shall be available at the hearing for the parties and their advisors to reference during the hearing. Relevant facts or evidence that were not known or knowable to the parties prior to the issuance of the final investigative report shall be admissible during the hearing. The institution will determine how the facts or evidence will be introduced. The admissibility of any facts or evidence known or knowable by the parties prior to the issuance of the final investigative report, and which were not submitted during the investigation, shall be determined by the institution in compliance with the obligation to provide both parties an equal opportunity to present a respond to witnesses and other evidence.

Notice of the date, time, and location of the hearing as well as the designated Hearing Officer shall be provided via email at least 10 calendar days prior to the hearing. Parties may attend the hearing with their advisor.

Hearings shall be conducted in-person or via video conferencing technology. At all times participants in the hearing process, including parties, a party's advisor, and institution officials, are expected to act in a manner that promotes dignity and decorum throughout the hearing. Participants are expected to be temperate, respectful to others, and follow procedural formalities outlined by this Policy and the institution. Institutions may establish their own rules of decorum and expectations of behavior during the hearing process. The institution reserves the right to remove any participant from the hearing environment.

Each institution shall maintain documentation of the investigation and resolution process, which may include written findings of fact, transcripts, audio recordings, and/or video recordings. Any documentation shall be maintained for seven years.

Additionally, the following standards will apply:

1. Where a party or a witness is unavailable, unable, or otherwise unwilling to participate in the hearing, including being subject to cross-examination, the Hearing Officer shall not rely on statements of that party or witness in reaching its determination regarding responsibility. The Hearing Officer shall not draw an adverse inference against the party or witness based solely on their absence from the hearing or refusal to subject to cross-examination.
2. The parties shall have the right to present witnesses and evidence at the hearing.
3. The parties shall have the right to confront any witness, including the other party, by having their advisor ask relevant questions directly to the witness. The Hearing Officer shall limit questions raised by the advisor when they are irrelevant to determining the veracity of the allegations against the Respondent(s). In any such event, the Hearing Officer shall err on the side of permitting all the raised questions and must document the reason for not permitting any particular questions to be raised.
4. Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior shall be deemed irrelevant, unless such questions and evidence are offered to prove that someone other than the Respondent committed the alleged conduct or consent between the parties during the alleged incident.
5. Decision maker(s) shall not access, consider, disclose, or otherwise use a party's records made or maintained by a physician, psychiatrist, psychologist, or other recognized professional made in connection with the party's treatment unless the party has provided voluntary written consent. This also applies to information protected by recognized legal privilege.
6. Formal civil rules of evidence do not apply to the resolution process and the standard of evidence shall be a preponderance of the evidence.
7. Following a hearing, the parties shall be simultaneously provided a written decision via email of the hearing outcome and any resulting disciplinary or administrative actions. The decision must include the allegations, procedural steps taken through the investigation and resolution process, findings of facts supporting the determination(s), determination(s) regarding responsibility, and the rationale for any disciplinary or other administrative action.

Title IX Disciplinary Action-Employees: In determining the severity of sanctions or corrective actions the following should be considered: the frequency, severity, and/or nature of the offense; history of past conduct; an offender's willingness to accept responsibility; previous institutional response to similar conduct; strength of the evidence; and the wellbeing of the university community. The institution will determine disciplinary action and issue notice of the same, as outlined above.

Title IX Appeals-Employees: The Complainant and the Respondent shall have the right to appeal the outcome on any of the following grounds: (1) to consider new information, sufficient to alter the decision, or other relevant facts not brought out in the original investigation (or hearing), because such information was not known or knowable to the person appealing during the time of the investigation (or hearing); (2) to allege a procedural error within the investigation or hearing process that may have substantially impacted the fairness of the process, including but not limited to whether any hearing questions were improperly excluded or whether the decision was tainted by a conflict of interest or bias by the Title IX Coordinator, investigator(s), or administrative decision maker(s), or (3) to allege that the finding was inconsistent with the weight of the information.

The appeal must be made in writing, must set forth one or more of the bases outlined above, and must be submitted within five business days of the date of the final written decision. The appeal should be made to the President of the institution solely on the three grounds set forth. The appeal shall be a review of the record only, and no new meeting with Respondent or the Complainant is required.

The President may affirm the original finding and sanction, affirm the original finding but issue anew sanction of greater or lesser severity, remand the case back to the decision maker to correct a procedural or factual defect, or reverse or dismiss the case if there was a procedural or factual defect that cannot be remedied by remand. The President's decision shall be simultaneously issued in writing to the Complainant, the Respondent within a reasonable time period. The President's decision shall be the final decision of the institution.

Resources for Information and Assistance State Resources	Resources for Information and Assistance National Resources
<p>Alabama Coalition Against Rape P.O. Box 4091 Montgomery, AL 36104 (334) 264-0123 www.acar.org</p>	<p>National Center for Victims of Crime 1-855-4-VICTIM 1-855-484-2846 https://victimsofcrime.org/</p>
<p>Alabama Crime Victims Compensation Commission P.O. Box 231267 Montgomery, AL 36123-1267 (334) 290-4420 1-800 541-9388 (for victims only) www.acvcc.alabama.gov</p>	<p>National Organization for Victim Assistance 1-800-TRY-NOVA 1-800-879-6682 www.try-nova.org</p>
<p>Alabama Attorney General's Office for Victims Assistance Alabama State House 11 South Union St. 3rd Floor Montgomery, AL 36130 (334) 242-7300 1-800-626-7676 www.ago.state.al.us</p>	<p>Office for Victims of Crime Resource Center 1-800-627-6872 TTY 1-877-712-9279 www.ojp.usdoj.gov/ovc/ovcres/welcome.html</p>
<p>Governor's Office for Victims of Crime State Capitol 600 Dexter Avenue Montgomery, AL 36104 (334) 242-7100 www.governor.state.al.us/staff.htm</p>	<p>National HIV/AIDS Hotline 1-800-342-AIDS 1-800-342-2437 TTY 1-800-243-7012 Spanish 1-800-344-SIDA</p>
<p>National Suicide Prevention Lifeline https://suicidepreventionlifeline.org/ 1-800-273-8255</p>	<p>National Sexual Violence Resource Center 717-728-9740 www.nsvrc.org</p>
	<p>Rape, Abuse & Incest National Network 1-800-656-HOPE 1-800-656-4673 www.rainn.org</p> <p>Violence Against Women Office 202-307-6026 www.ojp.usdoj.gov/vawo</p>

ALCOHOL & ILLEGAL DRUG ABUSE

POSITION STATEMENT

The following policy was adopted in conformance with the requirements of the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989. The object of the policy is to provide a drug-free workplace and campus and to assist employees and students with problems related to alcohol and illegal drug abuse.

It is the policy of Miles College that the unlawful manufacture, distribution, dispensing, possession or use of controlled substances is prohibited anywhere on its premises or property or as a part of any college-related activity. Any employee or student at the college found to have violated the rule shall be subject to disciplinary action in accordance with published procedures up to and including dismissal. Where appropriate, the college reserves the right to refer individuals for treatment in lieu of disciplinary action.

Members of the college community are reminded that illegal manufacture, distribution, dispensing, possession or use of controlled substances also may subject individuals to criminal prosecution and penalties that may include fines and/or incarceration. If the situation merits, the college will refer individual cases for appropriate legal action.

As a condition of employment or enrollment, all employees and students at Miles College shall abide by the terms of this policy and will notify their supervisors and Human Resources (in the case of employees) or the Office of Student Life (in the case of students) of any criminal drug statute conviction for a violation occurring on the college premises or property, or as a part of any college-related activities. Notification must be made no later than five days after such conviction. For purposes of this policy, “conviction” means a finding of guilt or imposition of sentence, or both, by any federal or state judicial body. Failure to report such a conviction may result in immediate dismissal.

It also is the policy of Miles College that the possession, use or distribution of alcoholic beverages on its premises or property or as a part of any college-related activities is prohibited. This includes alcoholic beverages found in lockers or residence hall rooms. An exception to this policy is that alcoholic beverages may be served and consumed by employees at special meetings or events that are designated and/or approved by the President of the college. Also excluded are the private apartments or homes of residence hall directors. An employee or student who violates this policy will be subject to discipline, up to and including dismissal. Employees who report to work under the influence of alcohol will not be permitted to work that day and may be subject to further discipline.

Miles College provides regular programming and materials aimed at alerting its students, faculty and staff to problems relating to alcohol and drug abuse. Included in this section is an online source for a chart summarizing the effects and health risks associated with the use of illicit drugs and alcohol. However, the primary resources utilized for the prevention and treatment of alcohol and drug abuse are professionals, agencies and clinics located within the Birmingham City area.

The college takes the position that, except in matters of disciplinary referral, the decision to seek diagnosis and accept treatment for alcohol and drug problems is the responsibility of the employee and student. The decision to seek treatment will not be detrimental to job security or student status. Because supervisors, managers, department directors or chairs, and most faculty are not professionally qualified to identify substance abuse, referrals by them are based on unsatisfactory job or school performance. At the point at which the college is involved, the right to confidentiality will be respected in both informal and formal procedures, insofar as possible.

Local Resources:

Birmingham Alcoholic Anonymous (AA)
Intergroup Central Office
(205) 290-0060

Addiction Recovery Program at UAB Hospital
Rehabilitation center
1713 6th Ave S
(205) 975-7350

UAB Department of Psychiatry, Community Justice Programs
Social services organization
401 Beacon Pkwy W
(205) 917-3780

Bradford Health Services - Corporate Office
Addiction treatment center
2101 Magnolia Ave S #518
(888) 577-0012

The Salvation Army Family Birmingham Rehabilitation Center
1401 F L Shuttlesworth Dr
Birmingham, AL - 35234
(205) 252-8151

Alcohol and Drug Abuse Treatment Centers- Pearson Hall
2701 Jefferson Avenue Southwest
Birmingham, AL - 35211
(205) 923-6552

Fellowship House Inc.
1625 12th Avenue South
Birmingham, AL – 35205

National toll-free numbers concerned with alcohol and drug abuse:

Alcohol and Drug Referral Hot Line, 1-800-252-6465

Al-Anon, 1-800-344-2666

Narcotics Anonymous World Services, 1-818-773-9999

National Drug & Alcohol Treatment Referral Service, 1-800-662-4357

The following is provided to give a brief guide to the effects of alcohol and a variety of commonly abused drugs and to the criminal penalties that may accompany the conviction for the illegal manufacture, distribution, dispensing, possession or use of controlled substances.

Alcohol

Alcohol consumption causes a number of marked changes in behavior. Even in low doses, alcohol can significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol can increase the incidence of a variety of aggressive acts, including spousal and child abuse. Moderate to high doses of alcohol can cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses can cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life-threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, also can lead to permanent damage to vital organs such as the brain and the liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk of becoming alcoholics than other children.

Informational Charts**Drugs of Abuse – Uses and Effects**

www.pace.edu/emplibrary/SH_AppendixA.pdf

Source: U.S. Department of Justice, Drug Enforcement Administration

Trafficking Penalties

https://www.dea.gov/sites/default/files/drug_of_abuse.pdf#page=30

Source: U.S. Department of Justice, Drug Enforcement Administration

Some of these penalties are described in pages taken from the U.S. Department of Justice Drug Enforcement Administration Publication, "DRUGS OF ABUSE" - pub dt 2005.

DRUG-FREE WORKPLACE POLICY

POLICY STATEMENT

Miles College intends to help provide a safe and drug-free work environment for our students, faculty and staff. With this goal in mind and because of the serious drug abuse problem in today's workplace, we are establishing the following policy for existing and future employees of Miles College.

The College explicitly prohibits:

- The use, possession, solicitation for, or sale of narcotics or other illegal drugs, or prescription medication without a prescription on college premises or while performing an assignment.
- Being impaired or under the influence of legal or illegal drugs away from the College, if such impairment or influence adversely affects the employee's work performance, the safety of the employee or of others, or puts at risk the College's reputation.
- Possession, use, solicitation for, or sale of legal or illegal drugs away from the College, if such activity or involvement adversely affects the employee's work performance, the safety of the employee or of others, or puts at risk the College's reputation.
- The presence of any detectable amount of prohibited substances in the employee's system while at work, while on the premises of the college, or while on college business. "Prohibited substances" include illegal drugs, or prescription drugs not taken in accordance with a prescription given to the employee.

The College will conduct drug and/or alcohol testing under any of the following circumstances:

- **FOR-CAUSE TESTING:** The College may ask an employee to submit to a drug and/or alcohol test at any time it feels that the employee may be under the influence of drugs or alcohol, including, but not limited to, the following circumstances: evidence of drugs or alcohol on or about the employee's person or in the employee's vicinity, unusual conduct on the employee's part that suggests impairment or influence of drugs or alcohol, negative performance patterns, or excessive and unexplained absenteeism or tardiness.
- **POST-ACCIDENT TESTING:** Any employee involved in an on-the-job accident or injury under circumstances that suggest possible use or influence of drugs or alcohol in the accident or injury event may be asked to submit to a drug and/or alcohol test. "Involved in an on-the-job accident or injury" means not only the one who was or could have been injured, but also any employee who potentially contributed to the accident or injury event in any way.

If an employee is tested for drugs or alcohol outside of the employment context and the results indicate a violation of this policy, or if an employee refuses a request to submit to testing under this policy, the employee may be subject to appropriate disciplinary action, up to and possibly including discharge from employment. In such a case, the employee will be given an opportunity to explain the circumstances prior to any final employment action becoming effective.

INTERPERSONAL RELATIONSHIPS AND FRATERNIZATION

POSITION STATEMENT

While Miles College encourages a collegial and supportive atmosphere at work for its employees, interpersonal relationships between employees may become a concern if they have the effect of impairing the work of any employee; harassing, demeaning, or creating a hostile working environment for any employee; disrupting the smooth and orderly flow of work within the office; or harming the goodwill and reputation of the college among its customers or in the community at large. For this reason, Miles College reminds its employees that the following guidelines apply in their relations with other employees, both on and off duty:

1. A supervisor should not engage in any form of relationship with a subordinate employee that could potentially have the appearance of creating or promoting favoritism or special treatment for the subordinate employee. In the event of such a relationship, the employees involved will be given the opportunity to choose which of them will be reassigned to an alternative position where favoritism or special treatment will not be an issue, or one or both employees may be subject to dismissal, depending upon the nature of the situation. All employees, especially managers, are reminded that the qualities of good judgment, discretion, and compliance with guidelines are all considered when considering future advancement opportunities and salary increases.
2. If a relationship or social activity between two or more employees:
 - a. has the potential or effect of involving the employees, their coworkers, or the college in any kind of dispute or conflict with other employees or third parties;
 - b. interferes with the work of any employee;
 - c. creates a harassing, demeaning, or hostile working environment for any employee;
 - d. disrupts the smooth and orderly flow of work within the office, or the delivery of services to the colleges visitors or customers;
 - e. harms the goodwill and reputation of the college among its customers or in the community at large; or
 - f. tends to place in doubt the reliability, trustworthiness, or sound judgment of the persons involved in the relationship, the employee(s) responsible for such problems will be subject to counseling and/or disciplinary action, up to and potentially including termination of employment, depending upon the circumstances.
3. No employee may use college equipment or facilities for furtherance of non-work-related activities or relationships without a sign facilities requisition form.
4. Employees who conduct themselves in such a way that their actions and relationships with each other become the object of gossip among others in the office, or cause unfavorable publicity in the community, should be concerned that their conduct may be inconsistent with one or more of the above guidelines. In such a situation, the employees involved should request guidance from Human Resources to discuss the possibility of a resolution that would avoid such problems. Depending upon the circumstances, failure to seek such guidance may be considered evidence of intent to conceal a violation of the policy and to hinder an investigation into the matter.

Friendships and social contacts between employees are not a matter of concern as long as they are consistent with the above guidelines. Employees may address any questions on this policy to Human Resources.

PRIVACY AND CONFIDENTIALITY POLICY

POSITION STATEMENT

The purpose of this is to educate users of their rights and responsibilities regarding confidential information. This policy applies to students, faculty, staff, and anyone else who has authorized access to Miles College information including vendors, agents and service bureaus associated with the college.

Privacy and Confidentiality

Mile College is the owner of the confidential information it collects. The college reserves the right to deny access to those who fail to use such information in accordance with this policy. Users must adhere to all applicable laws such as HIPPA, FERPA and to all college policies. We expect all users to meet the highest standards of ethics and responsibility. Non-public personal information may only be used for specific limited purposes that enable us to serve our customers, and which are permitted by law. One's use of confidential information must not infringe upon the rights of the Miles College community or other users.

The college is committed to protecting the privacy of its students, alumni, parents, faculty and staff. Students, faculty, staff and anyone else authorized to use Miles College confidential information are responsible for reading, understanding and complying with this Privacy and Confidentiality Policy. Miles strives to educate the community in responsible use and will respond when violations are pointed out. Questions regarding this policy should be directed to the chief information officer, information technology services (it_support@miles.edu).

Secure Technology

Each individual is responsible for protecting his/her password for access to college resources and information. Each user is responsible for all actions taken and uses of computer systems made under that individual's username. Faculty, staff, students and guests must not tell others their passwords, post them in visible areas, or otherwise communicate a password to anyone other than IT services personnel. (In special circumstances, staff members may be asked to tell their password to their immediate supervisor.) Users who have reason to believe that their password has been compromised must change it immediately.

Miles College employs industry standard practices to keep non-public information as secure as possible. Despite this intention, it cannot assure members of the Miles College community that their uses of college computing and communications resources will be completely private. Information and messages sent over the Internet can be intercepted in various ways. Therefore, users of Miles College technology with access to the Internet cannot assume that information they send over the Internet will be or remain confidential and inaccessible to anyone other than the intended recipient. Information stored on college computing resources or passed through college communications

networks may be accessible to the public through public record laws, subpoenas, interception, “hacking” or other means.

In general, information stored on computers is considered confidential, whether protected by the computer operating system or not, unless the owner intentionally makes that information available to other groups or individuals. Miles College will assume that computer users wish the information they store on campus local and shared computing resources to remain confidential. Similarly, privileged information on account usage (i.e., that available only to users with system privileges) will be held in confidence.

Employee Responsibility

Miles College employees, and students working in campus offices, who because of their work have access to non-public (confidential) information about others must not disclose that information. Employees must protect from the view of visitors’ non-public information displayed on computer screens.

Employees who access Miles College non-public information from off campus, either through remote connection or by portable device, must take special precautions to ensure that information does not become accessible to others and that devices are not lost or stolen. When college computers are removed from service, IT services will completely erase all data and software from local storage drives before the computer leaves campus. If the computer will be reused, IT services may reinstall operating system software consistent with applicable license agreements.

Requests for disclosure of confidential information will be reviewed by the administrator of the information system involved. Such requests will be honored only when approved by authorized college officials or when required by state or federal law.

Web Site

The Miles College websites provide Internet access to college information resources and external information sources that support teaching, learning, marketing and the administration of the college. Information is provided by Miles’s communications, IT services, the library, administrative areas, academic affairs, faculty, staff and students.

Miles College accepts no responsibility for content on servers not maintained by the college that are linked from pages on Miles College's servers.

Social Media

The Miles Communications Office oversees Miles’s presence on key social networking sites and evaluates whether to launch a presence on new sites as they become available. All policies, procedures, and guidelines regarding college trademarks, names, and symbols apply to social networking sites. Miles College does not pre-screen posted content, but has the right to remove, at its sole discretion, any content that it considers to violate this policy. Posted comments do not necessarily reflect the opinions or policies of the college.

Language that is illegal or obscene, defamatory, threatening, infringing of intellectual property rights, invasive of privacy, profane, libelous, threatening, harassing, abusive, hateful, or embarrassing to any person or entity, or otherwise injurious or objectionable is unacceptable and shall be removed.

Online Payments

Payment information will be kept secure and confidential and will not be shared with anyone or used for any purpose other than the purpose of this payment transaction.

College policy is not to issue refunds for online payments.

Email

Email at Miles College is a service provided to enhance communication regarding teaching, learning and the general operations of the college. Posting or sending personal, sensitive or confidential information about another person, including medical information about an employee or student, via any form of electronic communication is strictly forbidden.

Enforcement of Policies

Members of the college community who believe they have witnessed or been a victim of a violation of any of the above policies should notify the chief information officer, an appropriate vice president, an immediate supervisor or the director of human resources.

Response to violations

Violation will result in action by the appropriate college office or agency. Such action may include but is not limited to: permanent or temporary suspension of user privileges, deletion of files, disconnection from the Miles College network, and referral to applicable student/faculty/staff disciplinary processes that could include suspension or dismissal. All potentially illegal activities may be reported to appropriate local, state or federal law enforcement agencies for investigation and prosecution.

SMOKING POLICY

POSITION STATEMENT

Miles College is committed to providing a safe and healthy workplace and to promoting the health and well-being of its employees. As such, the following policy has been adopted and applies to all employees of Miles College. It is the policy of Miles College to prohibit smoking and vaping on all college properties to provide a safe and healthy work environment for all employees. Smoking is defined as the "act of lighting, smoking or carrying a lighted or smoldering cigar, cigarette or pipe of any kind." Vaping refers to the use of electronic nicotine delivery systems or electronic smoking devices such as e-cigarettes, e-pipes, e-hookahs and e-cigars.

This policy applies to:

- All areas of buildings occupied by college employees.
- All college-sponsored offsite conferences and meetings.
- All vehicles owned or leased by the college.
- All college employees.
- All visitors (customers and vendors) to college premises.
- All contractors and consultants and/or their employees working on college premises.
- All temporary employees.
- All student interns.
- All private residences owned by the college.

Employees who violate this policy will be subject to disciplinary action up to and including immediate discharge. No employee shall suffer any form of retaliation for raising a complaint or asking a question about this policy.

WHISTLEBLOWER POLICY

Obligation to Report Suspected Violations (“Whistleblower Policy”)

We are all obliged to report suspected violations of applicable laws, regulations, and policies, and of the principles expressed in this Code. The reporting of such suspicion normally should be made first through regular management channels beginning with our supervisors. If for any reason that’s not appropriate, we should go to a higher level of management, including the Provost, Chief of Staff, or Sr. Vice President for Finance and Operations, or Director of Human Resources.

If the suspicious behavior involves a member of the Board of Trustees, the President, or a Cabinet Member, employees may choose to report to the Chair of the Audit Committee of the Board of Trustees. The Chair of the Audit Committee will then exercise judgment on how to best deal with the report depending on the circumstances, which may include involving other Board members.

The more information given in a report the more thorough the college’s follow-up can be. Such reports can be made confidentially, although anonymity of the reporter may limit the college’s ability to follow-up on the report. In all cases, the college will make its best effort to maintain the confidentiality of the person(s) reporting and of the report itself, subject to the need to conduct an effective investigation.

Protection from Retaliation

Raising such concerns is a service to the college and, when done in good faith, will not result in retaliation or jeopardize your standing at Miles. No one may retaliate in any way against an employee who, in good faith, reports a suspected violation in accordance with this Code. The College must, however, reserve the right to distinguish between reports made in good faith and with a reasonable belief in their accuracy, on the one hand, and those made maliciously or with knowledge of their falsity, on the other.

MILES COLLEGE OFFICE OF INFORMATION TECHNOLOGY SERVICES POLICY

Access Control Policy

Access control procedures are used to authenticate all users who access each system. Such controls include, at a minimum, a login ID and a password for each user. All user accounts are required to change passwords periodically. The frequency is determined by the enforced length and complexity of the password combined with the sensitivity of the data protected following industry standards and guidelines. Authorized users are defined as any faculty, staff, or student at Miles College. Contractors, with the approval of the Chief Innovation Officer, may be provided a temporary user account to be used to access the Miles College network.

Access rights and privileges for all authorized users are maintained and managed user information. Confidential information is protected against unauthorized access regardless of form, computing environment, or location.

Harassment

Harassment of any individual or group through email, websites, or any other online means is prohibited. Harassment takes many forms. In general, it creates an uncomfortable or hostile environment for the individual or group who is being harassed. If you send an email message to another person and make unwanted sexual advances, or if you send unwanted digital messages, or if you send many messages to another person, you are harassing that person. If you feel as if you are or have been harassed, please contact the Human Resources department at 205-929-1440.

Cyber Bullying

A safe and civil environment is necessary for students to be successful in their educational pursuits. Cyberbullying or cyber harassment by any member of the Miles College community (student, faculty, staff, etc.) toward another individual constitutes conduct that disrupts the educational environment of the College. Examples of cyberbullying and cyber harassment include, but are not limited to, harsh text messages or emails, rumors sent by email or posted on social networking sites, and embarrassing pictures, videos, websites, or fake profiles.

Cyberbullying and cyber harassment are prohibited by many state laws, by various federal laws, and many jurisdictions throughout the international community.

Miles College will not tolerate lewd, intimidating or other disorderly conduct by or toward members of its community. The following are examples of instances where social media can cause harm to the College or a member of the Miles College community or may violate policies:

A Miles College student establishes a Twitter account that encourages others to submit negative anonymous messages to an account that will be redistributed by the account holder. A member of the College community establishes a fake account under the name of an official College official or department and uses the name and trademark to post vicious comments or other content.

A member of the College faculty or staff uses his or her blog or social media account to berate or otherwise discuss engagement with or judgment of a student's work or other information considered confidential or proprietary by FERPA or HIPPA.

All other members of the College community are likewise prohibited from engaging in cyberbullying or cyber harassment, and instances will be adjudicated through the proper established channels.

Students who feel that they are being bullied or harassed through electronic technology should immediately report it to the Human Resources department at 205-929-1440.

AWARENESS & TRAINING CONTROL

Faculty and Staff Access and Training in the use of Technology

The Miles College faculty and staff have desktop computers and are provided with training in the use of applications. The College maintains technology appropriate to meeting the learning outcomes of its programs as well as to ensure faculty and staff access to technology.

Security Assessment and Authorization

- Shutting Off Computers – Users have the responsibility to sign off the computer after using the computer or whenever they need to leave the computer for an extended period. When leaving a computer unattended, the user should lock/log off the computer.
- Virus Scan – Disks, removable media, and drives from any outside source have to be scanned for viruses prior to opening the contents on the disk/removable media/drives.
- Laptops – Laptops need to have virus software updated regularly.

Monitoring and Enforcement

The Miles College Office of Information Technology Services (ITS) actively monitors the network and network resources. Monitoring activities are done regularly, and allow the ITS staff to detect, diagnose, and fix the normal day-to-day problems associated with operating a complex network. Monitoring also ensures that the network is used for its intended purpose-academics and academic support-and safeguards the College against legal risk.

When Miles College believes that technology, resources are being:

- Misused
- Inappropriately used
- Illegally used
- Used in a way that compromises or threatens the functioning of the system
- Used in conflict with College policies or local, state, federal, or international law

Miles College reserves the right to investigate and to take whatever action is necessary to maintain system integrity and security.

Miles College may review individual ITS records to the extent necessary to assess the problem and determine responsibility. Miles College also reserves the right to delete files, programs, network connections, and/or user accounts.

Both network and individual user logs may be examined. This includes the logs on personal computers or servers that are attached to the College network, whether they are owned by the College or by other parties.

Abuse of technology privileges may result in appropriate disciplinary action. In many cases, the user is given a warning. Incidents involving students may be referred to the Dean of Students. If the user violates our policies more than once, then this may result in the loss of network and computer privileges.

In cases of illegal activity, the College may refer these matters to law enforcement authorities. The College reserves the right to respond to legally mandated requests for technology records. For example, if a law enforcement agency is investigating allegations of copying and distribution of copyrighted material and serves a court-approved search warrant upon the College, the College is obligated to permit the search.

- Unauthorized Access – Gaining unauthorized access to electronic information and communication systems.
- Inappropriate Websites – Accessing websites including but not limited to pornography, gambling, music file downloading, chain letters, and etc.

Management and Access Controls

- Each ITS resource has a designee who is responsible for its security and management. Each authorized user of a system has a unique login ID. Any ID which is used to access a system and does not provide a unique user identification has access only to specific, limited system resources. Access to services and/or resources are suspended, and the appropriate account deleted when there is no longer a business or academic need for access. Employees are required to remove any personal data from Miles College computer systems before their last day at Miles College. The deprovisioning of the account is performed in a manner proportionate to the level of risk posed by such access, including immediate suspension of access and privileges and deletion of the report if necessary.

- When an employee is terminated, that responsibility falls upon the department and the user's supervisor to report termination. Information Technology Services, upon an employee's termination and departmental request, stores files on a network drive and makes it available to the new departmental data owner for a period of one (1) year, unless a request is otherwise made, at the end of which the files are purged from the system. Upon notification from the Human Resources Director, ITS will disable the user account and email.
- When a student graduates from Miles College, their email account is deleted 6 months after graduation.

BACKUP AND RETENTION POLICY

The goal of this policy is to ensure that Miles College has recovery plans against any kind of natural disaster, man-made disaster and/or system corruption. This policy focuses on the backing up of data, and the length of time backups are retained. Miles College retrieval time frame for data through backup is established and discussed.

Backup Policy

Backing up data is a vital part of Miles College's defense to prevent against the loss of valuable information. Backups restore systems to the most recent backup performed and stored in case of a system failure or accidental deleting of a file. Back-ups are stored off-site in cloud-based locations.

Retention Policy

Retention Policy refers to how long backup data files are stored. Miles College Office of Information Technology Services staff performs daily backups that are kept on tape or stored in the cloud for seven days. The weekly backups are kept up to two months on tape or cloud storage.

System File and Log Retention Policy

System files and logs are kept for a year.

System Maintenance

Hardware (Including hardware issued and used offsite)

- Installing and Removing Hardware – Users are not authorized to attach/detach or install/uninstall any computer components without authorization from their Division Chair or Supervisor and involvement of ITS staff. This includes keyboard, mouse, printer, monitor, internal boards, or components. The Office of Information Technology Services is responsible for assigning computer components to specific computers.

- Storing Data – Users with the need for an extraordinary amount of data storage should notify their Division Chair or Supervisor, who will then work with the ITS staff to meet the user’s needs. If portable media containing electronically protected information, the user must take the responsibility to store the media in a secured, locked location and dispose of the media per the media disposal guidelines when no longer needed.
- Acquiring and Disposing of Computer Hardware – The purchase of any computer hardware or the disposal of old computer hardware is made only with the approval of the Chief Innovation Officer and the involvement of ITS staff. Please check with the ITS staff on proper disposal of removable media (CDs or removable media) containing confidential information.

Software

- Installing Software – It is the responsibility of the Office of Information Technology Services to install any software on Miles College computers. Users must submit a help desk request to have any program installed on any Miles College equipment by the ITS staff.
- Unauthorized Downloadable Software – The use of illegal downloadable software is prohibited. Downloadable software such as freeware, shareware, program demos, surveys, advertising, training, Internet browsers, copyrighted data, fonts, personal digital images, graphics, and private photos should not be downloaded without prior approval.
- Software Licensing Compliance – Violation of any software licensing agreement, copyright, or other intellectual property rights of third parties is strictly prohibited. This includes, but not limited to, computer software/data or related manuals and materials. Contact the Office of Information Technology for more information about software licensing agreements.

Maintenance Time

All hardware and software maintenance times are typically performed after business hours, excluding the week of midterms and finals’. If hardware and software require disabling all faculty, staff, and students are notified 24 hours before, by Miles College official email.

Internet and Email

- Email accounts are created only for Miles College faculty, staff, and students.
- Internet and Email Usage – The computer system, Internet, and email system are to be used for college business purposes only; however, the organization realizes that occasionally it is necessary for employees to use the Internet for critical personal issues, but such usage must be kept to a minimum. All computer use rules must be followed. Some examples of limited personal use may be to access other email accounts, bank accounts, and to verify travel plans.

- Your email account is the only official means of communication from the College, including administrators, faculty, staff, and students. You are expected to check it regularly.
- All restricted information must be approved, encrypted, and password protected.
- Mass emails should only be used for official college events or communications. The mass email system should not be used for private marketing, solicitation, etc. without prior approval.
- It is prohibited to use the Miles College email system to create, forward, and/or distribute any material that is disparaging or otherwise offensive.
- Viruses – The ITS network or any computer resources cannot be used to download or distribute pirated software or data, or to propagate any virus or variant thereof. Instant messaging/chat rooms and the like are expressly prohibited to all employees unless specifically authorized otherwise.

System Security

- Shutting Off Computers – Users have the responsibility to sign off the computer after using the computer or whenever they need to leave the computer for an extended period. When leaving a computer unattended, the user should lock/log off the computer.
- Virus Scan – Disks, removable media, and drives from any outside source have to be scanned for viruses prior to opening the contents on the disk/removable media/drives.
- Laptops – Laptops need to have virus software updated regularly. The Office of Information Technology Services will provide users with practical avenues to accommodate anti-virus software updates.

Spam Prevention

It is the responsibility of each computer user to take steps to safeguard against increasing the amount of spam that comes into the College. The Office of Information Technology Services provides guidance to the user on the type of sites, emails, and email addresses that are safe and unsafe to use.

Questions on the above policy can be sent to its@miles.edu.

INFORMATION SECURITY POLICY

Miles College Office of Information Technology Services has security policies in place for safeguarding data and information in its workstations, servers, mobile computing devices, storage devices, network, and communication devices. These policies also ensure that there is no theft of sensitive data, exposure of critical information, and theft, or damage to the College's devices. Any use of Miles College information technology systems contrary to this policy may lead to a withdrawal of access.

Risk Assessment

Miles College Office of Information Technology Services staff regularly assess unauthorized use of network; risk to network security; unauthorized access to information; unauthorized request for information; and third-party unauthorized transfer of information; systems corruption; a breach of integrity. In addition, these risk assessments are done to ensure the protection of our student information. Risk assessments are conducted consistent with system criticality and are performed by ITS staff on a yearly basis. Cybersecurity tests are performed bi-annually and network penetration is tested twice a year to identify breaches in security.

Password Security

- Never disclose your password to others, in person, either by phone, or by email.
- Never leave your password at the default. Change it immediately.
- Make your password eight or more characters.
- Use a combination of upper and lower case letters, numbers, and special characters like @!&[*
- Never use all numbers or all letters.
- Never use personal information someone could easily guess or discover. For example, your pet or hometown, etc.
- Never use any word found in a dictionary or the name of a sports team.
- If you must write down your password, keep it in a locked location.
- Change your password frequently, at least every 90 days.
- Miles College ITS staff will never ask for your password via email or telephone.

Desktop Security

- When you leave your desk, log off or lock your workstation with Ctrl+Alt+Delete or Windows Key + L
- At the end of day, logoff or restart your computer.
- Do not download or install a screensaver to your workstation, choose a pre-installed screen saver.
- Do not install software-commercial, shareware, or freeware-borrowed or purchased from another user.
- The use of peer-to-peer applications to share copyrighted materials, such as music or movies, is a direct violation of copyright laws. Do not do it!

Laptop Security

- Your laptop is easy access for identity theft. Protect it like your purse or wallet.
- When traveling, lock your laptop in the trunk of your car.
- Password protect or encrypt any sensitive information stored on the laptop.
- When you are away, lock it in a drawer, overhead bin, cabinet, or office.
- Never leave your laptop unattended in a public place, even for “just a minute.”
- Never check your laptop as luggage when you travel.
- Never leave your laptop in a car in plain view on the seat or the floor.

- Never leave your laptop in a car overnight.
- Never use your business card as a luggage tag to identify your laptop case.
- Encrypt your hard drive if it is possible to do so.

Spyware

Spyware is used by the advertising industry and by hackers. Spyware and Adware are software, when installed on your computer, may send you pop-up ads, redirect your browser to certain web sites or monitor web sites you visit. Extremely invasive versions of spyware may track exactly what keys you type to steal username and password information.

- The installation of an anti-spyware/anti-virus package is encouraged to fight spyware and other malicious software.
- Other tips to fight malicious software: do not click on links with pop-up windows, choose “no” when you are asked unexpected questions, be wary of free, downloadable software, and never follow email links.
- If you believe you have spyware on your system, please contact ITS personnel for assistance in having it removed.

Voice Mail

- The minimum password length is set to four digits.
- To create a strong voicemail password, use five or more digits.
- Do not set your password to the same as your phone extension or employee number.

Viruses, Worms and Trojans, Malware

Viruses are computer programs designed to cause trouble to your computer. Worms are programs that replicate themselves and look for holes in networks or send themselves via email to infect as many other computers as they can. Trojans are programs that carry hidden, malicious programs.

- Fight malicious software by installing an anti-spyware/anti-virus package.
- Do not open email files from anyone you do not know.
- Do not open email attachments containing executable or movie files.
- Some files extensions to avoid include: .EXE .COM .CMD .PIF .SCR .VBS .WMF .ASF

Emails and Spam

- Always password protect your email account.
- Do not use your personal email account to send or receive sensitive information (credit card numbers, bank account information, SSNs, etc.)
- Do not send or forward email messages such as chain letters, jokes, and news containing lewd, harassing, or offensive information.
- Be wary of unsolicited attachments, even from people you know. Viruses travel incognito, using legitimate email addresses to trick their way into users’ machines.
- Do not click a link in an email. Even if the link says one thing, it may send you somewhere else.
- Report other email abuses by calling 205.929.1498.

Phone/Mobiles Device Security Tips

- Set a password or PIN on your phone to prevent unauthorized use and make it more difficult to hack if stolen or lost.
- If your phone has Bluetooth functions, disable them until they are needed, and then set visibility settings to “hidden” so your device cannot be scanned for other Bluetooth devices.
- Limit the amount of sensitive or personal information, such as passwords and account information, stored on your mobile device.
- Consider purchasing anti-virus software for your phone, and make sure it is frequently updated.
- Download ringtones, games, and other personalized content only from trusted, classified sites.
- Treat mobile devices as you would your wallet, keys, or laptop. Do not leave them in plain sight and keep them close to you at all times.

USB Drives/Thumb Drives/Jump Drives and other Mass Storage Devices

These drives are a very convenient and commonly used method to hold personal files and schoolwork. Unfortunately, the small physical size of these devices makes them easy to lose or to steal.

- If you use a mass storage device to store any critical or sensitive data-class work, research data, personal files, etc.-make sure that the data is protected.
- Many modern mass storage devices come with a security utility that can encrypt sensitive files.
- If you do not have encryption on your mass storage device, do not keep sensitive information on it.

Response to Incident

Miles College Office of Information Technology Services requires notification of incidents of unauthorized usage, access, and activity.

External Vendors

External vendors providing service to Miles College and those who have access to data information have to maintain the integrity of that data and information and safeguard it against security leaks. Other College units using external vendors for technology needs have to forward the contracts to ITS for review of the arrangements. External vendors are not provided an email address.

If you suspect that you have been a victim of a computer crime or abuse while at Miles College, please report the incident by contacting the ITS help desk at helpdesk@miles.edu. Give as many details as possible: Who, What, When, and Where.

Questions on the above policy can be sent to helpdesk@miles.edu.

Last Updated: September 2021

INFORMATION TECHNOLOGY SUPPORT POLICY

The goal of this policy is to establish service expectations and inform faculty, staff, and students at Miles College of the method by which requests are prioritized and the expected resolution timeline. All Helpdesk requests will be resolved within 24-48 hours. The Helpdesk is the first and single point of contact for technology support for all Miles College faculty, staff, and students. Information Technology (ITS) provides technology assistance primarily by email (helpdesk@miles.edu) or through web-based portal (ITS), and walk-in requests for technical support. Walk-in requests for support are only handled Monday-Friday, 8 a.m. – 5 p.m. The Office of Information Technology Services uses ITS help desk to record and track all technology requests. Technology problems and requests for service are resolved in an efficient and timely manner.

The Office of Information Technology Services staff is committed to providing hardware, software, network, telephone, cable TV, media, event, and lab support for Miles College faculty, staff, and students during business hours and all other approved times. A standard process and single point of contact for all technical problems are necessary to eliminate confusion over whom to call for an issue. The Office of Information Technology Services is comprised of a team of support technicians and server/network support personnel who are available to provide faculty, staff, and students and in special cases approved guests of Miles College support for technical problems or questions submitted via email or the online self-service process. Roles and responsibilities in the Office of Information Technology Services are to maintain a courteous and professional manner at all times when interacting with the college faculty, staff, and students.

The Office of Information Technology Services staff who receive calls directly, rather than through the ITS portal should advise the caller to place a ticket in ITS or email the Helpdesk. The caller is informed that calls made directly to technician staff are subject to delays, missed calls, and delayed resolution of problems. If a trouble ticket requires escalation, the ITS staff is to maintain ownership of the problem and escalation process. Users are to be advised that they will be contacted by an ITS support staff. The staff is to follow up to ensure resolution is achieved, and the ticket is updated.

When entering or updating tickets, the technician is to describe the problem accurately and include details. Generalizations such as “Broken” or “Fixed” are not sufficient to communicate worthwhile information. The ITS support staff in charge of resolution is responsible for updating tickets so that when a user asks for status updates, essential status updates can be provided. The ITS staff is responsible for conferring with each other and deescalate problems, to management, that they cannot fix within a reasonable timeframe.

The ITS Help Desk administrator monitors ITS to make appropriate determinations as to resources required. Problems and requests within a specific priority category are handled on a first-come first-served basis. All Service Outage Event Notifications are posted promptly by email or by direct contact.

Procedures

To report a problem, the user must provide the following:

- Name
- Student/Employee ID number
- Email Address
- Telephone Number
- Location
- Problem Type
- Problem Description

This information serves to verify identity and contact information and identifies equipment location, if applicable.

- Email: helpdesk@miles.edu Include Name, Student ID number, Email Address, Telephone Number, Location, Problem Type, Problem Description, and all necessary details.
- Enter a self-service web ticket at the following URL: <http://itsupport.miles.edu>
- To schedule support for a campus event, email helpdesk@miles.edu. For more information, contact Director of Building Operations or Director of Student Activities

Last Updated: September 2021

HARDWARE/SOFTWARE PURCHASE POLICY

This policy applies to any purchase of hardware or software using institutional, federal, or grant funds. The requesting department is responsible for providing the funds to purchase software and hardware using their budget. ITS makes purchases with its funds in the event the software and hardware benefit the entire campus or multiple departments. This decision is made on a case-by-case basis.

ITS Involvement:

1. Software purchases require ITS involvement if any of the following are true:

1. Assistance will be required to install or implement the software.
2. Software or data used by the software will be stored on an internal server.
3. Software will use and/or store data stored in the Student Information System (SIS).
4. Software or hardware will require campus credentials (Active Directory or Single Sign On) for authentication.
5. Software or hardware will be made generally available to students and/or employees.
6. Integration with other campus systems is required.
7. Ongoing support from ITS is expected.

2. Purchases of the following hardware require ITS involvement:

1. Desktop or laptop computers.
 2. Tablets.
 3. Any individual piece of hardware with a purchase price greater than \$500.
 4. These items may not be paid through expense reimbursement to an individual. If paid by check request, the check must be paid to the vendor selling the hardware.
 5. ITS involvement is not required for hardware that will change ownership prior to use/activation and will not be used for conducting College business (e.g. a tablet to be given away in a drawing).
3. Purchases of permanently mounted hardware require ITS involvement.
 4. Purchases of peripherals (hard drives, adapters, mice, keyboards, etc.) require ITS involvement if there is an expectation of future support. ITS involvement is always recommended to ensure device compatibility and best pricing.

5. As needed, ITS will draft a statement of work that outlines:

1. Requirements for implementation of the hardware or software.
2. Expected milestones and timelines.
3. Levels and expectations for post implementation support.

4. ITS does not support hardware and software purchased without ITS involvement. Support for such systems would be best effort and only as time allows.

2. Accessibility:

1. Software and non-peripheral hardware purchased by the college should consider accessibility as a factor in purchasing decisions.
2. **Hardware or software purchased by the college should comply with one or more of the following standards as evidence of accessibility:**
 1. Section 508 of the Rehabilitation Act
 2. W3C Web Content Accessibility Guidelines (WCAG) 2.0
3. **As part of the purchasing process, the vendor should supply:**
 1. A valid Voluntary Product Accessibility Template (VPAT)
 2. Another statement by the vendor that provides an evaluation of the product's accessibility.
4. **The office making the purchase will provide to ITS:**
 1. Documentation regarding accessibility supplied by the vendor.
 2. A list of any exceptions to the above accessibility standards identified in the vendor documentation.
5. In the event that no suitable product is found that meets minimum accessibility requirements, a description of the reason the product was selected should be submitted to ITS. ITS will store this documentation for the duration the products in use.

Hardware Upgrade Policy

As there is need and as the campus hardware budget allows, Information Technology Services (ITS) aims to upgrade campus faculty and staff computers with improved machines every 3-4 years to help maintain maximum computing efficiency and productivity. ITS will be responsible for evaluating need and determining the best upgrade option. Though ITS routinely monitors the performance of all faculty and staff computers, please report all computer performance issues to the ITS Help Desk.

Staff members currently using a desktop and requiring an upgrade to a laptop are requested to give written justification including specific reasons for their portability needs and have approval from their department head and Vice President of Academic Affairs. ITS will carefully review all requests. In all situations where portability is not critical to job function, users will be required to use a desktop PC. If the user's request for a laptop is granted, the user's laptop will be swapped for their desktop PC. The advantages of a desktop PC are savings in purchase and support costs, improved performance and reliability, larger screen size, and good ergonomics. Faculty members currently using laptops issued by the college, who do not have a need for portability, are also encouraged to switch to a desktop. If the laptop becomes damaged or unrepairable, ITS reserves the right not to issue the faculty member another laptop in favor of switching them to a desktop computer.

New Computer Request Policy

Computer requests for new hires and or special projects should be submitted during the onboarding process or via the ITS help desk. If the campus hardware budget is exhausted, departments necessitating additional hardware may be required to pay for the expense out of their available budget, pending approval from the Comptroller's Office and ITS. All equipment must be purchased by ITS, meeting Miles College standard hardware specifications. You will be asked to return any computer equipment not purchased through ITS.

New Employees/Change of Position and/or Office

All Miles College employees are to be given an email address, user login, and a computer/laptop (if applicable). Email addresses and user login will be created after completion of the onboarding

form located on the ITS help desk and approval from the Human Resources Director. User account creation can take up to 3 business days to complete. It is the desire of ITS to deploy hardware for new employees prior to the employee's arrival to campus. However, this is dependent on the availability of ITS staff and other pressing issues that may arise.

Any changes in job position or office location that require moving or upgrading hardware should be initiated by the department head. The department head should send a request to the ITS help desk.

Last Updated: September 2021

GOLF CART POLICY & PROCEDURE

The following policy and procedures applies to anyone operating a golf cart on college owned or leased property. The purpose of this policy and procedure is to help ensure the safe operation of golf and other utility cart vehicles on campus.

Any individual operating a golf or utility cart on college owned or leased property must adhere to the following policies and procedures. Any violation of these rules may result in disciplinary action:

- Carts are to be operated with the utmost courtesy, care and consideration for the safety of the operator, passengers, pedestrians and College property. Pedestrians shall be given the right-of-way at all times.
- Carts are provided to facilitate performance of work duties.
- Carts are to be properly equipped and utilized appropriately and safely.
- Per [NH RSA 215-A](#) carts are prohibited from operating on "off campus" public roadways except when crossing onto other College owned or leased property. When crossing a public roadway, the cart operator must do so at a 90-degree angle and must yield to traffic.
- Procedures and details for operating carts on campus are specified in the section below:

General Operation

- Vehicles shall not be operated in a manner that may endanger drivers, passengers or other individuals (pedestrians), or harm College property. Dialing and/or texting on mobile phones or manipulating other devices is prohibited while operating a golf cart.
- Golf cart operators (drivers) should be limited to employees (including student employees), authorized lessees and/or contractors. Passengers may include campers being shuttled by camp employees or lessees, athletes being shuttled by event personnel or athletic trainers, guests being shuttled for college events, and CS community members being shuttled by Campus Safety.

Passenger Limit/Load Capacity

- Do not exceed the passenger limit, seating designation, capacity, or load capacity designated by the vehicle's manufacturer.

Parking

- Do not block any access or egress (natural flow of traffic) to entrance areas to buildings, stairways, access ramps, or main thoroughfares.
- Park carts in a single row so they do not block or interfere with the normal flow and path of pedestrians or other carts.
- Cart operators are responsible for the security of ignition keys during the time that a cart is assigned to them. Any time a cart is unattended; the ignition shall be turned off, the key removed from the ignition, and in the possession of the authorized operator.

Driving Rules

- No one under the age of eighteen (18) is allowed to operate a cart.
- A valid driver's license is required to drive a cart on campus.
- Carts will be driven in compliance with the common "rules of the road," adhering to all traffic laws and regulations, regardless of whether they are being operated on service drives, sidewalks or roadways.
- Pedestrians have the right of way. Cart operators must reduce speed on walkways when pedestrians are present and space is limited. Maintain safe distance between golf cart and pedestrian. Drive on the right side of sidewalks/paths similar to street driving rules.
- When walkways are crowded (between classes), golf cart operators must either stop, proceed around pedestrians at a very slow pace, or if ground conditions are dry may temporarily proceed around a group of pedestrians on the turf/grass.

- All occupants in the golf cart shall keep hands, arms, legs and feet within the confines of the golf cart at all times when the cart is in motion.
- Never back up without first making sure there is no person or obstructions behind the cart.
- Reduce speed to compensate for inclines, corners, bumps/rough terrain, pedestrians, and especially on wet/icy conditions.
- Avoid abrupt stops (skidding), high speed turns and any form of horseplay.
- Avoid driving over sprinkler heads, drain covers and avoid turf (grass) during wet conditions.
- Do not jump curbs or other obstacles that may damage the cart.
- Be certain to set the brake whenever stopping and leaving the cart.
- Drivers and passengers must remain seated whenever the vehicle is moving. Do not stand on or ride on the bumpers, fenders or club storage area. Drivers should stop cart when looking or scanning beyond a 90-degree field of vision (stop before turning your head to view something behind you – 180 degrees).

Checking out golf carts

- Authorization for use of golf carts originates with the Information Technology Services(ITS) Department.
- The Admissions Office and ITS are the primary users of the golf carts. Outside requests for use of the golf carts is prioritized by need and function. We encourage requests for use of the golf carts be submitted at least 2 business days in advance.
- If request for use of golf cart is approved, the individual will need to report to the ITS Tobe issued a key. If there are no available carts at the ITS officer, the individual will need to go under the bleachers at the football stadium to get a cart. The key must be returned after use of the golf cart is complete.

Accidents

- Drivers involved in an accident must immediately report the incident to their supervisor and to Campus Safety, regardless of whether property damage or personal injury occurred.
- Accidents involving injury must be reported to Campus Safety, the injured employee's immediate supervisor, and Human Resources.

Enforcement

- Golf cart operators violating these procedures may be prohibited from operating a golf cart by their Department Head, Information Technology Services, and/or the Director of Campus Safety

INTELLECTUAL PROPERTY POLICY

Introduction and Scope

- a) Miles College is a private liberal arts College that embraces its mission of teaching and academically preparing students. The College encourages research and scholarship and recognizes that inventions, discoveries, and creative works may arise from the scholarly activities of the College. Miles promotes the use of such intellectual property for the public good and encourages development and commercialization of inventions, discoveries, and creative works through patenting or copyrighting.
- b) Miles may designate one or more commercialization agent(s) for the intellectual property of the College. To accomplish this, Miles College shall assign to such agent(s) the rights, title, and interest to certain intellectual property created, invented, or discovered by Miles faculty, staff, students, and others for the purpose of evaluation, filing for appropriate legal protection, marketing, and development.
- c) All rights in intellectual property subject to this policy shall be allocated in accordance with this intellectual property policy and other College policies. The Appendices to this Policy provide additional information and serve to implement and may further define the Policy.

Types of Intellectual Property Subject to this Policy

Except as set forth in other related College policies, this policy applies to all types of intellectual property, including, but not limited to, any invention, discovery, creation, know-how, trade secret, technology, scientific or technological development, mask work, trademark, research data, work of authorship, and computer software regardless of whether subject to protection under patent, trademark copyright, or other laws.

Individuals Subject to this Policy

This intellectual property policy applies to:

- a) All persons employed by, paid by, or under contract with Miles College, unless expressly exempted by contract, including, but not limited to, full and part-time faculty and staff and visiting faculty members and researchers, consultants, and students.
- b) Students working on sponsored projects and/or who use Miles College resources other than for lecture-based coursework or other course-related assignments.

c) Anyone using the facilities or resources of the College, as defined in this policy, or the facilities of any entity affiliated with Miles College for the purposes or in the manner described in —Determination of Ownership Rights in Intellectual Property.

College Resources for purposes of this policy, use of College resources:

a) Means the use of College funds, facilities, equipment, personnel, tangible or intangible research materials, information and/or materials that are not publicly or freely available to the public, and funds provided through externally funded grants, contracts, or other types of awards or agreements with third parties – including gifts to the College, and anything not covered in subsection (b) below.

b) Does not include the use of College designated office space, routinely available office- type equipment such as desktop personal computers, and the College library facilities.

Determination of Ownership Rights in Intellectual Property. Unless provided for otherwise in this policy:

a. College Ownership. The College retains all rights to any intellectual property conceived, created, developed, and fixed, or first actually reduced to practice by a Creator:

i. Within the scope of their employment or official association and/or appointment with the College – inclusive of summer months and holidays; or

ii. As part of activities directly or indirectly related to College research whether the research is externally or internally funded or pursuant to an agreement or contract of any type (including gifts) between the College and a third party; or

iii. In support of specific College initiatives; or iv. Using College resources, including any resources provided through externally funded and/or outreach initiatives.

v. For clarification purposes, the College shall retain rights to:

1. Classes and/or Courseware developed for teaching at the College whether fixed in tangible or electronic media. For illustration purposes only, a Class includes the syllabus and any Class notes, if provided, but would not include teaching notes. Courseware includes any and all software and digital material (in any media).

Any Classes which are videotaped or recorded using any other media are College property, and may not be further distributed without permission from the College and pursuant to an approved contractual agreement.

Prior to videotaping, permission should be obtained from anyone who will appear in the final program. Permission is not required for 1) the use of videotaped or recorded Classes for student related or other College purposes or 2) for evanescent recordings.

With regard to Courseware, if the College enters into an agreement with a third party to license or otherwise authorize the use, distribution, replication, and sale of such Courseware to third parties for a profit, the College and Author shall share the Copyright Income related to such transactions in accordance with the Income Distribution Plan.

2. Any and all Marks (trademarks and service marks) relating to Miles College and its affiliates. Pursuant to this Policy, College faculty, staff and students grant and assign to Miles College their entire right, title and interest in and to all marks which relate in any way to the business or activities of Miles College.

Note: Research data or results created by an employee are owned by the College and, except to the extent that rights to such research data have not been contractually assigned or licensed to a third party, the Creator shall have a nonexclusive, perpetual license to use such data for nonprofit educational research and scholarly purposes within the scope of the employee's employment, subject to other provisions of this policy. Inventorship shall be determined in accordance with United States Patent Law.

* Under Section 101 of the 1976 Copyright Act, "a work is fixed in a tangible medium of expression when its embodiment in a copy or phono record, by or under the authority of the author, is sufficiently permanent or stable to permit it to be perceived, reproduced, or otherwise

communicated for a period of more than transitory duration. A work consisting of sounds, images, or both, that are being transmitted, is fixed for purposes of this title if a fixation of the work is being made simultaneously with its transmission."

**Evanescent works include —those projected briefly on a screen, shown electronically on a television or cathode ray tube, or captured momentarily in the 'memory' of a computer." (House Rpt., at 53, reprinted in 1976 U.S.C.C.A.N. 5666-67).

b. Creator Ownership. Creator(s) shall retain all rights to any intellectual property authored, invented, created, discovered, developed, or generated by Creator(s):

i. On the Creator's own personal, unpaid time; or ii. Unrelated to the individual's College responsibilities; and iii. Without the use of College resources, including any resources provided through externally funded programs or contracts (including gifts).

iv. For clarification purposes, Creators shall retain rights to:

1. Creative or scholarly works including artworks, musical compositions, and literary works directly related to their professional endeavors, credentials, and/or activities. This includes any personal material created, developed, or used solely by Authors in connection with their delivery of College Classes.

2. Textbooks and other materials which are developed without aid or compensation from the College.

c. Student Ownership Exception. In accordance with this policy, student Creators do not hold the rights to intellectual property created, developed, or generated:

i. In the course of rendering compensated services to the College; or ii. As part of sponsored research or projects; or

ii. Pursuant to an agreement that requires the College and/or student to assign his or her rights either to the College or to a third party; or

iv. Using pre-existing or background intellectual property belonging to the College or to a third party with whom the College has a contract under which such background intellectual property rights are already allocated.

v. Notes:

1. Student retains a non-exclusive, royalty-free, perpetual, irrevocable license to use, reproduce, and publicly distribute, for educational and/or research purposes, copies of intellectual property created by student.
2. If intellectual property is developed or generated as a group class project, joint ownership by the collaborators will be assumed unless a prior written agreement exists among the collaborators.

d. Other. There may be instances when College faculty, staff, students, and/or others enter into written agreements with the College to collaborate in the development of intellectual property. These agreements may provide for allocation of intellectual property rights in a manner that is not consistent with this Policy. Each such agreement shall be valid only when approved by the College. While each agreement may contain unique provisions, all such agreements must require disclosure of any intellectual property in accordance with the terms of this Policy.

Use of Facilities and Resources.

Unless authorized or allowed under a College policy, the Miles College facilities and resources shall not be used to:

- a) Create, develop, or commercialize intellectual property outside the course and scope of employment and/or College related-responsibilities of the individual; or
- b) To further develop or commercialize intellectual properties that have been licensed, released, or are otherwise subject to third party interests except as approved by the College in instances where the College has retained an interest under the terms of the license or release.

Background Information and Special Issues

1. Patents

- a. Objectives.

The objectives of the College's policy regarding patents include the following:

- i. Encourage research and scholarship as creative academic endeavors while recognizing that commercially viable inventions may yield benefits to both the College and inventors;

- ii. Delineate procedures that assist inventors in reporting discoveries with patent potential and safeguard the interests of all concerned parties;
 - iii. Make inventions resulting from academic research available to the public and promote their effective utilization and development;
 - iv. Provide adequate recognition and incentives to inventors through shares in proceeds from their inventions; and
 - iv. Provide an appropriate framework to recognize the equity of sponsors by allowing reasonable and equitable provisions for the granting of patent rights to the sponsor.
- b. Term. Generally, the term of a new patent is 20 years from the date on which the application for the patent was filed in the United States or, in special cases, from the date an earlier related application was filed, subject to the payment of maintenance fees. U.S. patent grants are effective only within the United States, U.S. territories, and U.S. possessions. Under certain circumstances, patent term extensions or adjustments may be available.
- c. Protection. A provisional application may be filed as a—lower-cost first patent filing to secure an initial filing date for an invention that will be the subject of a corresponding non-provisional application.
 - i. To retain the initial date, the non-provisional application must be filed within one year of the provisional application filing date.
 - ii. The provisional application does not require a formal patent claim, oath or declaration, or any information disclosure (prior art) statement and allows the inventor to use the term "Patent Pending" when describing the invention.
 - iii. The inventor may convert the provisional application to a nonprovisional application by filing a petition within one year of the provisional application filing date; however, the term of the patent associated with the invention will be negatively impacted since the term will be measured from the filing date of the non-provisional application.

d. Ownership. The rights of Miles College in patents arising from research will vary in accordance with the College Intellectual Property Policy.

In order to avoid any questions concerning the tax exempt status of financing used for certain College facilities/resources, Miles shall, with regard to sponsored research activities, seek to:

- i. Retain ownership of inventions arising during performance of research sponsored by any private industry and/or federal Government sponsor and
- ii. Grant to such sponsor(s) any right in the invention under compensation terms that are set after the time when the invention comes into existence and that are at a fair market level of compensation to Miles. Under the terms of certain contracts and agreements between Miles and various sponsors, Miles may be required to license patent rights to the contracting party.
- iii. Miles retains the right to enter into such agreements whenever such action is considered to be both in its best interest and in the public interest. The College will not agree to grant any rights in future inventions to private corporations or businesses unless such provision is included in the contract that sponsored the work leading to the invention.
- iv. Special cases not covered by the above statements or which arise because of conflict of interest shall be considered by the College.
- v. In the absence of an agreement allocating intellectual property rights, and subject to any licensing arrangements and this Policy, Miles College's policy with regard to ownership of intellectual property is as follows:
 1. College shall retain title to all intellectual property including supporting data for all discoveries and/or inventions made exclusively by any individual subject to this Intellectual Property Policy.
 2. College shall share ownership of intellectual property including supporting data for all discoveries and/or inventions made jointly by any individual subject to this Intellectual Property Policy and a third party.

e. College Responsibilities.

During the summer sessions and extended College holiday periods, the College will have the authority to: a) Expedite the review of patent disclosures deemed time critical, in terms of negotiations with prospective licensees, meeting filing deadlines, and the like; b) Initiate negotiations with prospective licensees for patent filing/processing fees or the like; and c) Such other activities that are time critical and cannot be delayed for handling at a regular or special called meeting or semester.

f. Record Keeping Guidelines.

Good laboratory practice dictates the use of bound notebooks for record keeping, making entries on a daily basis. This "diary" format provides a day-to-day chronology. Use the notebook to record a conception (a complete description of a means to accomplish a particular purpose or result), laboratory data, and drawings. Each entry should be headed with a title and continued on successive pages. Make entries in ink and do not erase; instead, draw a line through text or drawings to be deleted and enter the material in corrected form. Draw a line through any blank spaces on the page. Separate sheets and photographs pasted to notebook pages should be referred to in an entry. Material that cannot be incorporated in the notebook should be keyed to an entry. Sign and date all entries at the time they are made and have them witnessed by an individual who is capable of understanding the material yet had nothing to do with producing it. Secure additional witnesses when something important or highly unusual is discovered. Remember that an inventor and his or her co-inventor(s) cannot serve as their own witnesses. Records - when made a matter of routine - take only a small amount of time and effort, become an invaluable asset to work in progress, and may ultimately reserve for the inventor those rights to which he or she is, by priority, entitled. Records that support the conception, development and demonstration of a particular intellectual property should be available for review by the College and patent officials at each stage of review of a particular disclosure.

2. Copyrights

a. Introduction and Scope.

Copyright ownership and rights are defined by federal law. College policy is structured within the context of the federal copyright law and the long-standing academic tradition that Creators of works own the copyright resulting from their research, teaching, and writing. Exceptions to this rule may result from contractual obligations, from employment obligations, from certain uses of College facilities/resources, or by agreement governing access to certain College resources. This Policy addresses these exceptions.

The 1976 Copyright Act generally gives the owner of copyright the exclusive right to reproduce the copyrighted work, to prepare derivative works, to distribute copies of the copyrighted work, to perform the copyrighted work publicly, or to display the copyrighted work publicly. The copyright protects the form of expression rather than the subject matter of the writing. For example, a description of a machine could be copyrighted, but this would only prevent others from copying the description; it would not prevent others from writing a description of their own or from making and using the machine.

b. Copyrighted Materials may include the following:

- Books, journal articles, texts, glossaries, bibliographies, class notes, study guides, laboratory manuals, reports, syllabi, tests, and proposals;
- Lectures, musical or dramatic compositions, unpublished script, works of art;
- Films, filmstrips, charts, transparencies, and other visual aids;
- Video and audio tapes or cassettes;
- Live video and audio broadcasts;
- Programmed instructional materials;
- Mask works;
- Other materials or works that qualify for protection under the copyright laws of the United States (USC 102).

c. Ownership. Copyright ownership of all work by College employees or students shall be allocated in accordance with the College Intellectual Property Policy. When using outside consultants/independent contractors to perform work for the College, whether under a sponsored program or otherwise, College employees must ensure there is a written agreement or adequate provisions in other

agreements with the consultants/independent contractors to assign the rights to and in all works to the College.

3. Computer Software Copyrights

- a. Ownership. Ownership of computer software developed by faculty, staff, and student employees of the College shall be handled in accordance with the College Intellectual Property Policy.
- b. Funding by Other College Agent(s). If computer software is developed by faculty, staff, or student employees but funded by another designated College agent(s) pursuant to a contract between the parties, then the College shall require the designated agent(s) to pay the Creator(s) the royalty payments that the Creators(s) would have received after appropriate review and recommendation by the College if the computer software had been funded and developed by the College.

Appeal Process.

- a) A Creator may appeal a decision or determination made pursuant to this policy by submitting an appeal in writing to the College within thirty (30) days of receiving notice of the decision or determination.
- b) The College shall review the appeal and render a decision in writing within a reasonable time of receiving the appeal.

Definitions:

- a) Class includes a set of educational objectives that are identified in a syllabus and delivered either by an instructor, or under an instructor's supervision and pursuant to the College's policies.
- b) Class Notes are notes or other instructional material provided to the participants by the instructor as part of a Class.
- c) Copyright is a form of protection provided to the authors of original works of authorship including literary, dramatic, musical, artistic, and certain other intellectual works, both published and unpublished.

- d) "Copyright Income" is defined to include income associated with any copyright disclosure made to the IPC for exploitation, even if the income is received before a copyright application has been filed or a copyright issued, and includes such monies received as royalties, fees, advanced payments, court awarded infringement damages, payments received in settlement of infringement disputes, and the like, calculated after the costs of exploiting the disclosure have been reimbursed to the employee(s) or the College, whichever funded the original exploitation. Some examples of such costs are the cost of securing the appropriate copyright licenses, and other legal efforts as required. Copyright Income shall not include indirect economic benefits resulting from the technological position established by the copyrighted technology or the sale of derived articles or concepts, including such items as a follow-on sponsored programs that uses the copyrighted technology as a basis for future work.
- e) Courseware shall mean educational material in the form of software programs/applications and data (usually digital and/or packaged for use with a computer) and intended for classroom instruction (in class or remotely) or for a self-learning or faculty/coach assisted program.
- f) "Creative and Scholarly Works" shall mean traditional academic publications, such as professional papers published in scholarly journals, or newly created texts published in journals or books.
- g) Creator is defined as an author of, inventor of, or person who discovers, develops, or generates any type of intellectual property. Inventorship and authorship shall be determined in accordance with patent law and copyright law, respectively.
- h) "Intellectual Property" shall mean any patentable materials, copyrighted materials, trademarks and service marks, software, art and creative endeavors, and trade secrets, whether or not formal protection is sought.
- i) Patent refers to the grant of a property right to the inventor, issued by the United States Patent and Trademark Office (USPTO) or foreign analog.
- j) "Patent Income" is defined to include income associated with any patent disclosure made to the College for exploitation, even if the income is received before a patent application has been filed or a patent issued, and includes such monies received as royalties, fees, advanced payments, court awarded infringement damages, payments received in settlement of infringement disputes, and the like, calculated after the costs of exploiting the disclosure have been reimbursed to the College. Some examples of such costs include,

but are not limited to, the cost of securing the patent, appropriate licenses, and other legal efforts as required. Patent Income shall not include indirect economic benefits resulting from the technological position established by the patented technology or the sale of derived articles or concepts, including such items as follow-on sponsored programs that use the patented technology as a basis for future work.

- k)"Software" shall mean one or more computer programs existing in any form, along with any associated operational procedures, manual, or other documentation, whether or not protectable or protected by patent or copyright. The term "computer program" shall mean a set of instructions and statements of related data that, in actual or modified form, is capable of causing a computer or computer system to perform specified functions.
- l) Teaching Notes are the personal notes of the instructor regarding the delivery of a Class.
- m) Trade Secret shall refer to information that companies keep secret to give them an advantage over their competitors.
- n) Trademark is a word, phrase, symbol, or design, or a combination thereof, that identifies and distinguishes the source of the goods of one party from those of others. A service mark is the same as a trademark except that it identifies and distinguishes the source of a service rather than a product. The College is concerned only with trademark issues that pertain to patented or copyrighted Intellectual Property of the College. All other trademark issues should be directed to the appropriate College officials.
- o) College includes Miles College and all of its administrative units, including but not limited to departments, centers, institutes, consortia and other similar organizations, regardless of source of funding.

Publication

Faculty, staff, students, and others may contract with third parties to publish their own research results and other scholarly information unless there are contractually imposed restrictions or temporary restrictions imposed to protect intellectual property that may be the subject of an application for intellectual property protection.

Disclosure of Intellectual Property

All Creators have a duty to promptly disclose any intellectual property authored, invented, created, discovered, developed, or generated by Creator(s) to Miles College in accordance with the procedures in this policy.

Assignment of Intellectual Property

- a) If any intellectual property is determined, in accordance with this policy, to be owned by Miles College, Miles College may, at its sole discretion, assign all rights, title, and interests to one or more designated commercialization agents.
- b) Faculty, staff, students, and others may not assign or license intellectual property owned by the College without the written consent of the College or its designated commercialization agent(s), as applicable. The College has the ultimate right to resolve any conflicts relating to ownership of intellectual property rights arising in connection with contracts between the College and third parties or organizations.
- c) In the event that faculty, staff, students, or others are Creators of intellectual property owned by an external entity and the intellectual property does not fall within the scope of this Policy, (e.g., it is not the subject of an agreement between the external entity and the College/its designated commercialization agent(s)) this intellectual property policy will not apply. Neither Miles College nor its designated commercialization agent(s) will have any obligations with regard to negotiation of terms and conditions, patenting, licensing, or royalty distribution.
- d) When using outside consultants/independent contractors to perform work for the College that is not specifically identified in a sponsored research or other contract, there must be a written agreement established through procurement or other College policies/mechanisms ensuring proper assignment of intellectual property.
- e) Any special cases and unique situations relating to intellectual property and not specifically covered by this policy or any other College policy, or which arise because of conflict(s) of interest, shall be brought to the attention of the College Administration.

College Holiday Periods

During the summer sessions and extended College holiday periods, the College will have the authority to: a) Expedite the review of intellectual property disclosures deemed time critical, in terms of negotiations with prospective licensees, meeting filing deadlines, and the like; b) initiate negotiations with prospective licensees for patent filing/processing fees or the like; and c) such other activities that are time critical and cannot be delayed for handling at a regular or special called meeting or semester.

Intellectual Property Disclosure and Related Procedures

- a) Creators have a duty to promptly disclose all Intellectual Property to the College.
- b) With regard to College owned intellectual property, particularly patents and/or patentable inventions, each Creator has a duty to promptly disclose any intellectual property discovered, conceived, or first reduced to practice to the College prior to disclosing such information to ANY other third party.
- c) When a disclosure of Intellectual Property is received by the College, it has a duty to promptly evaluate and provide final disposition of the rights to the intellectual property disclosed. The College shall determine a preliminary course of action based on the commercial potential of the invention. The College will provide notice of any potential delays, and recommend alternative courses of action if unexpected delays are encountered.
- d) After reviewing the relevant materials and conducting discussions with the Creator(s), the College may recommend that additional information be gathered to determine the ownership, legal, competitive, and market issues that have bearing on the patenting, copyrighting, or trademark decision. After that information is collected and evaluated, the College will recommend one of two courses of action:
 - i. Assert its sole interest in the intellectual property in writing and recommend that the College pursue an application for protection using its own financial and legal resources and/or refer the intellectual property to a designated commercialization agent as determined by College's agreement with such commercialization agent;
 - ii. Return or assign sole interest in the Intellectual Property to the Creator(s) for their own pursuits, relinquishing in writing all College interests in said Intellectual Property as well as any related responsibilities for costs and reserving for itself a

fee-free and royalty-free, and perpetual, irrevocable license to use the Intellectual Property in its academic, research and other non-commercial scholarly endeavors.

The agreement between the parties shall be in accordance with this policy.

- e) For trademark requests, the College will forward a decision to the Responsible Individual/Organization.
- f) If the College pursues a patent or copyright application, its designated commercialization agent shall manage the interactions and timelines with attorneys and the USPTO but will rely on the Creator(s) to provide sufficient technical details and insight so that attorneys will be able to craft the best possible protection.
- g) Pursuit of foreign patent applications will only be recommended to the College when: (i) there is substantial justification for the commercial potential of the invention; (ii) one or more firms have expressed their intent or made a commitment to license the technology; or (iii) a potential licensee will assume all filing and other foreign application costs. Foreign patent applications will be reviewed annually and may be dropped at the College's discretion depending on actual or potential licensing activity. With the College's approval and subject to mutual agreement regarding the allocation of each party's rights, Creators and/or sponsors may request and be granted rights to assume such costs on foreign patent applications.
- h) If a patent is dropped or abandoned, the rights may be released to the inventor(s) subject to a stipulation that any direct patenting costs incurred by the College be reimbursed if the patent generates income. If and when appropriate, income distribution arrangements shall be handled on a case by case basis between the College and the inventor(s) and shall be subject to College approval. The College shall review the status of all disclosures and pending or issued patents provided by the designated commercialization agent in accordance with College policies.
- i. Reassignment to Creator(s) of College Intellectual Property.
Should the College, or its designated commercialization agent(s), decide not to assert its rights in and to the Intellectual Property for administration, or if at any future time decide not to take any further action in protection or commercialization of the Intellectual Property, it shall exert reasonable efforts to notify the Creator(s) and, upon request of the Creator(s), and subject to prior commitments or obligations, relinquish in writing all College interests in the Intellectual Property as well as any related responsibilities for costs and release the

- Intellectual Property to the Creator(s) in accordance with the following: 1) The Creator(s) agree to maintain the technology at their expense from the point of the assignment forward;
- 2) The assignment is consistent with any obligations to third parties, including but not limited to unreimbursed fees, any legal obligations, or any approvals from sponsors necessary prior to release; and
 - 3) The assignment to the Creator(s) does not involve a conflict of interest.
 - 4) In the case of Federal agency sponsorship, any release must be made to the Federal Government, following which the Creator(s) may directly petition the federal agency for a release of the rights to himself or herself. Decisions by the Federal sponsors to permit individual Creator(s) to acquire ownership are generally made on a case-by-case basis with the Federal Government retaining for itself certain rights as provided for in federal patent laws.
- ii. In the case that unreimbursed fees of third parties or unreimbursed fees incurred by the College, or its designated commercialization agent(s), exist, the Intellectual Property may be licensed to the Creator(s) until all fees are repaid. At which time the Creator(s) may be assigned the Intellectual Property pursuant to section (a) above.
 - iii. In exchange for such assignment, the Creator(s) shall grant the College a perpetual, irrevocable, fee and royalty free license to use such intellectual property for research, academic and other scholarly purposes of the College.

Infringements

Faculty, staff, and students should notify the College Office of Technology Transfer of any potential infringement of protected College intellectual property.

Applicable Laws

The provisions of this Policy are subject to any applicable laws and regulations. Grants or contracts between external sponsors and the College under which intellectual property is produced may contain specific provisions with respect to disposition of rights to such property that may differ from those contained in this policy. Under the terms of certain contracts and agreements between the College and various agencies of government, private

and public corporations, and private interests, the College may be required to license patent rights to the contracting party. Miles retains the right to enter into such agreements whenever such action is considered to be both in its best interest and in the public interest.

The Library of Congress United States Copyright Office: <http://www.copyright.gov/>

COLLEGE MASCOT, MOTTO, AND ALMA MATER

MASCOT

THE GOLDEN BEARS

MOTTO

“Sapientia et Pax et Amor Omnibus”

“Knowledge and peace and love for all”

ALMA MATER

TUNE: "All Through the Night"

Hail to thee, our Alma Mater,
Dear Old Miles.
Though we toil, we'll not forget thee,
Dear Old Miles.
We will love thee as our home
Though amid life's grandeur roam,
Alma Mater, Alma Mater,
Dear Old Miles.

Miles the home of Southern beauty,
We love thee well.
Let our voices ring with praises,
Thy wonders tell.
We, thy loyal sons and daughters
Pledge to thee our loyalty.
For we love thee, yes, we love thee,
Dear Old Miles.

We will strive in life to serve thee,
Dear Old Miles.
All success in life we owe thee,
Dear Old Miles.
O'er the hills and grassy plains,
Never shall our prestige wane; Honor,
love and praise we give thee, Dear
Old Miles.

Catherine L. Vaughans '28

ACKNOWLEDGEMENT OF RECEIPT OF FACULTY HANDBOOK

The Faculty Handbook contains important information about the College, and I understand that I should consult with my immediate supervisor or Human Resources regarding any questions not answered in the handbook. I have entered into my employment relationship with Miles College voluntarily and understand that there is no specified length of employment. Accordingly, either the College or I can terminate the relationship at will, at any time, with or without cause, and with or without advance notice.

I understand and agree that no person other than the President or the Presidents designee may enter into an employment agreement for any specified period of time or make any agreement contrary to the College's stated employment-at-will policy.

Since the information, policies, and benefits described herein are subject to change at any time, I acknowledge that revisions of the handbook may occur, except to the College's policy of employment-at-will. All such changes will be communicated through official notices, and understand that revised information may supersede, modify, or eliminate existing policies. Only the President of Miles College has the ability to adopt any revisions to the policies in this handbook.

Furthermore, I understand that this handbook is neither a contract of employment nor a legally bonded agreement. I also understand that it is my responsibility to comply with the policies contained in this handbook and any revisions made to it. I further agree that if I remain with Miles College following any modifications to the handbook, I hereby accept and agree to such changes.

I have received a copy of Miles College Faculty Handbook on the date listed below. I understand that I am expected to read the entire handbook. Additionally, I will sign this Acknowledgement of Receipt, retain one copy for myself, and return on copy to Human Resources listed below on the date specified. I understand that this form will be retained in my personnel file.

Signature of Employee

Date

Employee's Name - Printed

Provost and Senior VP of Academic Affairs

Date

AMENDMENTS

The Faculty Handbook may be amended by a majority at any regular or special meeting of the faculty at which a quorum is present and with the final approval coming from the Board of Trustees. In instances where the faculty amends, amendments should be written and submitted to the Secretary of the Faculty. The proposed amendment should be distributed in writing to all members of the faculty at least one (1) week prior to the regular or special meeting at which it is to be discussed. The proposed amendment will be voted on at the next regular or called meeting. A proposed amendment, if adopted by the faculty, becomes a part of the Handbook after approval by the President and the Board of Trustees. The Board of Trustees establishes its own procedure for amendment.

Appendix A

GRIEVANCE PROCEDURES

Filing a Grievance

When a faculty member is unable to obtain a satisfactory solution to a grievance, he or she may institute formal grievance procedures by filling a written grievance with the Provost and Senior Vice President of Academic Affairs within fourteen (14) calendar days of the action upon which the grievance is based and requesting that a grievance committee convene. The written grievance should state in detail the facts from which the grievance arose and the results of any preliminary attempts to solve the problem.

When the Provost receives a written grievance, he or she shall establish a committee from the grievance panel.

The Grievance Panel

At the beginning of each academic year, the faculty shall elect twelve (12) faculty members to serve on a grievance panel. The election of the panel shall be in accordance with procedures specified in the Faculty Handbook. The panel will consider including grievances, promotion, non-reappointment after three consecutive years of service, provided that said non-reappointment raises issues of academic freedom, and denial of tenure recommendations by either the Provost of Academic Affairs or Tenure Committee.

The Role of the Grievance Committee

It is the role of the grievance committee to investigate the complaint, to obtain all facts in the dispute, and reach a conclusion as to whether the grievant has reasonable cause to complain. It will determine whether the grievant has had procedural due process.

Rights and Responsibilities of the Grievant

Before invoking the formal grievance procedure, an effort should be made to have the Provost and Senior Vice President of Academic Affairs mediate disputes in an effort to reach a resolution.

1. The grievant shall state his/her specific complaint within fourteen (14) calendar days of the act upon which the grievance is based.
2. He or she shall present all facts that support the grievance, including witnesses or documents.
3. He or she shall not be represented by legal counsel but may select as an advisor a faculty member from the College who is not a member of the grievance panel.
4. Formal rules of evidence shall not be applicable.

The Responsibilities of the Grievance Committee

1. The committee shall give ten (10) days' notice of the time and date at which the hearing is to begin and the location of the hearing. The chairperson of the committee shall work with the grievant in establishing times for appearance of witnesses.
2. The committee may hold one or more preliminary meetings with the grievant and other parties to schedule the hearing and appearance of witnesses, provide for exchange of documents and to achieve other appropriate objectives to make the grievance procedure fair, effective, and expeditious.
3. The committee may question the grievant and any witnesses the grievant presents.
4. The Grievance Committee may call such witnesses and examine such documents as it considers necessary.
5. A transcription or electronic recording of the proceedings shall be kept by the committee.
6. A grievance hearing shall be confidential and only those concerned should be included. All records and proceedings shall be held confidential.
7. The committee shall be guided in its decision only by the evidence presented.

The Committee Report

When the hearing is concluded, the committee shall summarize in writing the evidence and the conclusions reached. Copies of the report shall be sent to the grievant and to the Provost and Senior Vice President of Academic Affairs. He or she shall seek to resolve the grievance, giving considerable weight to the report of the grievance committee.

Final Action

If the grievance has not been resolved within fourteen (14) days after the Provost and Senior Vice President of Academic Affairs has received the report, the grievant may appeal to the President of the College. The Provost and Senior Vice President of Academic Affairs then forwards to the President the committee report along with his/her recommendation. The President shall have twenty-one (21) days to act upon the recommendation of the Provost and Senior Vice President of Academic Affairs and the committee. The President should then inform the committee, the grievant and the Provost and Senior Vice President of Academic Affairs, in writing, of the reasons for his/her decision, which should constitute the final resolution.

APPENDIX B

Termination for Cause (Dismissal) of a Tenured Faculty Member or a Faculty Member whose Term of Appointment has not Expired

Initiation of Proceedings

Formal termination proceedings are commenced by furnishing to the faculty member, by certified mail, return receipt requested, or hand delivery a letter from the President of the College containing a statement of the charge(s) against the faculty member. This letter shall contain the following:

1. A statement of specific charge(s) against the faculty member, written with sufficient detail to enable the charged faculty member to respond.
2. Information that the faculty member has a right to a hearing before an impartial faculty committee provided that the faculty member submits a written request for a hearing to the President of the College within fourteen (14) days of the faculty member's receipt of charge(s).
3. Failure of the charged faculty member to submit a timely hearing request shall constitute a waiver of the right to appeal.

Suspension

Suspension of the faculty member, during the proceedings, is justified only if immediate harm to him/herself or other members of the College community is threatened.

The Hearing Committee

The five-member Hearing Committee shall be composed of three (3) faculty members appointed by the President of the College from the panel of twelve (12) elected faculty members along with two (2) members of administration appointed by the President. The committee shall elect its own chairperson.

Procedure

When the charged faculty member has timely requested a hearing in writing, the charged faculty member shall receive written notice of the following:

- Date of the hearing, names of the members of the committee;
- Names of witnesses; and
- Notice that the faculty member shall be permitted to have legal representation at the hearing at his/her own expense.

The committee shall proceed by considering the statement of grounds for dismissal and the faculty member's response.

The President shall have the option of attending the hearing and may designate a representative to assist in developing the case. However, the committee shall determine the order of proof, conduct the questioning of witnesses, and if necessary, secure the presentation of evidence important to the case.

The committee may, with the consent of the parties concerned, hold joint pre-hearing meetings with the parties in order to (1) simplify the issues, (2) stipulate facts, (3) provide for the exchange of documentary or other information, (4) achieve such other appropriate pre-hearing objectives as will make the hearing fair, effective, and expeditious.

The committee hearing shall be governed by the following rules and regulations:

1. The hearing shall be closed.
2. A transcription or electronic record of the proceedings shall be made.
3. The faculty member shall be afforded an opportunity to obtain necessary witnesses, documentary or other evidence.
4. The faculty member and the administration shall have the right to confront and cross-examine all witnesses. Each party shall be responsible for arranging the attendance of its witnesses.
5. In the hearing of charges of incompetence, the testimony shall include that of qualified faculty members from the College.

6. The Hearing Committee will not be bound by strict rules of legal evidence and may admit any evidence which is of probative value in determining the issues involved.
7. The findings of fact in the decision shall be based solely on the hearing record.
8. The burden of proof that adequate cause exists rests with the institution.
9. The President and the faculty member shall be notified of the decision in writing and shall be given a copy of the record of the hearing.

Committee Decision

After the hearing is completed, the committee shall meet to reach its decision. The committee, in a written report, will report to the President whether just cause for dismissal has been established by the evidence.

President's Decision

The President shall consider evidence that was presented during the hearing. If the President rejects the report of the committee, the reasons for doing so shall be stated in writing to the committee and the faculty member. The decision of the President is final.

APPENDIX C

TERMINATION OF A FACULTY MEMBER DUE TO BONA FIDE FINANCIAL EXIGENCY

Tenured and non-faculty members may be terminated due to a bona fide financial exigency. Tenured faculty members may be notified in advance of the expected termination date in a letter from the President of the College containing a statement that the appointment will be terminated. Non-tenured faculty members may be notified of termination prior to the end of a previously agreed upon period of appointment.

The letter of notification shall contain the following information:

1. A statement of specific reasons for termination, providing names of those persons upon whose judgment and advice the decision to terminate has been made and/or documents on which the College has relied in making the termination decision.
2. Information that the faculty member has a right to a hearing before an impartial committee and that such right may be exercised by notifying the President in writing within thirty (30) days of the receipt of notice of termination that a hearing is desired. Failure of the faculty member to submit a timely hearing request shall constitute a waiver of the right to appeal.

The Hearing Committee

If a faculty member requests a hearing, the President shall appoint three (3) faculty members from the panel of twelve (12) elected faculty members along with two (2) members of administration. When there is more than one faculty member involved, the Hearing Committee may consider the cases of all such faculty members at the same hearing.

Procedure

The Committee chairperson shall notify the faculty member by certified mail, return receipt requested, or hand-delivery of the date, place, and time for hearing, to be set no later than

thirty (30) days after timely receipt of the request for hearing. The notification shall also contain the names of the hearing committee members.

The Committee may, with consent of the parties concerned, hold joint prehearing meetings with the parties in order, to (1) simplify the issues, (2) stipulate facts, (3) provide for the exchange of documentary or other information, and (4) achieve such other appropriate prehearing objectives as will make the hearing fair, effective and expeditious.

The Committee shall be governed by the following rules:

1. The hearing(s) shall be closed.
2. During the proceedings the faculty member shall be permitted to have legal counsel at his/her expense.
3. The College shall be represented by its legal counsel.
4. A transcription or electronic record of the hearing(s) shall be kept and a copy shall be made available to the faculty member, with cost, at the faculty member's request
5. The faculty member and the administration shall have the right to hear and cross-examine all witnesses. Each party shall be responsible for arranging its own witnesses.
6. The hearing committee shall not be bound by strict rules of legal evidence and may admit any evidence that is of value in determining the issue involved.
7. Findings of fact in the decision shall be based solely on the hearing record.
8. The burden of proof that there is, in fact, a bona fide financial exigency rests with the institution and shall be satisfied by a preponderance of the evidence and the record considered as a whole.

APPENDIX D

ACADEMIC POLICY STATEMENT ON CURRICULUM CHANGES

All curriculum changes at Miles College must be approved by the Instructional Council. This includes changes in the academic requirements in general education, degree programs, course description, credit hours, pre-requisites and the addition of new degree programs, new courses and course description.

All changes must follow the procedure prescribed below:

1. Proposals and changes may be initiated by individual faculty and administrative staff members. However, such changes must be submitted to the appropriate Academic Division.
2. The appropriate Academic Division will discuss and consider all proposals that affect the curriculum. The Division then transmits its action to the Instructional Council with recommendations.
3. The Instructional Council receives the recommendation from the Division and takes appropriate action. The recommendation from the Instructional Council is submitted to the faculty.
4. The faculty receives and discuss the recommendation from the Instructional Council and either approves or disapproves the recommendation. The action of the faculty is submitted to the President.
5. All changes affecting the curriculum or program requirements must also be approved by the State Department of Education before being implemented.
6. The President gives final approval of all curriculum changes. However, the Board of Trustees must approve new degree programs.

Other academic decisions which require special attention are first presented to the Instructional Council for recommendation. These include, but are not limited to, special cases of admission or readmission related to academic standings, waivers of any general regulation for students, or waivers of any degree requirement, etc.

APPENDIX E
FACULTY EVALUATION SHEET

NAME _____ DIVISION _____ DATE _____

_____ EVIDENCE OF EXEMPLARY TEACHING

SYLLABI (10 points: 3, 4, 3) *

_____ Measurable objectives

_____ Enabling activities that require critical reading, writing, speaking and thinking skills, library use

_____ Institutional criteria used in syllabi (syllabi should be checked for all institutional criteria)

Comments: _____

OBSERVATION OF TEACHING (15 points 3, 3, 3, 6)

_____ Active teaching methods (student-centered approaches, interactive lectures, student research presentations, etc.)

_____ Relevant student participation

_____ Positive classroom deportment (dress code, behavior, etc.)

_____ Use of Technology (smartboard, PowerPoints, Learning Management System, etc.)

Comments: _____

WAM (5 points; 2, 1, 2)

_____ Examples of writing assignments submitted, not including tests (at least three)

_____ Graded assignments show separate writing and content grades

_____ Adequate number of writing assignments (See syllabi)

**SCHOLARLY CONTRIBUTIONS AND PROFESSIONAL GROWTH
(15 POINTS)**

_____ Grant proposal work

_____ Conference readings/publications

_____ Creativity: fictional/non-fictional writing and/or performance, film, video or other media productions

Other (specify) _____

INSTRUCTIONAL MANAGEMENT (15 Points)

(30 Points) if instructor has no advisees

Evaluated by the Office of the Provost and Senior Vice President of Academic Affairs

_____ Overall Instructor's effectiveness, measured by students' success rate

ADVISING-Evaluate by the CAT Center (15 Points)

_____ Per, post, and extended registration

_____ Monthly contact (log) with advisees (at least seventy percent 70% accomplishment)

_____ Management of degree plan

_____ All- campus advising (green log)

_____ Advising accuracy

_____ Keeping student quantitative data on activities supportive of objectives

_____ Maintaining office hours

_____ Being punctual with final grades and any forms required by administration

SERVICE TO MILES COLLEGE: (10 Points)

_____ Community sponsored events with students on behalf of Miles

_____ Documented work on clusters and committees

_____ Class advisor, mentor, or tutor

_____ Specialized recruitment related activities

_____ Institutional Effectiveness-related activities (participation in meetings and implementation of tasks)

_____ Community work that logically relates to and/or reinforces the faculty member professional responsibility with the College

Specifically identify the work _____

___ DOCUMENTED MEMBERSHIP IN PROFESSIONAL ORGANIZATIONS AT LEAST TWO (5 POINTS)

List professional organization(s) _____

___ STUDENTS' OBJECTIVE EVALUATION OF FACULTY MEMBER (10 POINTS)

(Based on survey administered by Counseling Center: summary question)

TOTAL 100 POINTS

TOTAL SCORE (Minimum passing score: 70)

Is the full-time faculty member recommended for continued employment? _

Is the full-time faculty member recommended for faculty development? _

Recommended for employment with merit

Comments:

Agree

Disagree

Signature of Faculty Member

Signature of Division Chairperson _____

Revised: August 2020

Appendix F

Miles College

APPLICATION FACULTY PROMOTION AND TENURE

Name

LAST MI FIRST

Date _____

_____ Division

Discipline _____

Current Rank _____

Date Received

Tenure Status _____

Date Tenure Granted _____

Request for Rank _____ or Tenure _____

Date Employed at Miles College _____

Signature:

PROMOTION AND TENURE DOCUMENT

Note: To assist with the preparation or promotion and tenure document in accordance with the requirements stated in the Handbook, the applicant should produce the following documents.

- I. Application by the Candidate;
- II. Peer Evaluation;
- III. Student Evaluation;
- IV. Documentation of Scholarly Contributions;
- V. Documents of Professional Contributions and Membership in
Organization of Your Teaching/ Research area(s);
- VI. Documentation of Service to the College;
- VII. Documentation of Service to Community, State, and Nation;
- VIII. Documentation of Honors and Awards;
- IX. Copy of Highest Degree Earned;
- X. Documentation of Intern, Teaching/Research Assistantships, and
- XI. Current Curriculum Vita

* Reprints or copies of publication

1. EDUCATION (List Chronologically)

A. Academic Degrees Earned

Degrees	Major/Minor	Institution	Date

B. Study Beyond Highest Degree Earned

Institution	Area/Specialty	Credit Hours Earned	Date

C. Professional Certification or Licensure

Awarding Organization Institution	Specialty/Area	Date

D. Residency, Intern, Teaching/Research Assistantship, Postdoctoral Fellow

Institution	Specialty/Area	Inclusive Date

II.

A. Academic Experience at the College/University Level

(Include experience at Miles College)

Institution	Area	Rank	Inclusive Date	Part/Full Time
-------------	------	------	----------------	----------------

B. Applicant should provide a brief description of job responsibilities since employment at Miles or for the past five years.

C. Non-Academic Experience (Include ONLY those experiences where work was completed in applicant's specialty area)

Organization	Position Held	Inclusive Dates
--------------	---------------	-----------------

III. PROFESSIONAL INVOLVEMENT/ DEVELOPMENT

A. PUBLICATIONS: (List publication during the past five years. Give complete bibliographic information and submit copies, reprints, include papers, bulletins, pamphlet, etc.)

Referred Publications/Presentations:

Non-Referred Publications/Presentations:

B. ARTISTIC PERFORMANCES/PRESENTATIONS AND CREATIVE ACTIVITIES (List and provide documentation for the past five years)

Juried:

Non-Juried:

C. TEACHING SCHOLARLY CONTRIBUTIONS (List and provide documentation for the past five years)

Referred:

Non- Referred:

D. PROFESSIONAL ORGANIZATIONS

(List and indicate participation during the past five years; state whether officer, member program participant, etc.)

E. OTHER FORMS OF PROFESSIONAL DEVELOPMENT OR INVOLVEMENT (List activities that do not fall into the categories above)

IV. SERVICE TO THE COLLEGE

A. SERVICE ON COLLEGE AND DIVISIONAL COMMITTEES (Make concise statements)

B. SPONSORSHIP OF STUDENT ACTIVITIES (Make concise statements)

V. SERVICE TO COMMUNITY, STATE, NATION AND THE WORLD

A. COMMUNITY ACTIVITIES (Make concise statements)

B. STATE ACTIVITIES (Make concise statements)

C. ACTIVITIES AT NATIONAL AND INTERNATIONAL LEVELS (Make concise statements)

VI. HONORS AND AWARDS

A. ACADEMIC/PROFESSIONAL

B. COMMUNITY/PUBLIC SERVICE

APPENDIX G

REQUEST FOR MERIT PAY

Name _____ Rank _____ Division _____

Years employed at Miles _____, at other institutions _____

Courses taught last semester and enrollment in each.

Did you assist in the preparation of common syllabi for General Education courses in your division?

Are your students provided syllabi within the first week of class?

Do you follow your syllabi Yes No; keep students aware of the relationships between and among the various outline units? Yes, No _____

How many chapters, units, concepts, principles or skills do you teach a semester? Explain.

What is the average number of supplementary books, articles, films, tapes, etc. you have on library reserve per course? _ What is the average number of uses? _____

What is the average number of outside reading assignments that you give per course? _____

How many short in-class writing assignments do you give per course? _____ out of- class writing _____ assignments? Provide samples.

Do you grade and/or write helpful comments on student papers? Sample.

How do you challenge and maximize the talents of superior students?

Is your instruction more teacher-oriented or student-oriented?

Rated by percentage: The method used _____lecture; _____question/answer; student
_____ collaboration; student presentations (reports, discussions, debates);
others

Do you frequently allow students the opportunity of developing language skills in class?

Do you require/encourage the use of formal language?

How often do you hold office hours? _____

What is the average number of students you meet for conference per week? _____

How many discipline-related conferences, workshops have you attended within the last two years?

_____ To

how many professional organizations do you belong?

In how many do you hold office? For how many have you presented papers? conducted sessions? _____

Explain?

Have you written or published any discipline-related article over the past two years?

Have you submitted a proposal for funding to any agency or foundation over the last two years?

Have you taken any graduate courses for credit over the last two years?

How often do you attend chapel-forum?

How often do you attend other school related activities?

How many items have you participated in chapel forum or other College related activities?

Do you supervise student activities or clubs?

What kind of discipline-related community service do you render?

In what way do you think of yourself as a role model for students?

Do you complete reports on time?

In what ways do you support the mission of the College?

On how many College committees do you serve? _____ Approximately how many hours per week do you spend on committee meetings and _____ assignment?

What is your grading practice?

A's _____ %, B's _____ %, C's _____ %, D's _____ %, F's _____ %

What is the average daily attendance of your students?

Are you punctual?

Do you meet your classes as scheduled for the entire period?

Do you report your need to be absent to the proper supervisor?

Do you secure teacher substitutes for planned absences?

APPENDIX H

MILES COLLEGE

P.O. Box 3800
BIRMINGHAM, ALABAMA 35208

Dear

Upon the recommendation of the Provost and Senior Vice President of Academic Affairs and by authority of the Board of Trustees of Miles College, I take pleasure in offering you the position of _____

For the academic year beginning August 13,_____, and ending May 16,_____

Your salary for this period will be based on the rate of _____

And will be payable in eight (8) equal monthly installments, October 1, , through May 1, _____and two (2) prorated installments, September 1, and June 1, . In the event your employment is terminated for any reason prior to the end of the term thereof, your salary will be prorated accordingly.

Your duties and responsibilities will be defined for you by the Provost and Senior Vice President of Academic Affairs and your Division Chairperson. In addition to your teaching load or its equivalent, you will be responsible for the usual supplementary activities related to the educational program of the College. These include, but are not limited to, share of committee work; academic advisement of students; advisement of student organizational programs and activities; regular attendance at divisional meetings; and participation in designated academic ceremonies.

Providing that proper certification and credentials have not been presented to Miles College at the commencement of employment, and the same is not presented within forty-five (45) days subsequent to the commencement of your employment, Mile College reserves the right to terminate your employment at any time it desires without incurring liability.

APPENDIX I

TERMS OF EMPLOYMENT

By acceptance of this offer, you acknowledge that you have been given the opportunity to read and ask any question regarding the policies and regulations of Miles College as set forth in the Miles College Faculty Handbook, the terms of which are incorporated herein by reference, and you agree to be bound by the terms thereof. A copy of the Miles College Faculty Handbook is kept on file in the Office of the President of the College.

Violation of the College policy and unacceptable conduct by you will not be tolerated and may result in disciplinary action up to and including termination of employment. Certain practices are considered to be of such a serious nature that they are unacceptable by the College. They include but are not limited to: teaching incompetence or neglect of duties; insubordination; theft; removal or unauthorized borrowing or improper appropriation of material or items belonging to the College or another employee; conviction of a felony charge; possession of, use of, or sale of any narcotics, reporting to work under the influence of narcotics, alcohol or other immoral conduct; or any other conduct which, in the opinion of the College, is unacceptable.

THE TERMS OF YOUR EMPLOYMENT WILL BE CONTINGENT UPON THE ADEQUACY OF FUNDS. THE RIGHTS OF BOTH TENURED AND NON- TENURED FACULTY WILL BE SUBORDINATE TO FINANCIAL EXIGENCY.

Please indicate your acceptance of this offer and the terms stated above by signing the original contract and returning it to the Office of the President within ten (10) days from the above date.

Very truly yours,

President

Signature

Date

Signed:

Instructor

ACTION:

DIVISION CHAIRPERSONPERSON

APPENDIX K

MILES COLLEGE

TEACHER LOAD FORM

Semester, 20 _____ INSTRUCTOR: _____
 DIVISION _____
 CHAIRPERSON _____

ADDRESS: _____
 TELEPHONE: _____

PART I

Course Number & Section	Descriptive Title	No. of Lech. Hrs. Weekly	No. of Lab. Hrs. Weekly	Credit Hours	Class Day	Time of Meetings	Building	Room	Enrollment
TOTALS									

PART II

INSTRUCTORS CONFERENCE AND/OR OFFICE HOURS:

PART III

BREAKDOWN OF STUDENTS BY CLASSIFICATION

FRESHMAN

SOPHMORES

JUNIORS

SENIORS

COURSE
 COURSE

Please return this form to the OFFICE OF THE PROVOST on or before

APPENDIX L

Date _____

Semester _____ Mid- Semester _____

INDIVIDUAL PROFESSOR'S GRADE DISTRIBUTION

Division or Department – Area

Course and Section	A	%	B	%	C	%	D	%	%	F	FA	%	I	%	W	WD	%	Totals		
																		Number	Percent	

SIGNATURE OF PROFESSOR

APPENDIX M

CLEARANCE FORM

Revised Fall 2020

FALL _____ YEAR

SPRING _____ YEAR

SUMMER _____ YEAR

TO: FACULTY

FROM: The Provost and Senior Vice
President of Academic
Affairs

RE: **Semester Clearance**

Name of Faculty _____

A complete Clearance Form with appropriate signatures is a necessary indication that faculty have performed their obligations to the major units of the College before extended leave. All required signatures must be obtained.

Advising Center
Advising Logs Sheets

- Signature **NOT** Required for Adjunct Faculty
- Signature **NOT** Required during Summer Semester

Signature _____

Date

Office of Academic Records

- Grades entered online (for all courses taught)
- Incomplete Forms submitted for each "I" grade
- No outstanding IP grades pending from prior month (weekend programs)

List each course(s) to be verified (*i.e.*, EN 101-02, MA 101-11)

Signature _____

Date

Division Chairperson

Signature _____

Date

Office of Academic Affairs

Grade Distribution Form

Course Learning Outcomes

Course Syllabi

FINAL SIGNATURE _____

Provost and Senior Vice President

Date

The Office of Academic Affairs will forward final clearance and verification to the Payroll Department.



MILES COLLEGE

The Office of Academic Affairs

ONBOARDING CHECKLIST FOR NEW FACULTY

The following checklist is provided by the Office of Academic Affairs to assist new faculty, both ground and distance learning, with the many requirements associated with becoming a member of the Miles College instructional team. Each section includes contact information if you have concerns or need additional resources.

Name: _____

Division: _____

Work Location(s): _____

Academic Policies			
Done	N/A	Description of action needed	Additional Information
		<p>Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)</p> <p>SECTION 6: Faculty</p> <ul style="list-style-type: none"> Standard 6.1 The institution employs an adequate number of full-time faculty members to support the mission and goals of the institution. (Full-time faculty) [CR] Standard 6.2.a (Faculty qualifications) Standard 6.2.b (Program faculty) Standard 6.2.c (Program coordination) <p>SECTION 9: Educational Program Structure and Content</p> <ul style="list-style-type: none"> Standard 9.1 Educational programs (a) embody a coherent course of study, (b) 	<p>The accrediting body for the College. You can access the SACSCOC resource manual through the following link: https://sacscoc.org/app/uploads/2019/08/2018-POA-Resource-Manual.pdf</p>

		are compatible with the stated mission and goals, and (c) are based upon fields of study appropriate to higher education. (Program content) [CR]	
		Complete Personnel Change form and submit to Office of Academic Affairs for processing	Processed through Dean or Division Chair and escalated to the Administrative Assistant to the Provost and Senior Vice President of Academic Affairs
		Access/download copy of Miles College Faculty Handbook	Miles College link to Faculty Handbook: https://www.miles.edu/sites/default/files/2021-12/FacultyHandbook2018.pdf
		Access/download copy of Miles College Catalog	Miles College link to catalog: https://www.miles.edu/college-catalogue
		Obtain list of Standing Committees	See Administrative Assistant to the Provost and Senior Vice President of Academic Affairs-LRC, 3 rd floor
		Submission of Data	Weekly/Monthly/Cluster/ End of Semester Reports
Curriculum			
Done	N/A	Description of action needed	Additional Information
		Do you know about the following? <ul style="list-style-type: none"> • Student Degree Plan (<i>see catalog for your respective program</i>) How many majors/programs offered at Miles College? <ul style="list-style-type: none"> • 29 majors/programs 	Miles College link to catalog: https://www.miles.edu/college-catalogue
		Cluster Meetings (<i>convened by coordinators</i>)	
		Divisional Meetings (<i>convened by Division Chair</i>)	
		Faculty Meetings (<i>convened by Provost and Senior Vice President of Academic Affairs</i>)	

		Standing Committee Meetings (<i>convened by heads of committees</i>)	Miles College link to Faculty Handbook: https://www.miles.edu/sites/default/files/2021-12/FacultyHandbook2018.pdf
		Curriculum Mapping	
		Program Learning Outcomes (PLOs)	
		Course Learning Outcomes (CLOs)	
		Syllabi	
		Grade Distribution Form	
Technology			
Done	N/A	Description of action needed	Additional Information
		Obtain Faculty ID badge <ul style="list-style-type: none"> New ID badges beginning Fall and Spring semesters 	Visit I.T. Department in Ramsey Hall after HR new hire training
		Obtain campus decal for parking <ul style="list-style-type: none"> Required beginning the Fall semester of each academic year. 	Visit the Business Office in Brown Hall after HR new hire training
		Set up your technology profile and email address <ul style="list-style-type: none"> Consult with Dean, Division Chair and/or Mr. Walter Rice in I.T. 	Miles College link to email: https://itsupport.miles.edu/support/home
		Log in and familiarize yourself with Bear's Den (<i>Official class rosters, attendance verification and grade posting</i>)	Miles College link to Bear's Den: https://bearsden.miles.edu:444/accprdws/iilogin.pgm
		Set up your technology profile with Blackboard and access eTextbook(s) <ul style="list-style-type: none"> Weekly discussion questions for students 	Miles College link to Blackboard: https://miles.blackboard.com/

