



NEWBERRY COLLEGE

Faculty Handbook

2100 College Street
Newberry, South Carolina
www.newberry.edu

The Lutheran College of the South Carolina, Southeastern,
Florida-Bahamas, and Caribbean Synods of the
Evangelical Lutheran Church in America

Chartered 1856

FOREWORD

Newberry College is committed to maintaining the highest professional standards and ethics in all of its relationships to faculty members. The success of any organization, of course, depends upon the mutual confidence and respect shared by all its members.

As a result of this commitment, this Faculty Handbook is a result of the cooperative efforts of the Faculty Policies Manual Task Force, the Faculty Council, the Faculty, the Executive Vice President for Academic Affairs, the Leadership Team, and the Board of Trustees as they sought to place in one easily updated on-line edition general information and processes that are of particular use to members of the Faculty.

The Faculty Handbook is divided into five sections where brief narratives and electronic links are provided to current documents:

- I. General College Information
 - A. Campus Services
 - B. Safety and Security Measures
 - C. College Closings for Emergencies and Other Reasons
 - D. Communications & Committee Assignments
- II. General College Faculty and Staff Policies
 - A. Personnel Benefits
 - B. Employment and Other Miscellaneous Human Resources Policies
 - C. General Procedures for New Faculty Members
 - D. Pets on Campus
 - E. Employee Guests
 - F. Working Hours
- III. Educational Support Services
 - A. Wessels Library
 - B. Scheduling and Delivery of Media Equipment and Resources
 - C. Information and Instructional Technology
- IV. Student Life
 - A. Organization of Student Affairs
 - B. Function of Student Affairs
 - C. Academic Dishonesty
 - D. Discipline
 - E. Counseling
 - F. Campus Ministry
 - G. Health Service Regulations
 - H. Disability Services
- V. General Forms for Faculty Use

Please view the following example on how to use this Faculty Handbook:

1. Faculty Parking:

http://www.newberry-college.net/hr/employment_guide/ Policy Number

<http://www.newberry.edu/student-affairs/documents/2010-2011StudentHandbook.pdf> Page 20

Follow the link to the appropriate document; then, using the page number beside the link, locate the designated page.

THIS HANDBOOK DOES NOT CONSTITUTE A CONTRACT

SECTION I: GENERAL COLLEGE INFORMATION

A. Campus Services1. *Faculty Parking:*

Faculty members may park in any authorized spaces on campus. Permanent parking decals are issued to faculty members at no cost by the Office of Student Affairs.

http://www.newberry-college.net/hr/employment_guide/ PE.CP.704-35

<http://www.newberry.edu/student-affairs/documents/2010-2011StudentHandbook.pdf> Page 41

2. *College Store:*

The College Store is located in Kaufmann Hall and serves as the outlet for all textbooks and instructional materials. It also provides a variety of non-academic articles for the convenience of the faculty, staff, and students. If a Departmental Budget is to be charged for the purchase of instructional materials, a Purchase Requisition must be completed by the faculty member. This Purchase Requisition must be approved by the Vice President for Academic Affairs and the Executive Vice President for Administrative Affairs before a Purchase Order is issued granting permission for the materials to be purchased.

<http://www.newberry.bkstr.com>

<http://www.newberry.edu/student-affairs/documents/2010-2011StudentHandbook.pdf> Page 32

3. *Dining Facilities:*

The Dining Hall is located in Kaufmann Hall. Guests of faculty members are welcome. If a faculty member or administrative officer is entertaining an official guest of the College, a complimentary meal pass should be obtained from the Office of Business Affairs. The charge for this meal will be made to their departmental budget.

Arrangements for special food service or catering assistance for faculty or student groups should be made with the Director of Food Service. Expenditures for these arrangements will be charged to departmental budgets and must be approved by the appropriate department chair, Executive Vice President for Academic Affairs, and Executive Vice President for Administrative Affairs. Before the event takes place, the sponsoring department or group must have a Purchase Order authorizing the expenditure of funds. Please make these reservations as far in advance as possible. The Director of Food Service may not be able to accommodate last-minute requests.

<http://www.campusdish.com/en-US/CSSE/Newberry>

<http://www.newberry.edu/student-affairs/documents/2010-2011StudentHandbook.pdf> Page 40

4. *Health Services:*

<http://www.newberry.edu/student-affairs/health-services.aspx>

5. *Lost and Found:*

Lost articles should be reported in the Campus Security. Articles that have been found should also be deposited in that office.

6. *Post Office:*

Procedures for Preparing Outgoing Mail:

- a. Separate mail to be posted into 2 groups: domestic and international.
- b. Separate sealed from unsealed mail with flaps down.
- c. Separate internal mail from outgoing mail.
- d. Seal all mail with end closures with sealed end to the right side of the address label.
- e. Notify the post office in advance if you have a mailing of over 500 hundred pieces of standard size letters.

- f. Notify the post office in advance if you have a mailing of over 25 pieces that need to be hand posted (large, thick envelopes that do not run through the postage machine).

<http://www.newberry.edu/student-affairs/post-office.aspx>

<http://www.newberry.edu/student-affairs/documents/2010-2011StudentHandbook.pdf> Page 44

7. *Maintenance Services:*

- a. Keys to College buildings, classrooms, offices, and laboratories are issued to faculty members by the Office of Physical Plant upon written request by authorized persons to the Business Affairs Office with the approval of the Director of Operations.
- b. If a key is lost, a charge of \$50.00 is made for replacement. Keys shall not be privately duplicated under any circumstances. Persons terminating their services at the College must return all campus keys to the Office of Physical Plant before leaving the College.
- c. Requests for maintenance work are made by entering a work order into the work order system:
<http://isis-newberry/isisweb/>
- d. Academic buildings are locked when not in use. Faculty members entering academic buildings after closing hours should be certain that all doors are locked after them. Student use of academic buildings after closing hours or on weekends is prohibited except with approval of departmental faculty. Only under special circumstances and with the written approval from the Office of Academic Affairs are students permitted to possess keys to campus buildings.

8. *Faculty Support:*

The College assists faculty members by providing a professional support staff who are under the direction of the Office of Academic Affairs. Their offices are located in the McClurg Center for Teaching and Learning (Office 109 & Education Office 212), the Science and Math Building (Office 204 and Nursing Education Office 205), and in the Alumni Music Center (Office 100). The Faculty Support offices are open during normal college business hours, Monday through Friday; summer hours may vary.

Faculty members should have materials for which they need assistance submitted to Faculty Support two days in advance. (Course manuals should be submitted at least three weeks in advance).

9. *Duplicating and FAX Services:*

Some duplicating services are located in Holland Hall, the Alumni Music Center, McClurg Center, Physical Education Complex, and Science and Mathematics Building.

FAX machines are located in Holland Hall, Wessels Library, McClurg Center, Science and Mathematics Building, Physical Education Complex, Student Affairs, and the Admissions Office.

10. *Student Employment:*

All Federal Work Study jobs on and off campus are coordinated by the Director of Financial Aid and/or the Work Study Coordinator. Faculty members desiring student assistants should make requests to the Financial Aid Office Work Study Coordinator. The Office of Financial Aid will make assignments according to budgetary provisions and the Financial Need of the student.

Student jobs that do not qualify for Federal Work Study may be hired from Institutional funds coordinated by the Director of Human Resources. Summer student employees are considered part-time temporary employees. Salaries paid to student employees are charged to the hiring department or office. A requisition for personnel is required before a student is offered employment.

http://www.newberry.edu/financial-aid/documents/2011_FINANCIAL_AID_HANDBOOK.pdf

11. *Electronic Communications Policy:*

http://www.newberry-college.net/hr/employment_guide/ PE.EC.704-09

12. *Purchasing Manual/Procedures:*

http://www.newberry.edu/academics/documents/PURCHASING_POLICIES_AND_PROCEDURES_8_11.pdf

B. Safety and Security Measures

<http://www.newberry.edu/about-newberry/security.aspx>

<http://www.newberry.edu/emergency-information/default.aspx>

<http://www.newberry.edu/about-newberry/EmergencyAlert.aspx>

http://www.newberry-college.net/hr/employment_guide/ PE.HS.704-15, PE.EP.704-23

<http://www.newberry.edu/student-affairs/documents/2010-2011StudentHandbook.pdf> Pages 49-51

C. College Closings for Emergencies and Other Reasons

<http://www.newberry.edu/about-newberry/EmergencyAlert.aspx>

<http://www.newberry.edu/student-affairs/documents/2010-2011StudentHandbook.pdf> Pages 44-45

http://www.newberry-college.net/hr/employment_guide/ PE.CC.704.21

D. Communications

1. *Open-door Policy:* http://www.newberry-college.net/hr/employment_guide/ PE.OD.704-07
2. *Customer Relations:* http://www.newberry-college.net/hr/employment_guide/ PE.CR.704-29
3. *Communications:* http://www.newberry-college.net/hr/employment_guide/ PE.CO.704-06
4. *2010-2011 Committee Assignments:*

Committee	Member	Disc/Dept	
Academic Assessment	S. Parrish	CHE	Chair
	J. Morrison	EDU	
	S. Gilbert	ENG	
	C. Hipp	REL	
	C. Weatherford	IR	
Academic Integrity Committee	C. Wendland	REL	
	L. Larsen	MUS	
	K. Monk	NUR	
		Student	
		Student	
Academic Technology Committee	C. Weatherford	IR	
	R. Stubbs	EDU	Chair
	T. Sosiak	ART	

	S. Schweizer	POS	
	L. Ellis	LIB	
	C. Hipp	REL	Volunteer
	D. Brown	AA	
Admissions & Student Aid	N. Schroer	PSY	
	C. Lovett	BIO	
	M. Lutz	Fin. Aid	
	K. Chandler	AA	
	I. Allred	ATH	
	T. Elston	AA	ex officio
Athletics	R. Muller	ATH	ex officio
	C. Sheppard	MUS	
	C. Bickley	REGIS	
	L. Hartzog	BUS	
	S. Parrish	CHE	
	G. Haskett	PHE	
		Sr. Wom. Ad	
		Pres. SAAC	
Commencement/Convocation	J. Scott	Fac. Marsh	
	B. Sides	PRES	
	C. Bickley	REGIS	
	J. Long	AA	Chair
	R. Muller	ATH	
	M. Shealy	PhyP	
	S. Cherrington-Beggs	MUS	
	E. Worman	PAST	
		STU	
		STU	
Communication Across the	J. Carenen	ENG	Chair
Curriculum Program	V. Riddle	EDU	
	B. McGinnis	MUS	
	G. Seals	BUA	
	S. Gilbert	ENG	
	Volunteer		
	J. Morris	STU	
	R. Schaffer	STU	
	D. Brown	AA	Ex officio
Fine Arts and Lectures	A. Haecker	MUS	

	V. Terrana	MAT	
	T. Sosiak	ART	
	M. Fuller	THE	
	L. Ellis	LIB	
	M.Schroer	PSY	
	B. Riddick	SGA Pres	
		IA	
Health and Safety Committee	B. McDowell	NUR	Chair
	J. Wright	NURSE	
	P. Whitman	SECUR	
	M. Johnson	CHE-Lab	
	D. Peake	HR	
Human & Animal Research	J. Franklin	BUS	
	E. Swain	CHE	Chair
	K. Standish	NUR	
	J. McDonald	VBL	
	O. Walker	MAT	
Multicultural	P. Smith	BUS	
	M. Seymour	ENG	
	A. de Lachica	SPA	
	C. Black	SOC	
	R. Bearden	SA	
		TRUST	
		STU	
Scholarships & Awards	P. Riddle	ART	
	C. Bickley	REGIS	
	R. Dixon	PHE	
	B. Clark	BIO	
	B. McGinnis	MUS	
	A. Patterson	IA	
		SA	
	M. Lutz	Fin. Aid	
Student Life	K. Banks	Dean Stud	ex officio
	C. McMurtry	PHE	
	M. Turco	Dir. Stud Act	
	S. Paige	ADM	
	S. Bryant	ATH	
	J. Johnson	SGA	

	K. George	STU	
	E. Worman	Pastor	
Student Media	A. de Lachica	COM	Chair
	J. Peeler	COM	
	M. Maddy	COM	
	T. Sosiak	ART	
	W. Moore	ENG	
		IA	
Teacher Education	C. Johnson-Taylor	EDU	Chair
	C. Cruickshank	PHE	
	Ja. Long	MUS	
	L. Waller	EDU	
	C. McCartha	CHE	
	A. Hodges	ENG	
	L. Dowd	Dir. Tea. Fell	
		Public Tea	
		School Admi	
		Student	
Values Based Learning Committee	G. Seals	BUA	
	J. McDonald	VBL	Chair
	K. Rohr	HIS	
	V. Riddle	EDU	
	G. Cole	SPA	
	L. Bouknight	NUR	
	B. Chapman	Com Rep	
	M. Turco	SA	
	D. Contee	STU	
KEY:			
AA = Academic Affairs			
Com Rep = Community Representative			
DSD = Director of Students with Disabilities			
EM = Enrollment Management			
IA = Institutional Advancement			
SA = Student Affairs			

ELECTED -Committee/Officers			
AA/HON DEGREE/BOT	V. Witt	SOC	
(elected)	K. Rohr	HIS	

	Faculty Council Chair		K Key
Faculty Council (elected)	K. Key	ENG	Chair
	M. Fuller	THE	
	W. Kannaday	VPAA	
	C. Bickley	REGIS	
	L. Waller	EDU	
	B. Clark	BIO	
	R. Key	MAT	
	C. McCartha	CHE	
	B. McDowell	NUR	
Faculty Marshal (elected)	J. Scott	HIS	
Faculty Secretary (elected)	S. Gilbert	ENG	
Parliamentarian (elected)	W. Moore	ENG	
Strategic Planning (elected)	C. Horn	BIO	
		Admissions	
	B. Nellsmith	ART	
	W. Moore	ENG	
	J. McDonald	VBL	
		VPIA	
		VPSA	
	D. Peake	HR	
		TRUSTEE	
	C. McLaughlin	NCSGA	
	W. Kannaday	VPAA	chair
		ALUM	
	D. Odom	VPBA	
	E. Worman	PAST	
Tenure & Promotion (elected)	B. Long	MUS	
	G. Cole	SPA	
	J. Scott	HIS	
	J. Peeler	COM	
	P. Barnes-Winder	PHE	
	P. Gagliano	THE	
	M. Beggs	REL	

SECTION II: GENERAL FACULTY AND STAFF POLICIES

A. Personnel Benefits:

For information regarding health insurance, dental insurance, life insurance, retirement program, and long-term disability insurance, please visit the Human Resources web page:

<http://www.newberry.edu/human-resources/>

1. *Social Security:*

All College employees, except ordained ministers who elect W-4 exemption, are covered for Social Security benefits. The College pays its share, and then deducts the employee's share from his or her salary in accordance with the prevailing rates fixed by federal law. Ministers must make their own payments, in the form of self-employment tax, along with their quarterly income tax payments unless they have been granted permission to do otherwise by the federal government.

http://www.newberry-college.net/hr/employment_guide/Employment_Guide.pdf CB.RP.704-15

2. *Unemployment Insurance:*

http://www.newberry-college.net/hr/employment_guide/Employment_Guide.pdf PE.WC.704-16

3. *Worker's Compensation:*

http://www.newberry-college.net/hr/employment_guide/Employment_Guide.pdf PE.WC.704-16

4. *Disability Leave:*

http://www.newberry-college.net/hr/employment_guide/ E.DS.704.23

5. *Family Medical Leave (FMLA)*

http://www.newberry-college.net/hr/employment_guide/ E. FM.704.25

6. *Sick Leave:*

http://www.newberry-college.net/hr/employment_guide/ E.ST.704-15

The educational mission of Newberry College is fulfilled most directly and measured most specifically in the quality of instruction carried out by its faculty. Therefore, at this institution, we seek to pay our faculty, not only reasonable market-rate compensation, but a level of respect due those who assume the mantle of responsibility for educating the next generation of engaged citizens. The policies outlined herein are designed within the bounds of practicality and fiscal responsibility to support and maximize the effectiveness of our faculty as they carry out this important work.

Responsibility for Administration

1. Academic and administrative department heads are responsible for sick leave authorization and verification and for ensuring that leave and attendance are recorded accurately.
2. Human Resources is responsible for leave computation, leave adjustment, and leave policy interpretation.
3. Sick leave regulations will be applied in an equitable manner to all employees. In instances of suspected sick leave abuse or violation of policy, department heads or authorized supervisors may ask the employee to provide medical verification of illness or treatment by the treating physician; and, upon refusal, may invoke appropriate disciplinary action in accordance with policy.
4. Additional permanent employees may not be hired to replace employees on sick leave or leave without pay due to illness, disability, or maternity. Temporary or substitute employees may be hired for limited periods of time to provide coverage during the absence of permanent employees on extended sick or disability leave.
5. Newberry College maintains leave records for each employee covered under the Sick Leave policy. Leave records are subject to audit.
6. The leave balance of each covered employee is shown on the employee's pay stub.

Compensated Sick Leave

Compensated sick leave is a significant fringe benefit offered by Newberry College to full-time faculty and academic staff. This benefit can be exercised in times of personal or family illness, childbirth or adoption, bereavement, or other health care or family emergency according to the policies stated herein. In order to preserve this important and valuable employee fringe benefit, however, the college is required to maintain standard practices regarding its reporting requirements. Therefore, faculty and staff who labor under this benefits umbrella are subject to sick leave verification and are required to submit relevant forms and authorizations as directed. Please see the Sick Leave Policy:

http://www.newberry-college.net/hr/employment_guide/ E.ST.704-15.

Compensated leave will be earned according to the following standards:

- Full-time faculty are granted sick leave beginning with the date of employment at a rate of one (1) day per each month of active employment, according to the formal contracts signed by the faculty member and the appropriate institutional representatives. For example, nine-month employees are granted nine (9) days per year; twelve-month employees are granted twelve (12) days per year. Sick leave will be added to the I-Pay account of each eligible faculty member in July of each year.
- No more than 90 days of sick leave may be carried over into a new calendar year.
- A faculty member who terminates employment or experiences a break-in-service as described in the Separation Policy will forfeit all sick leave. The sick leave may not be reinstated and the faculty member may not be compensated for the forfeited sick leave.

Note: Current faculty in active service to the college prior to July 1, 2011 will have sick leave calculated retroactively over the length of their employment at Newberry College with the following formula: # of years of service (maxed at 25) x 3.25 (average # of sick days unused at the end of a fiscal year by employees at Newberry College) = a sum that is then rounded to the nearest full day. *Example: 15(years of service) x 3.25 = 48.75 days. Rounding up creates 49 days to be credited.*

Crediting and Charging Sick Leave

Sick leave will be charged or credited according to the following guidelines:

- Faculty members continue to be granted sick leave while on vacation leave, sabbatical leave, sick leave, or other authorized leave with pay.
- Faculty members will be charged sick leave for the actual time they are absent from or unable to perform their assigned duties. Leave will not be charged, however, in units smaller than one-quarter hour.
- When a holiday is observed by the College while an employee is on sick leave, that day will not be charged as a day of sick leave.
- Faculty members are not granted sick leave while on leave without pay.

Use and Verification of Sick Leave

A faculty member may use granted sick leave if absent for any of the following reasons:

- Personal illness or injury incapacitating the faculty member from performing the full duties of the position;
- Appointment for medical, mental health or dental examination or treatment when the appointment cannot reasonably be scheduled during non-work hours (To the degree possible, examination appointments must be approved in advance by the authorized supervisor.)
- Treatment of alcoholism or substance abuse by the faculty member participating in public and/or private treatment and rehabilitation programs licensed by the State of South Carolina or the state in which the treatment or rehabilitation program is located;
- Sickness during pregnancy or other temporary disabilities. To the extent permissible, the date on which sick leave for disability begins will be at the request of the faculty member based on the determination and advice of a licensed physician. That date may not be prescribed unilaterally except on the basis of professional

medical opinion that the faculty member is physically incapable of performing normal duties or that continuing to perform normal duties would be hazardous to the health and/or safety of the employee;

- Faculty members may use up to 10 days of sick leave during a fiscal year to care for their immediate family. For the purpose of this policy only, immediate family is defined in the Sick Leave Policy as spouse, and children, mother, father, brother, sister, grandparent, legal guardian, and grandchildren of the faculty member or the faculty member's spouse. In such cases, sick leave may be granted for the same reasons that employees are granted use of sick leave;
- Faculty members may use up to six weeks of granted sick leave for the purpose of caring for an adoptive child after placement. The leave will be authorized only if the employee is the person who is primarily responsible for the care and nurture of the child;
- If faculty members miss more than ten (10) work days for any of the aforementioned reasons, they shall submit an application for disability leave to their chair or dean and to the Office of Human Resources.
- The amount of sick leave shall not exceed the time certified by the tending health care professional.
- If a period of absence certified by a health care professional exceeds the amount of granted sick leave, the faculty member may use annual leave, if available, or apply for leave without pay. The request for leave may not be denied for an illness or disability of a faculty member that is certified by a health care professional.
- The total period of leave normally shall not exceed 180 work days of leave with pay or 180 calendar days of combined leave with and without pay. In extenuating circumstances and at the discretion of the college president or the president's designee, the period of authorized leave may be extended up to a total of 365 calendar days of combined leave.
- When there is reason to suspect that sick leave is being abused, the department head or authorized supervisor may, before approving the use of sick leave, require the certification of a licensed physician or other acceptable documentation verifying the disability and reporting inclusive dates. The department head or authorized supervisor may also require, at the expense of the department, a second medical opinion.

Extended Disability Leave

A faculty member whose absence because of illness, injury or maternity will exceed ten (10) work days may apply for disability leave without pay according to the following guidelines:

- If the period of disability certified by a physician exceeds the amount of granted sick leave, the faculty member may apply for authorized leave without pay.
- The request for authorized leave without pay may not be denied to a full-time faculty member in good standing for illness or disability certified by a licensed physician.
- The faculty member who returns to work after such authorized leave may rightly expect to be reinstated to the same or comparable position for which the faculty member is qualified.
- The amount of authorized leave may not exceed the time certified by the physician and, according to FMLA regulations; it may not exceed 84 days. Please see the Family Medical Leave Act Policy - http://www.newberry-college.net/hr/employment_guide/ E. FM.704.25.
- If the faculty member does not return to work at the end of the maximum time stated above, reinstatement will be forfeited and the faculty member will be separated from College service.
- In extenuating circumstances and at the discretion of the President of the College or the President's designee, the period of authorized leave may be extended for up to one calendar year (365 days). Authorization by the Newberry College Board of Trustees is required if disability leave is to be extended beyond 365 days.
- The faculty member may choose to use or retain granted vacation days prior to going on leave without pay. The faculty member must use all sick leave before going on leave without pay unless the president of the College or the President's designee grants an exception at the employee's request for good cause shown.

Work-related disabilities are also subject to the above policy. Please see the College's Worker's Compensation Policy - http://www.newberry-college.net/hr/employment_guide/Employment_Guide.pdf PE.WC.704-16.

Procedures for Notification With Regard to Class Absences

Following are the guidelines for faculty members notifying their supervisors in case of sudden illness or emergency.

- If a faculty member is to be absent from class for any reason, he or she should notify his or her Department Chair or immediate supervisor at the beginning of the work day, and no later than two hours after the beginning of the working day on the first day of absence.
- The faculty member should make the call to the supervisor, except in cases of emergency.
- The faculty member is expected to notify the supervisor within 30 minutes of the beginning of each additional day of absence.
- Failure to give notice within the proper time limit may result in the absence being charged to unauthorized leave without pay.
- Upon returning to work from an illness, or when a faculty member is aware in advance of leave required for medical appointments or other authorized reasons, the faculty member should complete a “Report on Absence” form (*See the last section of this Faculty Handbook for this form*).
- Records of this form shall be retained by the faculty member, Department Chair, Office of Academic Affairs, and the Office of Human Resources.
- A faculty member should also seek to secure the assistance of a colleague or other substitute teacher, arrange to help students complete any classroom work missed, and otherwise assure that the learning outcomes of the courses continue to be met.
- In all cases in which a faculty member is reported absent from class, the Department Chair must notify in writing (using the “Report on Absence” form) the Executive Vice President for Academic Affairs.

7. *Holidays:*

http://www.newberry-college.net/hr/employment_guide/ CB.HO.704-09

8. *Vacation:*

http://www.newberry-college.net/hr/employment_guide/ CB.VA.704-05.

Newberry College considers vacation leave as a benefit that enhances the employee's work and increases productivity by maintaining personal life balance and employee morale. Therefore, the college expects its faculty members, both those who are granted annual leave and those whose contracts afford them time away, to use their annual leave for personal restoration. All time taken off from normal duties, however, must be reported and documented, and will be deducted, where relevant, from granted leave.

- Faculty members employed on less than a twelve-month basis shall not earn vacation leave, though such faculty members are granted college holidays. Officially, the expectations of faculty who are not teaching summer school and are not otherwise engaged in contracted work with Newberry College are limited to their participation in any necessarily called faculty meetings, occasional student advising and recruiting efforts, emergencies or special assignments that may arise under unusual circumstances, and attendance at the annual faculty retreat. Missing such meetings or failing to complete appropriately assigned tasks can be deemed cause for being charged annual leave.
- Faculty members on twelve-month appointment are granted annual leave at the following rate (Fiscal year of July 1 – June 30):

<u>Service Period</u>	<u>Days granted</u>
Hire up to 4 Years	10 Days
4 up to 5 Years	15 Days
5+ Years	20 Days

- Faculty members working on grants or contracts and who are granted vacation leave may be required to use all accumulated vacation leave prior to the termination of the grants or contracts.

- Faculty members who change to other than a twelve-month appointment may be required to use all accumulated vacation leave prior to the change.
- The maximum number of accumulated working days of vacation leave that may be used in any one fiscal year will not exceed 30 days.
- Faculty members will be permitted to carry over, from one fiscal year to the next, any unused vacation leave up to a total of 2 weeks (10 days).
- A faculty member who terminates employment or experiences a break-in-service as described in the Separation Policy (E.ES.704.47) will forfeit all vacation leave. The vacation leave may not be reinstated and the faculty member may not be compensated for the forfeited vacation leave.

9. *College Education Benefits:*

http://www.newberry-college.net/hr/employment_guide/ CB.TB.704-11

The College offers two benefit programs for employees and eligible family members that provide first-rate educational opportunities at little cost to the employee: Institutional Tuition Remission and Tuition Exchange.

Institutional Tuition Remission allows employees and eligible dependents to enroll at Newberry College free of tuition. Through the Institutional Tuition Remission Benefit, full-time regular employees at Newberry College will be eligible for the highest possible level of financial assistance for themselves, their spouses, and their dependent children. Newberry College also strives to conserve its limited Financial Aid resources by using alternative state and federal monies wherever possible.

Tuition Exchange allows employees and dependents of eligible full-time Newberry College employees to receive reciprocal educational scholarship programs through Tuition Exchange, Inc. (TE); The Council of Independent Colleges (CIC) Tuition Exchange; and ELCA Tuition Exchange (ELCA).

10. *Moving Expenses:*

The College will assist new full-time faculty members with moving expenses by reimbursing up to \$2,000 toward the cost of actual transportation fees. This does not include other related expenses such as packing and unpacking. Moving assistance requests are directed through the Executive Vice President for Academic Affairs to the Executive Vice President for Administrative Affairs.

11. *Professional Development & Meetings, and Organizations:*

a. Professional Development and Meetings

The College recognizes the benefit of attendance at state, regional, and national meetings of organizations to which faculty and professional staff belong. Therefore each full-time faculty and professional staff member is encouraged to attend such meetings as often as possible within the constraints of responsible use of College resources for that purpose.

The College also recognizes the benefit of professional development through conferences, workshops, further study, and research. Therefore, the College will support efforts of the faculty and professional staff to enhance their effectiveness as teachers, scholars, and staff.

All requests for reimbursement of Faculty Development expenses must be submitted to and approved by the appropriate Department Chair and the Executive Vice President for Academic Affairs or designated Associate Dean at least two weeks in advance of the proposed event or activity. A complete record of anticipated expenses—particularly those charges where institutional reimbursement will be sought—must be provided on the professional development request form.

In order to receive reimbursement from the College for either a personally elected or college-mandated professional activity, a faculty member must submit a complete record of expenses, including all receipts, immediately following the event. The College reserves the right to refuse to pay for any charge that is not documented or to pay only a portion of a charge that is deemed to be exorbitant.

b. **Membership in Professional Organizations**

Employee association/professional dues are authorized from Departmental College funds provided they meet the following requirements:

1. The membership is reasonable, justifiable and necessary to benefit the College. A written statement detailing the benefit to the College and the reason an individual membership is necessary in lieu of an institution membership must be submitted with the payment request.
2. The Department has the budget available.
3. Approval for payment is required as follows:
 - Faculty - Approved by Department Chair and Executive Vice President for Academic Affairs.
 - Staff - Approved by Supervisor and Executive Vice President for Administrative Affairs.

The forms to use for Requesting Permission to Attend a Professional Conference and for Payment of Dues to Professional Societies are shown in Section V. Forms may be obtained from the Office of Academic Affairs.

12. *Academic Regalia:*

Faculty members are expected to own and to wear appropriate academic regalia during formal convocation and on all other ceremonial occasions designated by the President of the College.

The College will reimburse faculty members \$200 or half the price of academic regalia, whichever is lower. This reimbursement will be paid only once. Academic regalia may be ordered through the College Book Store.

13. *Athletic Event Admission:*

Faculty/Staff of Newberry College are admitted free, plus one guest for athletic contests with valid Newberry College ID. Contact the Athletic Ticket Office for more details. All Athletic Game Schedules are posted: <http://newberryathleticsite.com/>.

B. Employment and Other Human Resources Policies:

Contact the Office of Human Resources for any questions regarding these policies. The Employment Guide is available in its entirety at http://www.newberry-college.net/hr/employment_guide/.

1. *Equal Employment Opportunity Policy:*
http://www.newberry-college.net/hr/employment_guide/ PE.EE.704-01
2. *Internal Employment Opportunities:*
http://www.newberry-college.net/hr/employment_guide/ E.IO.704-31
3. *Separations and Changes of Employment Status:*
http://www.newberry-college.net/hr/employment_guide/ E.ES.704-47
4. *Retirement Policy:*
http://www.newberry-college.net/hr/employment_guide/ E.ES.704-15
5. *Unpaid Personal Leaves of Absence:*
http://www.newberry-college.net/hr/employment_guide/ E.PL.704-27
6. *Employee Records and Forms:*
http://www.newberry-college.net/hr/employment_guide/ E.FR.704-41
7. *Drug-Free Workplace Policy:*
http://www.newberry-college.net/hr/employment_guide/ PE.CS.704-19

8. *Tobacco Use Policy:*
http://www.newberry-college.net/hr/employment_guide/ PE.SM.704-18
9. *Weapons Policy:*
http://www.newberry-college.net/hr/employment_guide/ PE.WP.704-17
10. *Pets on Campus:*
http://www.newberry-college.net/hr/employment_guide/ PE.PT.704-31
11. *Employee Guests:*
http://www.newberry-college.net/hr/employment_guide/ PE.EG.704.33

C. Working Hours:

1. *Working Hours:*
http://www.newberry-college.net/hr/employment_guide/ E.WH.704-11
2. *Bereavement:*
http://www.newberry-college.net/hr/employment_guide/ E.BV.704-17
3. *Military Leave:*
http://www.newberry-college.net/hr/employment_guide/ E.MD.704-19
4. *Jury Duty:*
http://www.newberry-college.net/hr/employment_guide/ E.JD.704-21

SECTION III: EDUCATIONAL SUPPORT SERVICES

A. Wessels Library:

The Wessels Library supports Newberry College's commitment to a quality liberal arts education. The main objectives of the library are to provide faculty and students with access to information in support of the curriculum of instruction, to guide faculty and students in the use and interpretation of its resources, and to provide students with the skills to become independent researchers.

<http://www.newberry.edu/academics/wessels-library.aspx>

1. *Circulation Policy:*
Faculty may check out items from the circulating collection for the duration of the current semester, and they may check out A/V materials for 3 weeks. Reference materials and periodicals normally do not circulate, but faculty may be allowed to borrow these items on request only with the special permission of the Public Services Librarian. Faculty will be notified at the end of each semester of any overdue materials. As a courtesy, the library does not charge faculty overdue fines. However, faculty members may be billed for any materials that are lost or unreturned after a significant period of time as determined by the library staff.
2. *PASCAL Delivers and Wessels Library Interlibrary Loan Programs*
Materials that are not available in Wessels Library can be obtained through the PASCAL Delivers rapid book-delivery service or through Interlibrary Loan from non-academic libraries and institutions outside of South Carolina. Faculty can request items on their own through the PASCALcat online catalog (<<http://www.pascalcat.org/search>>) by choosing Newberry College as their institution and entering their name and library ID number. For items that are not owned by any PASCAL institution, faculty may make interlibrary loan requests through Wessels Library's Public Services department.
3. *Internet Service:*

Internet access is available at all public-access workstations in Wessels Library as well as on the Newberry College wireless network. Only college-issued computing devices and other devices approved by the College's Office of Information Technology can access the wireless network.

4. *Reserve Materials Policy:*

Wessels Library provides organized housing and controlled circulation for materials intended by faculty for the exclusive use of students in specific classes or courses of instruction.

These materials collectively make up the library's Reserve Collection, which includes library materials temporarily removed from general circulation at the request of faculty members, as well as books, texts, articles, sample examinations, and other materials that are the personal property of individual faculty members or academic departments.

The library's Public Services staff coordinates all activities pertaining to the Reserve Collection. Faculty members submitting materials for the Reserve Collection should do so at least 24 hours in advance of planned student need. Faculty members will specify the conditions of use and length of circulation for each item. While reserve materials are distributed to students in accordance with faculty instructions, all loan transactions involving reserve materials are otherwise subject to the library's general circulation policies including those pertaining to late return or loss.

5. *Bibliographic Instruction Policy:*

Wessels Library's professional staff may provide a variety of library orientation and bibliographic instruction programs, including tours, lectures, and exercises designed to assess, teach, or improve library and research skills. These activities are coordinated by the Public Services Librarian and are scheduled and presented for specific classes at the request of faculty and staff. Classes can be customized for a particular class or assignment, and therefore all faculty requests for bibliographic instruction need to be submitted to the Public Services Librarian at least a week in advance of the desired class date.

6. *Collection Development Policy:*

Wessels Library's annual budget includes allocation for books, periodicals, microforms, audio-visual materials and CD-ROM resources.

A portion of the funds allocated for book and non-book resources in the library's budget is expended on reference and circulating materials that benefit all library users. The balance is allocated in support of the College's curriculum of instruction in accordance with a formula that weighs the number of majors, total student enrollment, and circulation statistics to determine the portion of the library's resources budget that will be spent in support of each academic department's course offerings. In this instance, "Department" is defined by discipline rather than the College's departmental administrative structure.

A well-balanced collection is the responsibility of both the library and the faculty, and faculty members have an important role to play in the strengthening of library holdings in any subject area which supports their area of the curriculum. Collection development within an academic area will be coordinated by the chairperson of the department and the Library Director, but all faculty members are encouraged to recommend materials for addition to the collection.

Since funds for acquisition of library resources are limited, the acquisition of both book and non-book resources recommended or requested by faculty members is coordinated by the Wessels Library's Director of Library Services. All requests for new materials should contain accurate bibliographic information to insure acquisition of the correct item. The library's Technical Services Department staff can assist faculty members in verifying that information.

All materials requested by faculty and staff members are ordered immediately, funds permitting. Requests received after all book funds are expended will be placed in a hold file for acquisition during the next fiscal year.

Materials requested by faculty and staff will generally be available for use within 30 to 60 days. Rush orders will be processed as necessary to meet instructional or research needs.

7. *Periodicals and Journals Policy:*

The library staff works closely with the faculty to develop and maintain a periodicals collection supportive of the curriculum of instruction. Departments have the opportunity to review the serials list for their discipline regularly and make recommendations concerning additions or deletions.

8. *Non-print instructional Materials:*

The Wessels Library supports the College's academic departments through the acquisition of non-print resources that complement and strengthen classroom instruction. The library's media services include:

- a. The selection and purchase of audio-visual materials under the same guidelines that govern the acquisition of print materials.
- b. The purchase and maintenance of equipment appropriate for the use of audio-visual materials in the library's collection.
- c. Individual and group instruction in the use of audio-visual equipment in the library's inventory.
- d. Wessels Library contains recordings on CD and music scores available for in-library use only. (The Alumni Music Center houses a resource center that includes older recordings on records as well as equipment that allows students to hear these albums. The resource center also includes a wide variety of materials, both written and audio, relating to music education and church music, as well as piano and organ scores which students may borrow.)

B. Scheduling and Delivery of Media Equipment and Resources:

1. *Requesting Delivery of Media Equipment*

Faculty, staff and students may request the scheduling and delivery of media equipment for use in the classroom or other campus activities. All requests must be made using the "Media Request Form" available outside Langford Communications Center room 125. Media Request Forms are also available on-line. Media Request Forms can be accepted via email. All student requests must be signed by an appropriate faculty member or club advisor. Requests for scheduling and delivery are not recorded on the Media Services calendar until a Media Request Form is on file with the Production Manager in Media Services. Telephone calls may be used to verify availability of equipment but not to reserve equipment.

Requests for media equipment are filled on a "first come, first served" basis from a limited inventory. Those planning use of media services equipment during their classroom or campus activities should schedule early in order to ensure delivery. In general, instructional use of media equipment should be scheduled with Media Services no later than 48 hours prior to the planned use. Those using equipment during evenings, weekends, or when classes are not in session need to schedule that use at least one week in advance of need to ensure that delivery can be made. Requesters are responsible for notifying Media Services of any changes in equipment needs, time, or location.

Media Services' ability to respond to requests is limited to equipment currently available in its inventory. No equipment will be borrowed or rented from outside sources in response to requests from faculty, staff, or students.

C. Information and Instructional Technology:

<http://www.newberry.edu/student-affairs/documents/2010-2011StudentHandbook.pdf> Pages 33-39

<http://www.newberry.edu/academics/catalog.aspx> Page 15

http://www.newberry-college.net/hr/employment_guide/Employment_Guide.pdf S.O.P

1. *Facilities:*

<http://www.newberry.edu/student-affairs/documents/2010-2011StudentHandbook.pdf> Page 58

2. *Network and Email Account Information:*

<http://www.newberry.edu/student-affairs/documents/2010-2011StudentHandbook.pdf> Page 33

3. *Technology Purchasing Procedure:*

All technology purchased for or by Newberry College must be approved by OIT prior to purchase. Faculty or staff members who have a need for specific technology must present a written request to the OIT (e-mail helpdesk@newberry.edu). OIT will supply the quote. The faculty or staff will then have to submit a requisition. Once an approved PO is received by OIT, the order will be placed.

4. *Standard Usage Procedure (SUP):*

- a. The user accepts full responsibility for all activities that take place in their account.
- b. The sharing of passwords or use of another user's account under any circumstances constitutes severe security breaches and is strictly prohibited.
- c. It is strictly prohibited for anyone other than Newberry College faculty and staff to use faculty and staff computers or peripherals.
- d. Viewing, transmission (by Email or any other device), or storage of pornography or other morally objectionable material is strictly prohibited.
- e. All electronic information created, stored, or transmitted on Newberry College assets is the legal property of Newberry College.
- f. Newberry College always reserves the right to audit or monitor user accounts for infractions of the Terms and Conditions of use listed above.

SECTION IV: STUDENT LIFE

A. **Organization of Student Affairs:**

The Student Affairs Office located in Derrick Hall is responsible for the organization and administration of all non-academic student activities of the College. The staff reports to the Dean of Student Affairs.

The Student Affairs Office is responsible for student auxiliary services (Post Office, Fitness Center, and John F. Clarkson Swimming Pool); Health Services, Residence Life, Greek Life, Student Activities, Student Organizations, ID office, Intramurals, and the student discipline procedures of the College.

The staff is always available to faculty members for consultation concerning an individual student or the student body at-large. The Student Affairs Office is also responsible for advising the Newberry College Student Government Association.

The Administrative assistant to the Dean of Students serves in support capacity to the Dean of Students, coordinates the ID Office, and maintains student non-academic permanent records and postal operations.

The Director of Student Activities covers the following programs: the John F. Clarkson Swimming Pool, Greek Life, student organizations and coordinates on- and off-campus events for students.

The Director of Health Services provides programming addressing the holistic developmental wellness needs of students and incorporates proactive programming as well as health services. This position also serves as a gatekeeper for students needing counseling services. The student will be referred to the appropriate counseling professional (on- or off-campus).

The Director of Residence Life oversees all residence halls and the professional Residence Life Coordinators who reside in these halls.

<http://www.newberry.edu/student-affairs/documents/2010-2011StudentHandbook.pdf> Page 46

<http://www.newberry.edu/student-affairs/>

B. Function of Student Affairs:

<http://www.newberry.edu/student-affairs/documents/2010-2011StudentHandbook.pdf>

C. Academic Integrity

http://www.newberry.edu/documents/academics/Newberry_College_Academic_Integrity_Policy_11.pdf

http://www.newberry.edu/student-affairs/documents/Newberry_College_Academic_Integrity_Policy_11.pdf

D. Student Discipline:

<http://www.newberry.edu/student-affairs/documents/2010-2011StudentHandbook.pdf> Page 66-77

E. Counseling:

<http://www.newberry.edu/student-affairs/health-services.aspx>

<http://www.newberry.edu/student-affairs/documents/2010-2011StudentHandbook.pdf> Page 47

F. Campus Ministry:

<http://www.newberry.edu/student-affairs/campus-ministry.aspx>

<http://www.newberry.edu/student-affairs/documents/2010-2011StudentHandbook.pdf> Page 46

G. Health Service Regulations:

<http://www.newberry.edu/student-affairs/health-services.aspx>

H. Disability Services:

<http://www.newberry.edu/academics/disabilities-support.aspx>

SECTION V: FORMS

A. Classroom Observation Report Observation Form:

\\ncfs1\Home\Campus Shared\Campus Forms and Documents\Academic Affairs\Academic Affairs-Observation Form.doc

B. Student Appraisal of Course and Instructor:

\\ncfs1\Home\Campus Shared\Campus Forms and Documents\Academic Affairs\Course Instructor Assessment.pdf

C. Application for Payment of Dues to Professional Societies:

\\ncfs1\Home\Campus Shared\Campus Forms and Documents\Academic Affairs\Request for Payment of Dues to Professional Society.pdf

D. Faculty Travel Request to Attend a Professional Conference:

\\ncfs1\Home\Campus Shared\Campus Forms and Documents\Academic Affairs\Faculty Travel Request.pdf

E. Request for Administrative Approval of Off-Campus Employment During the Academic Year:

\\ncfs1\Home\Campus Shared\Campus Forms and Documents\Academic Affairs\Request for Approval for Off Campus Employment.pdf

F. Request to Miss/Cancel Classes for College Business:

\\ncfs1\Home\Campus Shared\Campus Forms and Documents\Academic Affairs\Request to Miss-Cancel Classes for College Business.pdf

G. Request to be Absent from Class for Personal Reasons:

\\ncfs1\Home\Campus Shared\Campus Forms and Documents\Academic Affairs\Request to be Absent from Class for Personal Reasons.pdf

H. Report on a Faculty Absence from Class for Illness, Accidents, etc.:

\\ncfs1\Home\Campus Shared\Campus Forms and Documents\Academic Affairs\ Report on a Faculty Absence from Class.pdf

I. Academic Integrity form

\\ncfs1\Home\Campus Shared\Campus Forms and Documents\Academic Affairs\Academic Dishonesty Report.pdf

J. Requisition

\\ncfs1\Home\Campus Shared\Campus Forms and Documents\Business Affairs\Requisition Form.xlsx

K. Purchase Order Payment Voucher

\\ncfs1\Home\Campus Shared\Campus Forms and Documents\Business Affairs\Purchase Order Payment Voucher.xlsx

L. Request for Payment

\\ncfs1\Home\Campus Shared\Campus Forms and Documents\Business Affairs\Request for Payment.xlsx