PREFACE

This *Faculty Handbook* sets forth certain policies and procedures of the University that are particularly important to faculty. Of course, these policies and procedures are occasionally changed. In case of discrepancies, current actions of the faculty or information in the *Faculty Constitution and By-Laws* shall take precedence. In no event shall the policies and procedures described in this Handbook be construed as contractual obligations or commitments on the part of the University.

The Handbook is not intended to be comprehensive; indeed, effort has been made to avoid extensive duplication of information. A faculty member is also expected to read and become familiar with the information and guidelines contained in the employee handbook. The *Faculty Constitution and By-Laws*, the *Catalog*, and the *Transylvania University Manual* are also very important informational resources. For information about the Student Life area, the *Student Handbook* should be consulted.
GENERAL INFORMATION

STATEMENT OF PURPOSE

In its third century, Transylvania University is committed to excellence in undergraduate education in the liberal arts and sciences. For over half of its distinguished history, the College has been affiliated with the Christian Church (Disciples of Christ), whose ideals of tolerance and freedom of inquiry the university shares. The College believes that all students, no matter what career or vocation they choose, benefit from liberal education; and so the college encourages the free search for knowledge and understanding drawn from the natural and social sciences, the humanities, and the arts. By doing so, the college strives to empower students to develop life-long habits of learning and intelligent, respectful discussion.

To support this mission, the College community fosters a community which values thoughtfulness and curiosity, as well as social, emotional, spiritual and physical well-being. By encouraging students to participate and collaborate in learning, community service and governance, the College seeks to prepare students for the responsibility of fostering a healthy society in a world shared by many different people, cultures, and nations.

Specifically, the College's goals are:

• To develop students' intellectual and creative abilities;
• To stimulate the search for knowledge;
• To promote open and fair-minded examination and discussion of values in all forms of endeavor;
• To encourage inquiry and conversation across the traditional academic disciplines;
• To stimulate in students an understanding of themselves and their relation to others in a diverse, ever-changing world;
• To promote opportunity for students to develop as independent thinkers and leaders;
• To foster a campus community characterized by compassion, respect, ethical concern, tolerance, and social responsibility; and
• To establish a foundation for graduate and professional study and a variety of satisfying careers.

These goals, taken together, enable the College to provide its students with the basis for continued intellectual development and for purposeful, responsible, and fulfilling lives.

A BRIEF HISTORY OF TRANSYLVANIA

Transylvania University had its beginning in 1780 as Transylvania Seminary. In May of that year, the Virginia Legislature set up a governing board for a public school in the County of Kentucky. The general turmoil from the effects of the Revolution, as well as from Indian attacks, delayed further developments until 1783, when a second act was passed in the Virginia Assembly. The Board of Trustees met for the first time in that year, but the opening session of the new seminary was not held until February 1, 1785, near Danville, Kentucky.

Lexington, because of its size and commercial importance, soon was judged by the Board to be a more suitable place for the institution, and the school began its first session in its new Lexington home on June 1, 1789.

A few years later, Transylvania Seminary joined Kentucky Academy to become Transylvania University. The new university opened its doors to students on the first day of January 1799. Included among the departments of the new university were those of law, medicine, and arts. It is interesting to note that the Medical Department alone had registered 6,406 students and graduated 1,854 by the time it was discontinued in 1859.

Transylvania University, under different presidents, with periods of quasi-control by various Protestant denominations, had periods of brilliance and periods of lethargy until it joined with Kentucky University in 1865.

Kentucky University had its beginning in 1836 as Bacon College, the earliest literary institution of post-high school level among the Disciples of Christ. Bacon College, established at Georgetown, Kentucky, moved to Harrodsburg in 1839 but suspended operation in 1850 due to lack of funds. Five years later a successor to Bacon College was established in Harrodsburg; funds were raised, and a new and larger institution known as Kentucky University opened in 1859. When the main college building was destroyed by fire in 1864, Kentucky University consolidated with Transylvania University. The combined institutions took the name of Kentucky University but were located on the campus of Transylvania.

The first session of the combined universities began in Lexington on October 2, 1865. To its College of Liberal Arts and the Academy, which were moved from Harrodsburg, a College of the Bible and a College of Law
were added. In this same year, the Agricultural and Mechanical College of Kentucky was organized and affiliated with the University.

In 1877, a separate College of the Bible, under its own charter, was established, and the corresponding College of Kentucky University suspended operations the next year. In 1878 the A and M College separated from Kentucky University and eventually became the University of Kentucky (1916).

By act of the Kentucky Legislature on March 20, 1908, the charter of the University was so amended as to confer upon the Curators of Kentucky University all the rights and privileges of the Trustees of old Transylvania University, and the name of the institution, Kentucky University, was changed back to Transylvania University.

In June 1912 the College of Law was suspended, and in 1914 the Preparatory Department was abolished. Due to the closing of the professional schools, the Board of Curators, in June 1915, unanimously decided to designate the College of Liberal Arts, the only remaining unit of the University, as Transylvania College. In 1969, the name "Transylvania University" was readopted.

**ADMINISTRATIVE STRUCTURE**

The general administrative structure of the University is reflected in the Organization. The President is the chief administrative and executive officer of the university. Reporting to the President are the Vice President and Dean of the College, the Vice President for Development, the Chief Financial Officer, the Dean of Students, the Director of Admissions, the Director of Institutional Research and Assessment, the Director of Public Relations, and the Campus Minister.

The names and primary responsibilities of the principal administrative officers are as follows:

**President:** R. Owen Williams, Morrison 200; 233-8111

**Vice President and Dean of the College:** Chief academic officer, exercising general executive responsibility for the educational programs of the institution.

William F. Pollard, Morrison 214; 233-8121

**Vice President, Dean of Students:** Chief student affairs officer, exercising general executive responsibility for all student life programs.

Michael K. Vetter, Morrison 107; 233-8215

**Vice President for Alumni and Development:** Develops, plans, coordinates and implements all programs concerned with fund raising.

Morrison 191; 233-8551

**Vice President for Business and Finance:** Chief fiscal officer, exercising general executive responsibility for business and office services.

Marc A. Mathews, Morrison 108; 233-8100

**Director of Admissions:** Coordinator of all recruiting efforts and admissions processes.

Brad Goan, Morrison 313; 233-8242

**Associate Vice President for Communications and Public Relations:** Oversees the collection and dissemination of information about Transylvania to the general public.

Sarah Emmons, Morrison 207; 233-8120

**Director of Information Technology**

Jason Whitaker, Cowgill 09; 233-8289

The office addresses and phone numbers of persons responsible for other administrative functions are listed in the campus telephone directory.
Board of Trustees

The current members of the Board of Trustees are listed in the Appendix.

ACADEMIC STRUCTURE

Division Organization

The academic organization for the University consists of an administrative structure composed of six divisions: Business and Economics, Education and Physical Education, Fine Arts, Humanities, Natural Sciences and Mathematics, and Social Sciences. Each is administered by a Division Chair. The individual Programs within each Division are administered by a Program Director. The primary administrative unit is the Division. The primary curricular unit is the Program.

By "Program" is meant a group of related courses and activities that usually, but not necessarily, support a major interest pattern in the curriculum. Status as a Program depends on several factors: the number of courses and activities, enrollment and participation in courses and activities, coherence among the courses and activities, and the relative independence of courses and activities from those of other Programs.

Responsibilities of Division Chairs and Program Directors

Division Chairs report directly to the Vice President and Dean of the College. They have primary responsibility for monitoring budgets within the Division, for coordinating course schedules, for implementing faculty personnel policies and procedures, for developing and evaluating programs within the Division, and for working with other Division Chairs, officers and staff of the University in matters of general institutional concern. They work with Program Directors in the development of budget proposals, in curriculum and course development, and in the development of recommendations with respect to faculty appointment, promotion, retention, and tenure. After consultation with members of the Division, the Division Chair shall hold informal annual discussions with each non-tenured member of the Division in order to provide constructive evaluation.

Program Directors have primary responsibility for the on-going conduct of individual academic programs. They are responsible for developing course schedules, initiating new courses and course changes, supervising the advising of students in the program, expending program support budgets, and identifying needs for maintaining and improving the quality of individual academic programs.

Terms of Office and Procedures for Appointment

Division Chairs serve a three-year term. The faculty recommends that chairs succeed themselves only after serving their initial three-year term, and that, although individuals may be reappointed chair after a lapse of service, they should not succeed themselves following this three-year period. An exception may be made for any division that has only one tenured faculty member. Program Directors are not appointed for determinate terms.

The President will appoint Division Chairs upon the recommendation of the Vice-President and Dean of the College, who will solicit written recommendations from all continuing members of the faculty within the Division. Continuing faculty are those tenured and non-tenured members of the faculty who are appointed with the expectation of serving more than one year and who teach at least a two-thirds course load during the regular academic year. The Vice-President and Dean of the College may also solicit recommendations from other faculty, students, and others at his/her discretion. In recommending the appointment of a Chair to the President, the Vice-President and Dean of the College will summarize the recommendations of the Division's continuing faculty. The faculty recommends that the appointments be made on a rotating basis.

The Vice-President and Dean of the College will appoint Program Directors upon the recommendation of the appropriate Division Chair. The Division Chair will solicit the recommendations of continuing faculty within the Program and will summarize their recommendations to the Vice-President and Dean of the College. The Division Chair may also solicit the recommendations of other faculty, students, and others at his/her discretion. The faculty recommends that appointments be made on a rotating basis. The appointment of Division Chairs and Program Directors will be made by letter separate from the annual faculty contract.
DEFINITION OF THE VOTING FACULTY

The voting membership of the faculty consists of the teaching faculty, defined as all persons holding at least half-time teaching contracts for the academic year and appointed through procedures established by the faculty, as well as the President, the Dean of the College, the Library Director, the Registrar, and such other persons as may be determined by a majority of the faculty.

FACULTY MEETINGS

The first regular faculty meeting of each academic year takes place before the start of classes in the fall. Thereafter, meetings are held during the year according to a schedule developed by the Presiding Officer and approved by the faculty. Special meetings may be called by the Presiding Officer or the President. The Presiding Officer shall call a special faculty meeting on the written request of ten percent of the voting faculty. At least one week's written notice of all meetings shall be given to the faculty and shall include the agenda for the meeting. All voting faculty members are required to attend all faculty meetings. Non-voting administrative personnel and part-time faculty are invited to attend.

STANDING COMMITTEES OF THE FACULTY

The standing committees of the faculty are:
- Faculty Concerns Committee
- Personnel Committee
- Committee on Program and Curriculum
- Committee on Admissions and Academic Standards
- Grants Allocation Committee

The responsibilities of these committees are outlined in the Faculty Constitution and By-Laws. Current members are listed in the appendix to this handbook.

COMMITTEES OF THE BOARD OF TRUSTEES

The Board of Trustees committee on which there is faculty representation are:
- Academic Affairs Committee
- Physical Plant Committee
- Planning and Evaluation Committee
- Development Committee
- Student Life Committee
- Admissions and Financial Aid

There is no actual faculty representation on the Finance Committee, but faculty members are selected to serve as liaison through a group known as the Budget Advisory Committee. Current members are listed in the appendix to this handbook.

OTHER COMMITTEES, RESPONSIBILITIES AND POSITIONS

- Presiding Officer
- Presiding Officer Elect
- Judicial Council
- Faculty Marshals
- Parliamentarian
- Honorary Degrees Committee
- Commencement Committee
Teacher Education Advisory Board
Sexual Grievance Committee

The individuals currently involved are listed in the appendix to this handbook.
RESPONSIBILITIES, POLICIES, AND PROCEDURES

ABSENCE FROM CAMPUS

Faculty members who are absent from campus for any reason on a day when they would normally be available are obliged, as a minimum, to notify their Division Chair. When a faculty member knows in advance that he/she will be absent, the Dean should also be notified, using the form (Request for Approval of Off-Campus Activity) provided for this purpose. This form should be filed whether or not reimbursement of expenses is requested, since it provides information needed by the Dean. (A sample form is included in the Appendix.)

ACADEMIC ADVISING

Every regular faculty member is a student adviser. The entering student is assigned an adviser, who is also the student’s mentor for University 1111. After the first year, students are assigned to an adviser in their major program. Sophomores who have not declared a major remain with their first-year mentor, who as their sophomore adviser helps the students determine their major. Then a permanent adviser is selected. Usually the permanent adviser will be someone in the Division that includes the major. A normal advising load is between 12 and 20 students, but may exceed that number in some disciplines. Faculty advisers are responsible for seeing that their advisees are wisely counseled and advised in such a way that they fulfill all requirements for the degree and for the chosen major in a timely fashion. An Advising Manual is updated annually and a copy is provided for every member of the faculty to use in helping students plan their overall course of study at the college. The adviser’s role is advisory, thus he/she should emphasize that students are to assume responsibility for their own programs. If a student declines to follow advice, the fact should be noted in the advising folder. Academic advising is coordinated through the Registrar's office, under the general supervision of the Dean of the College.

All students returning for a new semester, after being put on academic probation, are required to meet with their academic advisers to develop a plan for recovering from probation. This meeting should occur within the first two weeks of the semester. The nature and content of this plan will be tailored for each individual student in a manner that is at the sole discretion of the adviser, after discussions with the student. This plan may require scheduled meetings with the adviser, study sessions, counseling services, etc. If the student does not satisfactorily complete the plan, the adviser may recommend to the dean that the student continue on academic probation, even if grades are raised sufficiently.

When appropriate, the Dean of the College should be informed about students with special academic problems. In particular, see page 11 for the Americans with Disabilities Act (ADA) compliance policy.

Every faculty member will be aware that some students’ academic difficulties are traceable to social or personal problems, but it is not the function of the faculty adviser to deal professionally with these problems. The faculty adviser should routinely refer problems that are not primarily academic to the Dean of Students, who will in turn refer the matter to the appropriate persons.

When a student is suspended for poor scholarship, the adviser is notified of the action by the Dean. Advisers are urged, if they have any opinion to express about readmission, to respond promptly and in writing. Delay in doing this can be a serious disservice both to the student and to the college.

Faculty members are encouraged to become acquainted with students outside of class. This is commonly done in advisory sessions, in an informal way at the home of the faculty member, or in informal campus contact. Limited funds are available from the Dean to defray costs of entertaining students in faculty homes.

ACADEMIC INTEGRITY

Honesty, trust, and personal responsibility are fundamental attributes of the University community. Academic dishonesty by a student will not be tolerated as it threatens the foundation of an institution dedicated to the pursuit of knowledge. To maintain its credibility and reputation and to equitably assign evaluations of scholastic and creative performance, Transylvania University is committed to maintaining a climate that upholds and values the highest standards of academic integrity.

All members of the university community have a responsibility to ensure that the highest standards of integrity in scholarly and creative work are understood and practiced.
Guidelines:

1. Faculty are expected to support the positive virtue of honesty by word and deed.
2. Faculty should strive to make cheating as difficult as possible by use of appropriate protective devices such as seating arrangements, type of test, etc.
3. Faculty should add to their syllabi guidelines for what exactly constitutes cheating in that course as well as the specific consequences of cheating. The specific consequences include mandatory reporting of infractions to the Dean and the students’ adviser.
4. Disciplinary penalties for a student found guilty of cheating may be determined by the instructor or the Dean of the College. Such penalties may include but are not limited to the following: (a) a grade of F on the paper or examination; the student may be given the option of submitting a similar but additional project for grading or (b) a grade of F on the paper or examination, as above, but with no option to submit additional work, (c) a grade of F in the course.
5. A more serious infraction or repeat offence (not necessarily in the same course) may be grounds for disciplinary action by the Dean of the College and may include but is not limited to: (a) suspension for one semester or longer, or (b) dismissal from the university.
6. Each instance of violation of academic integrity must be reported in writing to both the student’s faculty adviser and the Dean of the College.
7. In every instance, emphasis will be placed on counseling between the student, the instructor, the adviser, and other appropriate persons.

This policy applies to all forms of academic work submitted for credit or honors at the University, including class work, laboratory work, studio work, internships, practica, service learning, and other forms of experiential learning.

Academic dishonesty is defined as gaining academic credit or advantage using fraudulent or unauthorized means. Such means include:

1. Violations of procedures which protect the integrity of a quiz, examination, or similar evaluation, such as
   a. Possessing, referring to, or employing open textbooks or notes in either physical or electronic form or other devices not authorized by the faculty member;
   b. Copying from another person’s paper;
   c. Communicating with, providing assistance to, or receiving assistance from another person in a manner not authorized by the faculty member;
   d. Possessing, buying, selling, obtaining, giving, or using a copy of any unauthorized materials intended to be used as or in the preparation of a quiz or examination or similar evaluation;
   e. Taking a quiz or examination or similar evaluation in the place of another person;
   f. Utilizing another person to take a quiz, examination, or similar evaluation in place of oneself;
   g. Changing material on a graded examination and then requesting a regrading of the examination.

2. Plagiarism or violations of procedures prescribed to protect the integrity of an academic exercise, such as
   a. Submitting an assignment purporting to be the student’s original work which has been wholly or partly created by another person (including materials obtained from the internet);
   b. Presenting as one’s own the work, ideas, representations, or words of another person without customary and proper acknowledgment of sources. This includes (but is not limited to) using another’s work without acknowledgement, copying material without quotation marks, paraphrasing too closely the exact words of the originating author, or providing a fabricated reference to a source.
   c. Submitting in whole or in part work for which the student has received credit in another course, unless the permission of the instructor has been obtained.
   d. Knowingly permitting one’s work to be submitted by another person as if it were the submitter’s original work.

3. Collaborating or cooperating with another person on an academic exercise without the explicit permission of the faculty member.

4. Consulting prior students’ exams, home work, lab reports, or papers unless the permission of the instructor has
been obtained.

5. Knowingly destroying or altering another student’s work whether in written form, computer files, art work, or another format.

6. Intentionally destroying or altering or otherwise making unsuitable or unavailable for use by other students materials provided for reference or common use, such as (but not limited to) material placed on course reserve at the library.

7. Knowingly providing false or inaccurate information to avoid or delay an academic exercise, or falsely reporting the amount of time spent fulfilling the requirements of an internship, practicum, service learning experience, or another form of experiential learning.

8. Falsifying or fabricating data.

9. Cooperating with another person in academic dishonesty, either directly or indirectly as an intermediary agent or broker.

10. Aiding, abetting, or attempting to commit an act or action that would constitute academic dishonesty.

Disciplinary penalties for a student found guilty of cheating may be determined by the instructor or the Dean of the College. Such penalties may include but are not limited to the following: (a) a grade of F on the paper or examination; the student may be given the option of submitting a similar but additional project for grading or (b) a grade of F on the paper or examination, as above, but with no option to submit additional work; (c) a grade of F in the course. In addition, a more serious infraction or repeat offence (not necessarily in the same course) may be grounds for disciplinary action by the Dean of the College and may include but is not limited to: (a) suspension for one semester or longer, or (b) dismissal from the university.

An Academic Dishonesty Report is available inside transy (Academics, Dean of the College).

ACADEMIC REGALIA

The Dean of the College will reimburse half the cost of academic regalia for faculty members who want to purchase robes, hoods, and hats from their doctoral alma maters.

AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE POLICY

Transylvania University complies with the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA), which require that colleges and universities must be free from discrimination in their recruitment, admissions, and treatment of students and that reasonable accommodations in the academic program must be made by the educational institution to insure equal and non-discriminatory access to educational programs and activities by all students with disabilities. Disabled students requesting services are expected to make contact, in a timely manner, in advance of the need for reasonable accommodation, with the Office of the Dean of Students. Any medical or other documents relating to a student’s disability will be kept confidential by the ADA Coordinator, the Dean of Students, and the Dean of the College. A student may initiate an appeal of any decision relating to disability services, or request a formal hearing of a complaint, by filing a written appeal with the Dean of Students. The ADA Appeals Committee consists of the Dean of the College, the Dean of Students, the chair of the Committee on Admissions and Academic Standards, the student’s faculty adviser, the relevant division chair, and other individuals as warranted in specific instances. The decisions of this committee will be based on a majority vote and will be considered the final position of the college.

ATTENDANCE AT NON-CURRICULAR EVENTS

Attendance of faculty and staff members at athletic, dramatic, musical, and other campus events is
appreciated both by the students involved in these activities and by the faculty member in charge.

**BINGHAM PROGRAM**

The Bingham Program has two components both of which are designed to develop at Transylvania a teaching faculty of exceptional quality. The Bingham Program for Excellence in Teaching was established in 1987 as a result of the vision and generosity of the late Mary and Barry Bingham, Sr. and William T. Young. This program fosters and rewards excellence in teaching primarily through substantial salary supplements for carefully selected faculty members--either incoming or current. In addition, since 1990 the Program has offered support for continuing professional growth and improvement through The David and Betty Jones Faculty Development Fund, made possible by the gifts of Mr. and Mrs. David Jones and the late Mr. William T. Young.

The Bingham Program and its restricted endowment are administered by a separate Bingham Board of Trust. The original, basic endowment of $5 million has subsequently grown to a total of nearly $37 million through appreciation and additional gifts. The responsibilities of the Board of Trust include the development of policies regarding the various awards, and the establishment of the maximum number of awards to be granted in a given year and the amounts of the awards. For 2010-2011 the members of the Bingham Board of Trust are Mr. James G. Kenan, III, Chairman of the Board, Kentucky River Coal Corporation; Mrs. W. L. Lyons Brown; Mr. David Jones, Chairman of the Board, Humana, Inc., Louisville; Dr. John Maguire, President Emeritus, Claremont Graduate University, and senior fellow in the School of Politics and Economics; Dr. Robert A. Rosenbaum, Professor of Mathematics and the Sciences, Emeritus, Wesleyan University; Dr. John K. Roth, Edward J. Sexton Professor Emeritus of Philosophy, Founding Director of the Center for the Study of the Holocaust, Genocide, and Human Rights, and Chair, Department of Philosophy and Religious Studies, Claremont McKenna College; Mr. William T. Young, Jr. Chairman, Board of Trustees, Transylvania University; and Dr. Charles L. Shearer (ex officio), President, Transylvania University.

**Bingham Teaching Awards**

There are four types of Bingham Teaching Awards: Bingham Awards, Bingham Fellowship Grants, Bingham "Start-up Grants", and Bingham-Young Awards. To hold a Bingham Teaching Award, an awardee must be a member of the teaching faculty and a full-time employee of Transylvania University.

1. **Bingham Awards.** The major Bingham Awards are given to professors who have demonstrated teaching excellence and are for a term of five years. The amount of the yearly salary stipend depends upon the rank of the recipient. (For 2010-11, the amounts are $8,000, $10,000, and $12,000 for instructor or assistant professor, associate professor, and full professor respectively. The stipend is paid in twelve equal monthly payments beginning in September.) Holders of the award are termed Bingham Professors.

A distinctive feature of the Program is the way in which recipients of the awards are chosen. An external Selection Committee, comprised of distinguished faculty members from fine colleges across the nation, is named by the Board of Trust for this central responsibility. The selection involves extensive visits of the Committee to the Transylvania campus, where direct classroom observations are made and candidates for the awards are interviewed. Modified, but similar procedures are used for Bingham Award candidates who have not yet joined the Transylvania faculty. Candidates that do not receive an award may request feedback from the Selection Committee during the following autumn visit of the committee. Eligible members of the Transylvania faculty are notified in the summer and are invited to apply for a Bingham Award. The application requires submitting a response form to the Selection Committee. (Copies of the current invitation letter and the response form are found in the appendix.) "Outside" Bingham Award candidates that are identified during a faculty search process are nominated by the administration to the Selection Committee.

The members of the Bingham Selection Committee for 2010-11 are: Dr. Patrick McDougal, Reed College; Dr. Jonathan Berkey (chair), Davidson College, Dr. Bruce Stinebrickner, DePauw University; Dr. Sarah Stanbury, College of the Holy Cross; and Dr. YouYoung Kang, Sripps College. Committee members are appointed for a five-year term, with one member being replaced each year.
2. **Bingham Fellowship Grants.** At the expiration of the Bingham Award period, a Bingham Professor who is deemed to have maintained the level of teaching excellence demonstrated at the time of receiving the Bingham award will be eligible to receive a five-year Bingham Fellowship Grant. Holders of such a grant will be termed Bingham Fellows. Fellowship Grants may be renewed for five-year periods up to a maximum of 20 years, or until the Fellow no longer meets the employment eligibility requirements specified in the first paragraph of this section, whichever comes first. (For 2010-11, the yearly stipend is the same as for Bingham Awards)

3. **Bingham "Start-up Grants".** Smaller awards, known as Bingham "Start-up Grants" may be given for one year (non-renewable) to unusually promising incoming faculty who are just beginning their careers. (For 2010-11, the stipend is $8,000 paid in two equal installments in September 2010 and September 2011.) As with Bingham Awards, faculty receiving Start-up Grants are chosen by the Selection Committee. However, candidates for Start-up Grants are nominated by the administration and are judged primarily on the basis of their records and recommendations. Recipients of Start-up Grants are eligible to apply for a Bingham Award after a period of at least three years from the year of their Start-up Grant.

4. **Bingham –Young Awards.** In order to enhance attention to excellence in teaching, which is the mission of the Bingham Program, the Bingham Board of Trust instituted a new award in 1996 to be known as the Bingham-Young Award. The Bingham Selection Committee may, from time to time, recommend to the Bingham Board of Trust an outstanding teacher, chosen from the group of Bingham Fellows, as holder of this Professorship. In consultation with the Dean of the College and the President, the Bingham-Young Professor would design, develop, and implement a program of curricular enrichment and/or enhancement of the art of teaching at Transylvania. Typically the program would involve a number of members of the Transylvania faculty in its development and implementation, would encourage wide participation by the Transylvania community in the program, and would incorporate 2-3 day visits by distinguished individuals from academe, government, business, and industry. The term of appointment would be one or two years. The Bingham-Young stipend would be at the level of the Bingham stipend for a full professor holding a Bingham award. There also would be course-release time (usually one course per year), and an additional stipend to support the expenses of the project.

Applicants for the award would submit an initial proposal, developed in consultation with the Dean of the College and the President, to the Bingham Selection Committee who would then, after review make a recommendation to the Board of Trust at their fall meeting. If the members of the Board of Trust concur with the recommendation, the person recommended would develop the proposal and budget in consultation with the Dean of the College and the President, submitting the expanded proposal to the Selection Committee for confirmation of the award during their spring visit.

**The David and Betty Jones Faculty Development Program**

This faculty development program provides "Jones Grants" to both members of the faculty as well as students who are working on projects supervised by the faculty. The selection process involves the faculty Grants Allocation Committee, the Dean of the College, and the President. Details of this program are found in the section of this handbook titled Jones Faculty Development Program (page 26).

**Bingham Program Statistics**

For 2010-2011, there are sixty-one Bingham Fellows – seventeen members of the faculty have Bingham Awards and forty-four members of the faculty have Fellowship Grants. Since the program's inception, seventy-three have received Start-up Grants and more than four hundred Jones grants have been awarded, including sixty-four to students for faculty-directed research projects. The Bingham Program is fulfilling its goal of promoting excellence in teaching at Transylvania.

**CLASS ABSENCES**
1. Class attendance is expected of all students at all times, since classroom participation is an integral and indispensable part of the educational experience at Transylvania.

2. Each faculty member shall maintain a complete record of the dates of all student absences from his/her classes for the current and last preceding academic years, and shall furnish information on absences to the Dean, the Registrar, the student's adviser, or any other legitimately interested person, on request.

3. Each faculty member shall routinely report to the Dean whenever a student has:
   a. missed three consecutive class meetings, or
   b. developed a habit of excessive absence from class.

4. Assessment of grade or other penalties for absences shall be at the discretion of the individual instructor, subject to the approval of the Program Director and, in the case of dispute, of the Dean. Instructors shall announce to their classes their policies in this matter.

5. Instructors shall not be obliged to allow students to make up work missed due to absences unless the student furnishes satisfactory evidence of illness or other cogent reason for the absence.

6. Written excuse forms from the Student Health Service will be given only when a patient is confined to bed rest by the college nurse or physician.

CLASS SCHEDULE

Transylvania uses a modified semester calendar called a "4-4-1 system". There are two terms of fourteen weeks (Fall and Winter) and a one-month term in late April and May (May Term). Courses are scheduled during the Fall and Winter terms on Monday, Wednesday, and Friday or on Tuesday and Thursday, according to the following plan.

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</tbody>
</table>

Faculty members are expected to meet and dismiss their classes on time. Keeping to a proper schedule is a courtesy to both students and faculty. If, because of an emergency, a faculty member is delayed in arriving at the classroom, students cannot be expected to wait more than ten minutes after time for the class to begin. Any classes that will meet routinely at times other than the college’s regular class schedule must be approved by the Dean of the College in advance of registration.
COMPENSATION

1. Salaries

Transylvania University's program of faculty compensation includes annual reviews of all salaries based on the same criteria that are used in the institution's assessment of a faculty member's qualifications for tenure and/or promotion as published annually and fully delineated in the By-Laws to the Faculty Constitution, namely, effectiveness in teaching, continued intellectual growth and active contribution to one's professional field, and service to the College and its larger community. Based on these criteria, divisional chairs make recommendations in general categories to the Dean, and the Dean makes specific salary recommendations to the President, who has final authority for determining faculty salaries. In addition to salaries, Transylvania's program of faculty compensation includes a very competitive package of fringe benefits. Transylvania's program of compensation is compared annually with faculty salaries and total compensation at a range of similar institutions that have been identified as benchmarks for such purposes. These comparisons are available to the faculty through the Faculty Concerns Committee and to the institution as a whole through the Planning and Evaluation Committee of the Board of Trustees.

Salaries of full-time faculty members are paid in twelve equal installments beginning in September. New faculty must complete I-9 and W-4 forms and return them to the payroll office within the first three days of employment for a payroll check to be processed. Those who qualify should complete application forms for benefits at the time W-4 forms are completed.

Part-time faculty will be paid on a per course basis at the same rate as regular faculty who are paid for a full-course overload.

Checks usually may be picked up in the Accounting Office on the twenty-fifth of the month, or five working days before the end of the month when the twenty-fifth falls on a weekend or holiday. Direct deposit is available. Taxes and other deductions made from the salary are itemized on an attached portion of each check.

2. Compensation for Division Chairs and Program Directors

Division Chairs and the Director of Foundations of the Liberal Arts will receive an administrative supplement of $7,500. These individuals may also have a reduced load of one course for one term during the year. Program Directors carry a full load of classes each term and are compensated for their extra duties as the resources of the University budget allow. For example, in the 2010-11 academic year, each Program Director receives an administrative stipend of $1,350.

CONVOCATIONS

Convocations may be called at various times during the academic year. Faculty are expected to set a good example by attending.

COMMITMENT TO DIVERSITY

One major goal of Transylvania’s institutional mission is to “stimulate in students an understanding of themselves and their relation to others in a diverse and ever changing world.” Furthermore, we aim to “foster a campus community characterized by compassion, respect, ethical concern, and social responsibility.” Given these two objectives and an enduring commitment to diversity, we affirm the following expectations:

To face the challenges and opportunities of the 21st century, Transylvania continually seeks to foster diversity within the campus community. All members of the university community should develop an inclusive attitude that is grounded in acceptance of and respect for the dignity of all peoples. This affirmation recognizes that each person has unique gifts and talents that are to be embraced and celebrated, thereby strengthening and enriching our community. We also acknowledge and strive to understand prevailing societal structures that may influence the status of minority groups. In our Transylvania community we value the richness that comes from a range of individual differences, including dimensions of age, culture, education, ethnicity, exceptionalities, gender, geographic origin, language, politics, race, religion, sexual orientation, and socioeconomic status.
In order to create an optimal campus learning environment, Transylvania University expects all students, faculty, staff, and visitors to honor these values.

**DRUG AND ALCOHOL POLICY**

The Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989 require all federal contractors, federal grant recipients, and recipients of any federal funds whatsoever to implement a comprehensive substance and alcohol abuse policy. Transylvania University shall comply with all provisions of these acts. This policy shall apply to all university employees.

Transylvania University prohibits the possession, manufacture, distribution, dispensation, or use of illicit drugs, and the unlawful use, possession, or distribution of alcohol or controlled substances on all university property, at any locations where employees or students are conducting university related business or activities, when using university vehicles, and when using private vehicles on university business or in the conduct of university activities.

The legal sanctions for the unlawful possession, use, or dispensation under state and federal law vary and are based on the nature and severity of the case. Specific legal sanctions are listed in Appendix A.

The health risks associated with the use of illicit drugs and abuse of alcohol have been definitively shown to have potential health consequences that may be permanent. These consequences include disorders and dysfunctions which affect the central nervous system, reproductive functioning, cardiovascular and pulmonary systems, and endocrine functioning. Specifically, there are both short- and long-term effects on cognition, memory, retention, information processing, coordination, and athletic and academic performance. The use of illicit drugs and the abuse of alcohol also affect emotional equilibrium, mental well-being, and the ability to make critical decisions and sound judgments. Impaired judgment increases one's vulnerability and risk-taking behaviors, including engaging in unprotected sex, which may lead to exposure to HIV and other sexually transmitted diseases and to unplanned pregnancy. The chronic use and abuse of illicit drugs and alcohol have been shown to cause adverse permanent changes in most of the biological systems studied. These changes can lead to severe impairment, disability, and premature death. A detailed list of health risks is listed in Appendix B.

Individuals who need assistance relating to the use or abuse of alcohol or drugs may contact the Woodland Group at 255-4864 or the 24 hour crisis line, 1-800-350-6438. The Woodland Group is the provider for the faculty and staff assistance program. The program offers employees and dependents 8 sessions per person, for each problem, per year at no cost. Subscribers to the health insurance plan may also take advantage of the mental health benefits associated with the plan. Lastly, numerous resources exist within the community, some of which are listed in the “off-campus numbers” section of the Transylvania phone book.

A faculty or staff member who violates this policy is subject to disciplinary action up to and including termination of employment. Any individual who retains employment will receive a mandatory referral to the faculty and staff assistance program and shall be expected to comply with the counselor’s course of treatment.

In compliance with the Federal Drug-Free Workplace Act of 1988, any employee shall notify the immediate supervisor if the employee is convicted of a criminal drug offense occurring in the workplace or while on University business within five days of the conviction. The University shall take appropriate sanction and remedies in accordance with its policies. The provisions of this section are applicable to students who are employees of the University. If the employee is under a federal contract or grant, the University shall notify the contracting or granting agency of the conviction and of its actions. This section of this policy is also applicable to students who receive a Pell grant (federal grant).

**APPENDIX A**

<table>
<thead>
<tr>
<th>Federal Penalties and Sanctions for Illegal Trafficking and Possession of a Controlled Substance</th>
</tr>
</thead>
</table>

The Controlled Substances Act (1970) places all substances regulated under federal law into one of five schedules based on the substance's medical use, potential for abuse, and safety or dependence liability.

*Federal Trafficking Penalties (as of January 1, 1996)*
<table>
<thead>
<tr>
<th>Drug Schedule</th>
<th>Description</th>
<th>Drugs</th>
<th>Quantity</th>
<th>1st Offense</th>
<th>2nd Offense</th>
</tr>
</thead>
</table>
| **I**         | 1. Has a high potential for abuse. 2. Has no current accepted medical use in treatment in the United States. 3. A lack of accepted safety for use of the drug or other substance under medical supervision.
|               | Includes GHB, ecstacy, methaqualone and others. (Law does not include marijuana, hashish or hashish oil.) | Any | * Not more than 20 years  
* If death or serious injury, not less than 20 years, not more than life  
* Fine $1 million individual, $5 million not individual | * Not more than 30 years  
* If death or serious injury, life  
* Fine $2 million individual, $10 million not individual | |
| **II**        | 1. Has a high potential for abuse. 2. Has a currently accepted medical use in treatment in the United States or a currently accepted medical use with severe restrictions. 3. Abuse may lead to severe psychological or physical dependence.
|               | Includes morphine, methadone, Ritalin and others | Any | * Not more than 20 years  
* If death or serious injury, not less than 20 years, not more than life  
* Fine $1 million individual, $5 million not individual | * Not more than 30 years  
* If death or serious injury, life  
* Fine $2 million individual, $10 million not individual | |
| **III**       | 1. Has potential for abuse less than the drugs or the substances in Schedules I and II. 2. Has a currently accepted medical use in treatment in the United States. 3. Abuse may lead to moderate or low physical or high psychological dependence.
|               | Includes Ketamine, anabolic steroids, codeine and hydrocodone with aspirin or Tylenol, some barbiturates and others. | Any | * Not more than 5 years  
* Fine not more than $250,000 individual, $1 million not individual | * Not more than 10 years  
* Fine not more than $500,000 individual, $2 million not individual | |
### IV
1. Has a low potential for abuse relative to the drugs or other substances in Schedule III.
2. Has a currently accepted medical use in treatment in the United States.
3. Abuse may lead to limited physical or psychological dependence.

<table>
<thead>
<tr>
<th>Description</th>
<th>Quantity</th>
<th>1st Offense</th>
<th>2nd Offense</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marijuana</td>
<td>1,000 kg or more mixture; or 1,000 or more plants</td>
<td>* Not less than 10 years, not more than life * If death or serious injury, not less than 20 years, not more than life * Fine not more than $4 million individual, $10 million other than individual</td>
<td>* Not less than 20 years, not more than life * If death or serious injury not more than life * Fine not more than $8 million individual, $20 million other than individual</td>
</tr>
<tr>
<td>Marijuana</td>
<td>100 kg-999 kg mixture; or 100 to 999 plants</td>
<td>* Not less than 5 years, not more than 40 years * If death or serious injury, not less than 20 years, not more than life * Fine not more than $2 million individual, $5 million other than individual</td>
<td>* Not less than 10 years, not more than life * If death or serious injury not more than life * Fine not more than $4 million individual, $10 million other than individual</td>
</tr>
<tr>
<td>Marijuana</td>
<td>50-99 kg mixture; or 50 to 99 plants</td>
<td>* Not more than 20 years * If death or serious injury, not less than 20 years, not more than life * Fine not more than $1 million individual, $5 million other than individual</td>
<td>* Not more than 30 years * If death or serious injury, not more than life * Fine not more than $1 million individual, $5 million other than individual</td>
</tr>
<tr>
<td>Marijuana</td>
<td>Less than 50 kg mixture</td>
<td>* Not more than 5 years</td>
<td>* Not more than 10 years</td>
</tr>
<tr>
<td>Hashish</td>
<td>10 kg or more</td>
<td>* Fine not more than $250,000 individual, $1 million other than individual</td>
<td>* Fine not more than $500,000 individual, $2 million other than individual</td>
</tr>
<tr>
<td>Hashish Oil</td>
<td>1 kg or more</td>
<td>* Fine not more than $250,000 individual, $1 million other than individual</td>
<td>* Fine not more than $500,000 individual, $2 million other than individual</td>
</tr>
</tbody>
</table>

### Federal Penalties and Sanctions for Illegal Possession of a Controlled Substance

21 U.S.C. §44(a)
1st conviction: Up to 1 year imprisonment and fined at least $1,000 but not more than $100,000, or both.
After 1 prior drug conviction: At least 15 days in prison, not to exceed 2 years and fined at least $2,500 but not more than $250,000, or both.
After 2 or more prior drug convictions: At least 90 days in prison, not to exceed 3 years and fined at least $5,000 but not more than $250,000, or both.
Special sentencing provision for possession of crack cocaine: Mandatory at least 5 years in prison, not to exceed 20 years and fined up to $250,000, or both, if:
(a) 1st conviction and the amount of crack possessed exceeds 5 grams.
(b) 2nd crack conviction and the amount of crack possessed exceeds 3 grams.
(c) 3rd or subsequent crack conviction and the amount of crack possessed exceeds 1 gram.

21 U.S.C. 853(a)(2) and 881(a)(7)
Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than 1 year imprisonment. (See special sentencing provisions re: crack)

21 U.S.C. 881(a)(4)
Forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceal a controlled substance.

21 U.S.C. 844a
Civil fine of up to $10,000 (pending adoption of final regulations).

21 U.S.C. 853a
Denial of Federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to 1 year for first offense, up to 5 years for second and subsequent offenses.

18 U.S.C. 922(g)
Ineligible to receive or purchase a firearm.

Miscellaneous
Revocation of certain Federal licenses and benefits, e.g., pilot licenses, public housing tenancy, etc., are vested within the authorities of individual Federal agencies. Note: These are only Federal penalties and sanctions. Additional State penalties and sanctions may apply.

Alcohol
Under University regulations, students, faculty and staff are required to abide by state laws concerning alcoholic beverages. Basically, Kentucky laws state that, if one is under the age of 21, it is unlawful to:
1. possess or consume alcoholic beverages,
2. misrepresent one’s age for the purpose of purchasing alcoholic beverages, or
3. use a fake ID in an attempt to purchase alcoholic beverages.

No matter what one’s age, Kentucky law states that it is unlawful to:
1. procure any alcoholic beverages for anyone under 21 years of age,
2. drink or be drunk in a public place, or
3. operate a motor vehicle while under the influence of alcohol or other substances which may impair ability.

Sanctions for violation of state alcohol laws vary from a fine of $10 to $2,000, a sentence of 48 hours to 12 months in jail, and/or suspension of one’s operator license.

APPENDIX B

<table>
<thead>
<tr>
<th>Drugs</th>
<th>Schedule</th>
<th>Physical Dependence</th>
<th>Psychological Dependence</th>
<th>Possible Effects</th>
<th>Effects of Overdose</th>
<th>Withdrawal Syndrome</th>
</tr>
</thead>
<tbody>
<tr>
<td>Narcotics</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Heroin</td>
<td>I</td>
<td>High</td>
<td>High</td>
<td>Euphoria, drowsiness, respiratory depression, constricted pupils, nausea</td>
<td>Slow and shallow breathing, clammy skin, convulsions, coma, possible death</td>
<td>Yawning, loss of appetite, irritability, tremors, panic, cramps, nausea, runny nose, chills and sweating, watery eyes</td>
</tr>
<tr>
<td>Morphine</td>
<td>II</td>
<td>High</td>
<td>High</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Codeine</td>
<td>II, III or V</td>
<td>Moderate</td>
<td>Moderate</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Methadone</td>
<td>I or II</td>
<td>High</td>
<td>High</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Narcotics: Percodan, Darvon, Talwin, Percocet, Opium, Demerol</td>
<td>I to V</td>
<td>High-Low</td>
<td>High-Low</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Depressants</td>
<td></td>
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<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Barbiturates: Amytal, Nembutal, Phenobarbital, Pentobarbital</td>
<td>II to IV</td>
<td>High-Moderate</td>
<td>High-Moderate</td>
<td>Slurred speech, disorientation, drunken behavior without odor of alcohol</td>
<td>Shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, coma, possible death</td>
<td>Anxiety, insomnia, tremors, delirium, convulsions, possible death</td>
</tr>
<tr>
<td>Benzodiazepines: Ativan, Diazepam, Librium, Xanax, Valium, Tranxene, Versed, Halcion</td>
<td>IV</td>
<td>Low</td>
<td>Low</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Methaqualone</td>
<td>I</td>
<td>Moderate</td>
<td>Moderate</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>GHB</td>
<td>I</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rohypnol</td>
<td>IV</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Other Depressants</td>
<td>I to IV</td>
<td>Moderate</td>
<td>Moderate</td>
<td></td>
<td></td>
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<tr>
<td>-------------------</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Stimulants</td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Cocaine</td>
<td>II</td>
<td>Possible</td>
<td>High</td>
<td>Increased alertness, increased pulse rate and blood pressure, loss of appetite, euphoria, excitation, insomnia</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Amphetamine</td>
<td>II</td>
<td>Possible</td>
<td>High</td>
<td>Agitation, increased body temperature, hallucinations, convulsions, possible death</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Methamphetamine</td>
<td>II</td>
<td>Possible</td>
<td>High</td>
<td>Apathy, long periods of sleep, irritability, depression, disorientation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ritalin</td>
<td>II</td>
<td>Possible</td>
<td>High</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Stimulants</td>
<td>I to V</td>
<td>Possible</td>
<td>High</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cannabis</td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Marijuana</td>
<td>I</td>
<td>Unknown</td>
<td>Moderate</td>
<td>Euphoria, relaxed inhibitions, increased appetite, disorientation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>THC, Marinol</td>
<td>I or II</td>
<td>Unknown</td>
<td>Moderate</td>
<td>Fatigue, paranoia, possible psychosis</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hashish</td>
<td>I</td>
<td>Unknown</td>
<td>Moderate</td>
<td>Occasional reports of insomnia, hyperactivity, decreased appetite</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hashish Oil</td>
<td>I</td>
<td>Unknown</td>
<td>Moderate</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hallucinogens</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>LSD</td>
<td>I</td>
<td>None</td>
<td>Unknown</td>
<td>Illusions and hallucinations, altered perception of time and distance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mescaline and Peyote</td>
<td>I</td>
<td>None</td>
<td>Unknown</td>
<td>Longer, more intense &quot;trip&quot; episodes, psychosis, possible death</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Psilocybin mushrooms</td>
<td>I</td>
<td>Unknown</td>
<td>Unknown</td>
<td>Unknown</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ecstasy (MDMA)</td>
<td>I</td>
<td>Unknown</td>
<td>Unknown</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Phencyclidine (PCP)</td>
<td>I or II</td>
<td>Unknown</td>
<td>Unknown</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ketamine</td>
<td>III</td>
<td>Unknown</td>
<td>Unknown</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Hallucinogens</td>
<td>I</td>
<td>None</td>
<td>Unknown</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Anabolic Steroids</td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Testosterone</td>
<td>III</td>
<td>Unknown</td>
<td>Unknown</td>
<td>Virilization, testicular atrophy, acne, edema, gynecomastia, aggressive behavior</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nandrolone</td>
<td>III</td>
<td>Unknown</td>
<td>Unknown</td>
<td>Unknown</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Oxymethalone</td>
<td>III</td>
<td>Unknown</td>
<td>Unknown</td>
<td>Possible depression</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Alcohol:**

Alcohol consumption causes a number of marked changes in behavior. Even low doses 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 also increase the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses 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, can also 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 than other youngsters of becoming alcoholics.

**EMERITUS STATUS POLICY**

Emeritus status may be granted by the Board of Trustees upon the recommendation of the President and the Dean of the College to professors, without respect to rank, who retire after long and distinguished service as members of the faculty of Transylvania University.

In formulating the recommendation, careful attention should be given to a candidate’s breadth of service, depth of involvement, and strength of devotion to our College.

The President and the Dean may choose to seek the advice and counsel of the Personnel Committee regarding particular cases.

Library privileges, parking, and other resources may be made available to emeritus faculty members.
FACULTY COMMITMENTS

The following statement expresses some of the principal responsibilities associated with acceptance of a faculty appointment at Transylvania. It was adopted by the faculty at its meeting on May 26, 1983.

In accepting a full-time faculty appointment at Transylvania, an individual makes his or her primary professional commitment of time, effort and energy to the University during the academic year. The major components of that commitment are:

1. Teaching - Seven courses per year, or the equivalent, including keeping up with one's discipline, preparing for classes, preparing and grading assignments and examinations, and conferring with students;
2. Service on Committees - No more than one standing committee and a reasonable number of subcommittees and ad hoc committees;
3. Advising - of both majors and "undecided" students, divided appropriately among program and divisional colleagues;
4. Office Hours - at least 10 per week;
5. University Life - occasional participation in some university activities, such as sponsorship of student cocurricular activities, student recruitment, alumni events, sports and social affairs, dramatic and musical presentations, art exhibits, films, and lectures;
6. Professional Activities - Each faculty member is expected to contribute to his or her discipline in one or more of the ways specified in the section of the by-laws on Appointment, Promotion and Tenure.

Commitments beyond those listed above (such as consulting) should normally be limited to one day per week. The faculty member must consult with the Dean and the Division Chair only in the following cases of potential conflict of interest:

1. Service to any organization doing business with Transylvania.
2. Teaching at another institution.
3. Assuming executive responsibilities for an outside organization that might create conflicts of commitment or loyalty.
4. Devoting any significant amount of time or creative energy to non-University activities, to a degree which might compromise effective performance at Transylvania.

FACULTY LEAVES

Leaves are of two categories: leaves of absence and sabbatical leaves.

1. LEAVES OF ABSENCE for faculty members are negotiated with the Dean of the College. They are not normally granted to non-tenured faculty members, or for periods longer than one year, and are normally unpaid. The University complies with provisions of the Family and Medical Leave Act; the full text of the policy can be found in the employee handbook.
2. SABBATICAL LEAVES for faculty members are granted by the President on the recommendation of the Dean, who acts with the advice of the Personnel Committee. A sabbatical leave is neither an automatic right nor a delayed compensation for past service, but rather a means of helping the individual faculty member realize his/her potential as a scholar and teacher and thus benefit both himself/herself and the institution. The number of sabbatical leaves granted in any one academic year will be contingent upon available resources.

For more information, please refer to the Faculty Constitution and By-Laws

FACULTY PERSONNEL FILES

Faculty personnel files are maintained in the office of the Dean of the College. According to the Faculty Constitution, "All materials contained in a faculty file for the purpose of evaluation will span only the most recent ten-year period. These files will be updated annually." In a faculty member's file are also materials that are not "for the purpose of evaluation," such as letters of appointment, tenure, promotion, and salary, as well as copies of
diplomas, transcripts, and a current vita, all of which remain in an individual's file for purposes of historical accuracy and reporting to accrediting bodies.

Additional materials in a faculty member's file include teaching evaluations by students (SUMMA), classroom visitation reports, the faculty member's annual reports, correspondence between the dean and the faculty member, copies of other internal correspondence that designates a copy to the dean, whatever the individual has sent the dean about his or her work (copies of publications, announcements of artistic shows, etc.), and letters of reference from external sources. Letters of reference from external sources are usually written with an expectation of confidentiality; therefore, they are the only materials which an individual may not see in his or her own file. Personnel files may be viewed in but not removed from the dean's office.

When standing for consideration for promotion or tenure, faculty members construct special files for the Personnel Committee, the dean, and the president to review. The Personnel Committee also collects signed evaluations from all faculty members on candidates for tenure and promotion, which are read by the Personnel Committee, the dean, and the president. When tenure and promotion decisions have been announced, the special review files are deconstructed, with any materials that would not ordinarily remain in the faculty member's file being returned to the individual. The faculty evaluations are kept for one year, in case of appeals, and then destroyed.

FACULTY-STUDENT RELATIONSHIPS

Transylvania University prohibits amorous or sexual relationships between faculty and students. All disciplinary actions taken pursuant to this policy shall be in accordance with current AAUP policies and procedures.

FACULTY TRAVEL

Travel funds are available for attendance at professional meetings and other professional purposes. A request must be made separately for each trip, using the Request for Approval of Off-Campus Activity forms provided by the Dean's Office. Upon return, an expense report must be made to the Dean, using the appropriate form. Copies of the necessary forms are included in the Appendix. Each trip by any faculty member must be approved by the relevant Division Chairperson and the Dean of the College. Normally, one trip per faculty member each year will be subsidized by the college, and the maximum award will be $1,000 per year. Reimbursement will be made for travel, lodging, and registration expenses, not for meals or entertainment.

If the purpose of the trip is to present a paper at a national, regional, or state professional meeting:

1. Transylvania will pay costs up to a maximum of $800, and
2. Transylvania will pay 50 percent of costs over $800.

If the purpose of the trip is to participate in a professional meeting as a session chairperson or discussant:

1. Transylvania will pay costs up to $600, and
2. Transylvania will pay 50 percent of costs over $600.

If the purpose of the trip is to attend a professional meeting or conference:

1. Transylvania will pay costs up to $400, and
2. Transylvania will pay 50 percent of costs over $400.

Application must be made on the official request form. All funding is subject to budgetary limitations.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, is the Federal law which requires educational institutions to establish a written policy with regard to the privacy rights of students. Transylvania University shall maintain the confidentiality of education records in accordance with the provisions of FERPA, and shall accord all the rights under the law to all students who are or have been in attendance at the
Transylvania University faculty members are expected to be aware of student rights to confidentiality and the university’s efforts to comply with the requirements of FERPA. Institutional policy regarding this may be found by accessing the following: [http://www.transy.edu/homepages/regidis/schedule.htm](http://www.transy.edu/homepages/regidis/schedule.htm). Further information regarding FERPA is available from the Registrar’s office.

**GRADES**

Transylvania faculty members are expected to prepare, read, and grade their own examinations and assignments. Careful grading of all student work is a major duty of each faculty member. The grading should be done in a way that can easily be justified and explained to the student, since nothing destroys a student's confidence in an instructor more rapidly than seemingly capricious or careless evaluation.

There are two check points at which student progress is monitored prior to the awarding of final grades, the Early Alert and Midterm Progress Report. The Early Alert is during the second week of each full semester and prior to the last date to drop a full term class when instructors report the names of any students on their rosters who are not attending class regularly. For Midterm Progress Reports, in the sixth week of each full term, faculty assign all students either “S” (satisfactory) or “U” (unsatisfactory) in each class. This progress report allows advisers to follow up on those with a single U while retention committee deans follow up with any students who received multiple Us. This progress report date falls at least two weeks before the final date to withdraw from a full term course.

Final grades are due in the Registrar's office at the time specified for each term. It is important that the deadline be carefully observed. In May Term, grades for graduating seniors will be due on the Wednesday before Commencement.

Faculty members are reminded that the grade of I (incomplete) should be given only in case of illness or personal emergency, such as death in the family. Unless the work is completed by the middle of the next term the grade automatically is changed to F. The grade of W is given when a student withdraws from a course. The grade of WU is given when a student officially withdraws from the University.

All final grades are given to the student through the Office of the Registrar and not by faculty members. Once a final grade has been reported to the Registrar, it can be changed only in one of two ways:

1. Prior to mid-term of the next regular term, the instructor may request that the Registrar change the grade. Changes may be made only because of instructor error in computing or recording a grade.
2. Beyond mid-term of the next regular term, the instructor may make requests to the Committee on Admissions and Academic Standards (CAAS), with the understanding that only exceptional cases will be considered.

Grades are confidential and must not be revealed to anyone other than the student, except when the student gives authorization. All students have the opportunity to sign a release form, (the "Green Form"), which is kept on file in the Registrar's office. A copy of the form and a copy of the statement regarding the 1974 Family Educational Rights and Privacy Act, which is sent to every entering student, are included in the Appendix.

The proper procedure for handling student complaints about grades is as follows: If a student believes he/she has been graded unfairly, the complaint should first be expressed to the instructor. If not satisfied at this level, the next recourse is the Program Director or Division Chair, NOT the Dean. The Division Chair should make every effort to determine fairly and responsibly the facts and substance of the complaint from the viewpoint of the student involved, but should make it clear that no one can or will order an instructor to change a grade. The faculty member should be apprised by the Chair of the complaint and seek to reconcile any misunderstandings of the differences in facts and substance. The chair should then communicate the position of the faculty member to the student. If the student still maintains that the grade received is not proper, the student should be advised that he/she may take the complaint to the Dean, with the clear understanding that no one except the instructor can change the grade. The Dean should be given the chair's statement regarding facts and the substance of the complaint. The Dean should make every effort to elicit and consider the differing views of the student and faculty member. The student should then be advised by the Dean as to his/her impressions of the situation, making sure that the student understands that no one except the instructor can change the grade. Complaints of this sort are not common, but it is
essential that they be treated fairly and responsibly. Faculty members are advised that grading should be a matter of
demonstration and not argumentation.

GRANTS FROM EXTERNAL AGENCIES

All applications by faculty members for support from external agencies and foundations are to be reviewed
by and are subject to approval by the Dean of the College prior to submission. Sufficient time must be allowed for
other offices of the College to be involved as relevant to the particular proposal.

HONORARY DEGREES POLICY

An honorary degree is the highest recognition the college can bestow. This high honor shall be bestowed
upon those persons who have rendered extraordinary service to Transylvania University and/or society.

The following principles govern selection:

1. Usually two and no more than three degrees may be granted in one year.
2. The honor shall be reserved primarily for:
   (a) distinguished alumni, benefactors and friends;
   (b) eminent contributors to the arts, humanities, or the sciences; and
   (c) others on the basis of service to society.

   Recipients shall be recognized for distinction of long standing. A balance shall be maintained
   across the years in recognition of distinguished service in the various fields.
3. Alumni will not be considered earlier than twenty-five years after graduation. Distinguished
   faculty and staff (current and/or retired) will normally be honored in some manner alternative to
   an honorary degree. Trustees will usually be considered only after eight years of continuous
   service on the board. Service and benefaction already rendered to the college rather than that
   anticipated will govern selection.
4. All recommendations for degrees shall be made by the Committee on Honorary Degrees on the
   basis of nominations by members of the faculty and administration, the Board of Curators, alumni
   and friends of the college. The call for nominations is made in early January with a due date of
   mid-February. Recommendations from the Honorary Degrees Committee will be submitted to the
   faculty for its approval no later than the April faculty meeting and, subsequently, presented to the
   Board of Trustees for final approval.

INTELLECTUAL PROPERTY POLICY

Intellectual Property is defined as any original idea or data subject to competing claims and legal
protection. It includes patents, copyrights, trade marks, and trade secrets. All members of the University including
faculty, staff, and students shall be subject to the provisions of this policy. This policy will activate when an
individual’s income from intellectual property exceeds 25% of the average University faculty salary for that year.

Members of the University shall retain the right and responsibility to develop intellectual property, and in
every case complete freedom of publication by the creator in both time and scope shall be maintained, unless
agreements with outside sponsors provide otherwise. A committee consisting of the University’s Chief Financial
Officer, the Dean of the College, the Chair of the Faculty Concerns Committee, the Chair of the Personnel
Committee, and the Chair of the particular faculty member’s division (or their surrogates if necessary), hereto
named the Intellectual Property Committee (IPC), will be responsible for policy decisions regarding intellectual
property. Three separate relationships between the creator and the University are recognized. In cases where
property Class status is uncertain, the IPC will adjudicate.

Class 1 Active Support

If intellectual property is developed with active University support (i.e. time, personnel, money, materials,
and/or facilities beyond the normal expectations of contractual duties—see Policy Statement on Faculty
Commitments in the Faculty Handbook), said intellectual property is the property of the University and the creator is
responsible for disclosing in full to the IPC the nature of the invention and for providing documentation as to those who participated in its development. If the author of a manuscript believes that it contains legally protectable material and wishes University assistance in marketing it, a copy of the manuscript should be submitted to the IPC prior to its submission for publication. The IPC may advise deferral of publication to protect intellectual property rights of both the creator and the University, but no prior submission of any manuscript nor any delay of publication shall be imposed by the University.

Class II  Passive Support
If intellectual property is developed with passive University support (i.e. time, personnel, monies, material, and/or facilities normally associated with contractual duties--see Policy Statement on Faculty Commitments in the Faculty Handbook), the University shall have the right to elect whether or not it will retain intellectual property rights for any such invention. Where the University retains intellectual property rights, the exercise of those rights will be carried out in accordance with other provisions stated herein.

Class III  No Support
If intellectual property is developed without University support or where the University has waived or forfeited its rights to Class I or II intellectual property, all rights belong to the creator. Such intellectual property may be voluntarily submitted for consideration, but the creator is under no obligation to do so.

Class I and II Creator Rights
The University may exercise its right to undertake the registering, patenting, development, and marketing of the intellectual property and shall bear all related costs. The creator shall receive, on an annual basis, 33 1/3% (66 2/3% for Class II) of any royalties or other payments derived directly from the marketing of the intellectual property received by the University after expenses related to the registering, development, patenting, and marketing have been paid. The remainder of the income shall be allocated to the Dean of the College for support and development of research and creative work.

Class III Creator Rights
A creator who personally obtains legal protection for his or her intellectual property may nevertheless submit his or her creation to the Committee for consideration of its commercial potential. The Committee and the creator may enter into an agreement whereby the University assists in the marketing of the intellectual property in consideration of the sharing of royalties or such other payments to the University as may be appropriate.

The University shall not enter into any agreement with any outside party which fails to safeguard the rights of the University community members as outlined in this policy.

In situations where the invention is the product of joint creative effort, the IPC shall, upon consultation with the creator, determine an equitable division of any creator’s share payable under this policy.

Procedures
After disclosure to the IPC of the nature of a creation, the Committee shall, within forty-five (45) business days, advise the creator whether it wishes to take initial steps to register, develop, patent, and market the creation. If the creator agrees, the IPC may choose only to register, develop, and market but not patent intellectual property. Within ninety (90) business days thereafter, the IPC shall inform the creator of its decision whether or not to register, develop, patent, market, and otherwise commercially exploit the intellectual property. If the IPC decides not to register, develop, patent, market, and otherwise commercially exploit the intellectual property, or if it fails to meet the deadlines outlined here, all intellectual property rights to the intellectual property, save the right of the University to a non-exclusive use of Class I and II intellectual property, shall pass to the creator.

The University will promptly make every reasonable effort to promote commercially intellectual property to which the University has acquired rights. To this end the University may employ the services of a qualified intellectual property management organization or other business organization experienced and competent in the field of the intellectual property involved with the objective of making available to the public the related processes and products at reasonable prices and of appropriate quality. The University shall be responsible for providing adequate funding, shall provide for the promotional work, and is empowered to enter into negotiations with outside agencies to accomplish this work. If after three years the creator is dissatisfied with or questions the development efforts of the University, he or she may review such dissatisfaction with the IPC. In such cases the Committee shall respond
within 90 business days by finding the complaints to be unwarranted, by assuring the creator that corrective steps will be taken or by returning all intellectual property rights to the creator. If the Committee does not meet this deadline, legal rights to the intellectual property, save a non-exclusive use for the University, shall pass to the creator automatically.

Conditions

If intellectual property is developed under an agreement with an outside sponsor, the rights with respect to intellectual property created in the course of such work shall be governed by the provisions of that agreement only to the extent the provisions do not conflict with this policy.

Notwithstanding any language contained herein to the contrary, the copyright (and revenue therefrom) of all textbooks and scholarly works, including those of art and music, shall be the property of the creator(s). Works specifically commissioned by or through the University, however, will be deemed a work made for hire as defined in 17 U.S.C. §101.

In cases where the creator’s relationship with the University has been terminated for any reason, or the creator has retired, this policy will remain binding unless other negotiations have concluded to the satisfaction of all concerned parties. In the event of the creator’s death, this policy will be governed by current laws regarding inheritance.

Notwithstanding any language to the contrary, the time deadlines set forth above may be expanded by the President for the good of the University.

JONES FACULTY DEVELOPMENT PROGRAM

Within the Bingham Program, and in keeping with its broad goals, a fund has been established for the support of faculty development. Made possible by generous gifts from Mr. and Mrs. David A. Jones and the late Mr. William T. Young, this Faculty Development Program fosters continuing professional growth and improvement of the Transylvania faculty, both individually and collectively. It thus serves as a uniquely important complement to the Bingham Program's awards for excellence in teaching.

Support for projects that promise to enhance faculty development usually take the form of grants to individual faculty or small groups of faculty, especially during the summer months. Also eligible for support are initiatives planned to affect all or a considerable segment of the faculty (e.g., focused training programs in innovative approaches to teaching). Occasionally, a portion of the funds available may be set aside by the President for allocation to special needs in faculty development, as he/she deems advisable. The size of the grants varies, depending on the nature and scope of the project, but grants to individuals seldom exceed $3,500.

Applications for awards should be submitted to the Grants Allocation Committee by the announced deadline. The Committee reviews them and makes recommendations (including a priority rank) to the Dean of the College and the President. Applications must include a clear statement of objectives, along with a description of what is to be done and of procedures to be used (if applicable). Also required is a statement about the significance of the project and how it will enhance the professional development of the applicant as a teacher or contribute to faculty development in some broader way. Applications should be brief, free of jargon, and understandable by readers who are not specialists. If previous work has been done on the project, this should be described. A proposed budget must be part of the application.

Grants may be used in a variety of ways, as long as the use facilitates the progress of the project. Equipment purchase, secretarial assistance, travel expense, purchase of supplies, and personal salary are examples of possible uses. Equipment and materials purchased through the Jones Faculty Development Program are the property of Transylvania University. Faculty members who plan to seek publication of scholarly work by the University Press of Kentucky should apply for a Jones Grant to pay possible subvention fees; no more than one such application will be funded per year.

Proposals will be judged on the extent to which the project is likely to promote individual professional development or, more broadly, the development of the faculty and its programs.

A written report on progress and outcomes must be submitted to the Grants Allocation Committee within one month of the close of the project period, with copies to the Dean of the College and the President. The President will report annually to the Bingham Board of Trust on the projects supported by the Jones Faculty Development Program. In some instances, a report of the results of the project to an assemblage of faculty colleagues may be
appropriate. Publications resulting from projects should include acknowledgement of support from the David and Betty Jones Faculty Development Program.

KENAN FUND FOR FACULTY AND STUDENT ENRICHMENT

A $1 million challenge grant from the William R. Kenan, Jr. Charitable Trust was matched by an additional $2 million from other sources creating a $3 million total endowment for this comprehensive program. The income from the endowment supports faculty research and professional growth, joint student-faculty research and the appointment of a distinguished visiting professor.

The Kenan Fund for Faculty and Student Enrichment allows Transylvania to ensure the University’s standing as one of the best small liberal arts colleges in the nation. The endowment enables Transylvania to facilitate the continued professional growth and development of our dedicated teachers, which in turn expands and enriches the learning opportunities for our outstanding students. The Kenan Fund for Faculty and Student Enrichment at Transylvania University is designed to provide a comprehensive network of support for faculty and student research in the liberal arts environment. Taken together, the four components of the program are aimed at fostering excellence in classroom teaching and learning through the development and renewal of knowledge and skills.

The Kenan Faculty Research Grants enables faculty members to pursue independent research and professional activities during the summer that will further their knowledge and skills, and enrich their classroom teaching. Up to 20 grants will be awarded annually, with maximum individual awards of $3,500. To date 48 grants have been made.

The Kenan Student Summer Research Program supports students’ summer research under the guidance and direction of Transylvania faculty members. $2,000 stipends for up to ten students will be awarded annually, with faculty stipends of $1,000 for each student supervised. Up to $10,000 will be annually provided for the students’ equipment and materials, in addition to up to $10,000 annually to support preparation and travel expenses related to the students’ presentation of their projects at academic meetings. To date, 47 students have received grants.

The Kenan Sabbatical Support Fund supports projects and research faculty members undertake during sabbatical leaves. On average, five faculty members take a sabbatical leave each year, for which they receive full pay for one semester or half pay for a full year. Up to $50,000 in grants will be awarded annually to reimburse faculty members for travel, equipment, materials, copying and other costs related to the scholarly project that is the basis of their sabbatical, with maximum individual awards of $10,000. Since the program’s inception, 64 faculty members have received sabbatical support.

The Kenan Distinguished Visiting Professorship will bring to campus nationally recognized teacher-scholars with fresh points of view that will invigorate current faculty and provide students access to a learning experience they would not have under other circumstances. The only disadvantage of having a teacher on sabbatical – the loss of that voice from the classroom – will be solved to the benefit of both teachers and students. The visiting professorship will be filled based on need and availability of funds. Selection guidelines will include rotation among the University’s 22 academic programs and planning several years in advance, in conjunction with sabbaticals, to recruit outstanding visiting professors.

The Kenan Fund for Faculty and Student Enrichment helps Transylvania set the standard for integrating meaningful research and professional development into the liberal arts environment. The result is a true merging of teaching and scholarship that brings positive, meaningful growth to the landscape of higher education.

LIBRARIANS

Transylvania University acknowledges the unique and important contribution which its library staff, and especially the librarians, make to the educational program. The library staff bears responsibility for providing information resources and services for the academic community. To meet this responsibility, librarians acquire and organize appropriate materials for the instructional and general intellectual needs of the academic community, work with the faculty to assure students develop information literacy, and encourage the effective utilization of information resources. Although these responsibilities do not require librarians to function essentially as part of the faculty (whose responsibilities are delineated in the Constitution of the Faculty), librarians affect the quality of the entire educational program more directly than do any other non-faculty personnel. Without competent librarians, the
education program would markedly deteriorate.

The position of an academic librarian is a professional one requiring special training and involving professional orientation toward one's responsibilities, toward one's institution, and toward one's colleagues. The field of librarianship is governed by professional associations. The competent performance of the role of librarian is a product of considerable formal education at the graduate level. Transylvania University is committed to extending to its librarians the rights and privileges which are commensurate with their professional status and their contributions to the academic enterprise.

The following are guidelines for extending the rights and privileges of academic status to our librarians.

A. **Appointments**

Academic librarians should be distinguished by rank and should be consulted in the recruitment, hiring and promotion of the library staff. A master's degree in Library Science, recognized as the terminal degree, is required for all librarian appointments.

1. The rank of Assistant Librarian shall be made by the Dean and President upon recommendation of the Library Director (after consultation with the ranked librarians).

2. The rank of Associate Librarian shall be made by the Dean and President upon the recommendation of the Library Director (after consultation with the ranked librarians) and the relevant faculty committee charged with responsibility for library affairs. To be promoted to Associate Librarian the candidate must present evidence of excellence in librarianship, involvement in service to the profession and/or professional development, and service to Transylvania.

3. The rank of Full Librarian shall be made by the Dean and President upon the recommendation of the Library Director (after consultation with the ranked librarians) and the relevant faculty committee charged with responsibility for library affairs. To be promoted to Full Librarian the candidate must present evidence of meritorious performance in librarianship, continued significant involvement in service to the profession and/or professional development, and a record of service to Transylvania.

4. **Titles**

   Librarian positions should be designated by area of administrative responsibility (e.g. "Associate Librarian for Public Services", "Assistant Librarian for Special Collections", etc.), and librarians should be listed in the Transylvania University Catalog and Manual.

B. **Promotion**

Criteria for evaluation should be made explicit and should be consistent with the responsibilities of librarians, as articulated in the Statement of Library Mission. Normally, librarians at the rank of Assistant Librarian and above will not be considered for promotion until they have served for at least five (5) years at their current rank. They shall be considered for promotion to higher rank upon nomination by the Library Director. Promotion to a higher rank will normally be accompanied by an appropriate increase in salary.

The criteria for evaluation of candidates for promotion are as follows:

1. The candidate has demonstrated excellence in librarianship and in assistance to library users which includes, but is not limited to, demonstrating mastery of, and effectiveness in the areas of responsibility delineated in the job description; promoting students' effective use of information resources through one-on-one assistance and group instruction; exhibiting a willingness to establish and work with goals, objectives and priorities; displaying good judgment, effective communication skills, and the ability to respond flexibly to changes in the profession or institution; providing good supervisory skills; and displaying intellectual curiosity.

2. The candidate has demonstrated service to the profession and/or professional
development which includes, but is not limited to, participating in professional and scholarly organizations; completing course work and seminars designed to update and extend professional knowledge or job expertise; publishing articles, books, or reviews; participating on a panel or presenting a paper at a professional meeting; lecturing; and applying for grants.

3. The candidate has demonstrated a commitment to Transylvania University which includes, but is not limited to, participation in library or University committees; special assignments outside normal job requirements; and sponsorship or participation in student organizations and activities.

C. Terms of Employment

Academic librarians should be treated as professionals in regard to method and terms of employment. As academic colleagues they should be given opportunities for professional development.

1. Library staff at the rank of Assistant Librarian and above are appointed for 12 months, and will annually receive letters, specifying salary and benefits.

2. Librarians at the rank of Assistant Librarian and above may request reduced work loads or release time with or without pay (as distinguished from the standard "Leave of Absence" policy described in the Transylvania University Employee Handbook) in order to engage in professional development activities. Ordinarily such leaves will not be granted until at least six years of professional service have occurred. Librarians at the rank of Assistant Librarian will be eligible for up to two months leave; those at the rank of Associate Librarian will be eligible for up to four months leave; and those at the rank of Full Librarian will be eligible for up to six months leave. Leaves will be granted by the Dean and President upon the recommendation of the Library Director in consultation with the ranked librarians.

3. Library staff at the rank of Assistant Librarian and above, although not eligible for tenure, shall be extended the privileges of academic freedom and due process in the performance of their responsibilities.

4. Library staff at the rank of Assistant Librarian and above are granted 20 vacation days per year.

D. Participation in University Governance

Academic librarians should participate actively in the determination of library policies and in university governance.

1. The Library Director serves ex officio as a voting member of the Committee on Program and Curriculum.

2. According to the Constitution and By-Laws of the faculty, only individuals with appointments in divisions may be members of standing committees. No such constraint exists for ad hoc committees or for subcommittees. Faculty members are encouraged to consult librarians and to invite them to attend and participate in standing committee meetings. Faculty members are also encouraged to appoint librarians to membership on ad hoc committees or on subcommittees.

LIBRARY BOOK ORDERS

Each division and program has money set aside for faculty to order books for the collection. The library keeps track of what has been spent by each division or program. The deadline for spending your allocation is April 1. Please speak with your division chair and program chair to discover if there are any processes unique to your division and program. If there are none, you can send your requests directly to Ann Long in the library. Please be sure that you include author, title, publisher, ISBN, and edition (if pertinent).
In addition to the money allocated to each division and program, faculty may request grant money from the discretionary fund. Requests should be made by February 15. Your request should include a list of specific titles, including author/editor, prices and ISBN and a justification for purchasing this material from outside the divisional allocation. The following criteria are used in awarding grants from the discretionary fund:

- Materials are to be used by a new instructor.
- Materials are in an area which has been neglected for some time.
- Materials are cross-divisional in subject matter or in prospective use.
- Special circumstances, as when the division allocation formula clearly works to the disadvantage of certain programs which are unable to meet instructional obligations; or when materials presently held in the library are dated because of current developments in the field.
- Materials that are very expensive (such as a series of volumes), whose purchase would unduly require funds from the divisional allocation to the detriment of other funding requirements.

Additional information is available here - [http://inside.transy.edu/library/faculty_staff/orderingbooks.htm](http://inside.transy.edu/library/faculty_staff/orderingbooks.htm)

**MAINTENANCE/REPAIRS REQUESTS**

All requests for services from the maintenance staff of the University should be channeled through the Division Chair and forwarded to the Director of the Physical Plant.

**MOVING POLICY**

Transylvania University assists with the arrangements and expenses connected with the moving of new faculty or administrative staff members to this community in accordance with the provisions and limitations outlined below.

New faculty and administrative staff should contact the Finance Office to begin arrangements for moving. Transylvania University will pay the major portion, if not all, of the appointee's moving expenses, within the limits of this formula:

1. Transylvania University will not pay packing or appliance-servicing expenses. These charges, if any, will be billed to the faculty or staff member.
2. Transylvania University will pay the usual and customary costs of insurance on the moving.
3. Transylvania will pay actual moving (transporting of personal property) expenses within the United States, regardless of distance, up to a maximum weight limit of 10,000 lbs. Weights in excess of this limit must be submitted to the Chief Financial Officer for review.
4. Transylvania will not pay costs incurred for the temporary storage of personal property, nor extra moving expenses relating to the delivery of personal property from temporary storage. Transylvania will not pay for shipping a car.

Moving expenses may be considered taxable income and should be reported appropriately to the Internal Revenue Service.

**NONDISCRIMINATION**

The policy of Transylvania University shall be to provide equal opportunity for all persons including, but not limited to, officers, employees, applicants, and students and to prohibit discrimination because of age, race, color, ethnicity, religion, gender, sexual orientation, disability, veteran status, or national origin. Moreover, affirmative action will be taken to recruit faculty from disadvantaged groups.

**OFF CAMPUS EMPLOYMENT**

Some faculty members are gainfully employed part time in off-campus work. While there is no specific University regulation against this, it is expected that the usefulness of the faculty member will not be impaired by off-campus employment. Please refer to the policy statement on faculty commitments.
Faculty members teaching full-time and attending graduate school should not plan to take more than one course per quarter or semester. Faculty members may not tutor Transylvania students for pay.

**OFFICE HOURS**

All regular, full-time faculty are expected to keep office hours for a minimum of ten hours per week, well distributed through the week. These should be posted on the office door together with the faculty member's class schedule. A card for this purpose is provided by the Dean. All faculty members should be available to students by appointment as well as during stated office hours.

All part-time faculty members are expected to keep at least one office hour per week per course unit taught. Such office hours should be posted in the divisional office in a manner that specifies the part-time faculty member's class schedule and office location. Part-time faculty members should make an effort to be available to students by appointment as well as during stated office hours.

**OPEN HOURS**

The "open hours" on Tuesdays and Thursdays, 12:15 - 1:30, are dedicated to programs of interest to the community as a whole, such as the "Academic Affairs" presentations by faculty and students on Thursdays. Academic events to be held during open hours should be scheduled through the office of the Dean of the College. In keeping with the purpose of these periods, regular committee meetings should not be scheduled during open hours.

**PROFESSIONAL ACTIVITIES**

Faculty members are asked each January to submit a report on their professional activities during the previous calendar year. Forms are sent from the Dean's office for this purpose and should be returned promptly.

**PROFESSIONAL ETHICS**

This statement on professional ethics comes from the AAUP Policy Document and Reports, 1990 edition. Approval of this statement does not imply the adoption of the other AAUP statements listed in the footnote.

The statement which follows, a revision of a statement originally adopted in 1966, was approved by Committee B on Professional Ethics, adopted by the Council, and endorsed by the Seventy-third Annual Meeting in June 1987.

**Introduction**

From its inception, the American Association of University Professors has recognized that membership in the academic profession carried with it special responsibilities. The Association has consistently affirmed these responsibilities in major policy statements, providing guidance to professors in such matters as their utterances as citizens, the exercise of their responsibilities to students and colleagues, and their conduct when resigning from an institution or when undertaking sponsored research.¹ The Statement on Professional Ethics that follows sets forth those general standards that serve as a reminder of the variety of responsibilities assumed by all members of the profession.

In the enforcement of ethical standards, the academic profession differs from those of law and medicine,

¹ 1961 Statement on Recruitment and Resignation of Faculty Members
1964 Committee A Statement on Extramural Utterances (Clarification of sec.1c of the 1940 Statement of Principles on Academic Freedom and Tenure)
1965 On Preventing Conflicts of Interest in Government-Sponsored Research at Universities
1966 Statement on Government of Colleges and Universities
1967 Joint Statement on Rights and Freedoms of Students
1970 Council Statement on Freedom and Responsibility
1976 On Discrimination
1984 Sexual Harassment: Suggested Policy and Procedures for Handling Complaints
whose associations act to ensure the integrity of members engaged in private practice. In the academic profession, the individual institution of higher learning provides this assurance and so should normally handle questions concerning propriety of conduct within its own framework by reference to a faculty group. The Association supports such local action and stands ready, through the general secretary and Committee B, to counsel with members of the academic community concerning questions of professional ethics and to inquire into complaints when local consideration is impossible or inappropriate. If the alleged offense is deemed sufficiently serious to raise the possibility of adverse action, the procedures should be in accordance with the 1940 Statement of Principles on Academic Freedom and Tenure, the 1958 Statement on Procedural Standards in Faculty Dismissal Proceedings, or the applicable provisions of the Association's Recommended Institutional Regulations on Academic Freedom and Tenure.

The Statement

I. Professors, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognize the special responsibilities placed upon them. Their primary responsibility to their subject is to seek and to state the truth as they see it. To this end professors devote their energies to developing and improving their scholarly competence. They accept the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. They practice intellectual honesty. Although professors may follow subsidiary interests, these interests must never seriously hamper or compromise their freedom of inquiry.

II. As teachers, professors encourage the free pursuit of learning in their students. They hold before them the best scholarly and ethical standards of their discipline. Professors demonstrate respect for students as individuals and adhere to their proper roles as intellectual guides and counselors. Professors make every reasonable effort to foster honest academic conduct and to ensure that their evaluations of students reflect each student's true merit. They respect the confidential nature of the relationship between professor and student. They avoid any exploitation, harassment, or discriminatory treatment of students. They acknowledge significant academic or scholarly assistance from them. They protect their academic freedom.

III. As colleagues, professors have obligations that derive from common membership in the community of scholars. Professors do not discriminate against or harass colleagues. They respect and defend the free inquiry of associates. In the exchange of criticism and ideas professors show due respect for the opinions of others. Professors acknowledge academic debt and strive to be objective in their professional judgment of colleagues. Professors accept their share of faculty responsibilities for the governance of their institution.

IV. As members of an academic institution, professors seek above all to be effective teachers and scholars. Although professors observe the stated regulations of the institution, provided the regulations do not contravene academic freedom, they maintain their right to criticize and seek revision. Professors give due regard to their paramount responsibilities within their institution in determining the amount and character of work done outside it. When considering the interruption or termination of their service, professors recognize the effect of their decision upon the program of the institution and give due notice of their intentions.

V. As members of their community, professors have the rights and obligations of other citizens. Professors measure the urgency of these obligations in the light of their responsibilities to their subject, to their students, to their profession, and to their institution. When they speak or act as private persons they avoid creating the impression of speaking or acting for their college or university. As citizens engaged in a profession that depends upon freedom for its health and integrity, professors have a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.

RESEARCH

Institutional Review Board

Conducting research is a scholarly activity that is valued by Transylvania University. Faculty members have a responsibility to make students aware of ethical concerns in research. Those who engage in research or supervise research projects must ensure that their participants’ involvement in the project is voluntary and that the benefits for participating outweigh the risks. Researchers engaging in data collection such as surveys, interviews, or experimental work must protect their participants, themselves, and Transylvania University by obtaining approval for research projects from the Institutional Review Board (IRB). In addition, certain classroom exercises or projects...
may need to be approved by the IRB.

Current members of the IRB are: Mark Jackson (chair); Monica Kern (U.K.); David Carr; Jack Furlong; William Pollard.

Institutional Animal Care and Use Committee

The use of animals for teaching is acceptable only if it significantly contributes to the understanding of fundamental scientific principles where other accepted methods of education are inadequate. Procedures involving prolonged pain or distress for an animal are never ever acceptable in teaching at Transylvania University.

Animal research carried out as part of a student’s independent study research project must undergo the same evaluation as any research project; a full protocol must be submitted to the IACUC to be considered by the committee. These projects must be supervised by an instructor with established competence in animal handling and relevant experimental procedures.

Projects done by students as a part of a course will be supervised by the instructor or the course. The instructor:

1) must be familiar with animal care and use guidelines as written in 9 CFR Chapter 1, Subchapter A (Animal Welfare) and the Guide for the Care and Use of Laboratory Animals. He/she should also be familiar with any relevant guidelines/permits for the use of wildlife.

2) should file a statement with the IACUC before the class begins giving an overview of the expected use of animals in the class and explaining the educational benefits. The instructor should also address what alternatives were considered and why use of animals has a superior educational value.

3) must ensure that all students handling animals have individual or small group instruction in the handling procedures relevant to their project.

4) should have students work in groups whenever possible to reduce the number of animals used. If that cannot be done, the instructor should indicate the reasons in his/her statement to the IACUC.

5) must, if the projects using animals are to be designed by the students, submit a list of the proposed projects including a brief summary of each that clarifies any potential pain or distress. This list, which can be submitted via email, will be reviewed by the chair of the IACUC or a designee and by the IACUC veterinarian. Those individuals will indicate any projects for which a full IACUC review is deemed necessary.

Current members of the IACUC are Meg Upchurch (chair); Mark Jackson; Jack Furlong; Monica Kern (U.K.); William Pollard; David Carr.

SEARCHES FOR NEW FACULTY MEMBERS

General responsibility for recruiting new members of the faculty rests with the Dean of the College, with particular responsibilities delegated to the relevant divisional and program chairs. Searches for new members of the regular, full-time faculty are national in scope and culminate in interviews on campus, in which candidates make a presentation for faculty and students, interview with the president and with the dean, and meet with students, whenever possible by teaching a class.

The Director of Human Resources is available to explain the EEOC Uniform Guidelines on selection procedures and other applicable federal and state employment laws. All selection committee members should review the booklet “Interview Guide for Supervisors” prior to the evaluation of resumes. The Director of Human Resources also has other training aids available upon request to assist in the selection of the best qualified candidate.

If new faculty members are not citizens or permanent residents of the United States, all materials and files from the search are kept until permanent residence or citizenship is attained. All records relating to selection processes shall be retained for two years after selection is made.

While searches for part-time faculty members are of necessity less comprehensive in scope, they include the same elements, with the exception (at the discretion of the division chair, upon advice from the program director and with approval by the dean) of the candidate making a presentation for faculty and students. Given the specific requirements of each faculty position, every search has distinctive elements, necessitating careful planning by and communication between the divisional chair (in consultation with the program chair and faculty) and the dean. Nevertheless, in all searches, new colleagues are sought who can contribute to a given academic program in ways that enhance the intellectual life of the College as a whole.

The following resolution was adopted by the faculty at its February 8, 2006 meeting:

Transylvania University 33 Faculty Handbook
"As a faculty we are resolved to increase the number of minority faculty, in particular ethnic and racial minority faculty, at Transylvania University. Committed to the institutional vision represented in the 2002 Quality Enhancement Plan and our statement of institutional purpose, we support faculty and administrative efforts to identify, recruit, hire, and retain minority faculty.

In Recommendation #9 of the 2002 QEP, the institution committed to increasing diversity among faculty by adding two minority hires within five years (2007). In addition, a goal expressed in Transylvania’s statement of institutional purpose underscores the need for students to understand themselves and their relation to others 'in a diverse, ever-changing world.' Multiple strategies by which this goal can be achieved might include, but are not limited to, full-time tenure-track hires, distinguished visiting faculty, community leaders with adjunct faculty status, special courses in May Term, an endowed minority lectureship series, and collaborations with other institutions of higher learning in the region, etc."

SEXUAL HARASSMENT/ABUSE POLICY

Human Dignity

Transylvania University is committed to dignified human treatment and respect of others. Behavioral, oral, and written actions that are intellectually, ethically, and socially inappropriate regarding gender, sexual preference, race, religion, or ethnicity constitute serious affronts to human dignity and are interpreted as violations of the basic rights of members of the Transylvania community.

SAGE (Sexual Assault and Gender Education committee) is a group of faculty and staff committed to changing the Transylvania culture of silence to one that empowers responsible citizenship around sexual violence, harassment, and gender issues. We are developing educational initiatives to equip community members with tools for positive intervention when potentially dangerous relationship situations arise.

SAGE members are Carole Barnsley, Georgeann Brown, Dave Carr, Chief Richard Cook, Farrah Dicken, Amy Jo Gabel, Ashley Hinton-Moncer, and Mark Jackson.

Policy and Procedures

Transylvania is committed to ensuring that the institution is free of sexual abuse and harassment in all its manifestations: verbal (including sexual innuendo, suggestive comments, insults, humor and jokes about sex or gender specific traits, sexual propositions, and threats); non-verbal: (including suggestive or insulting sounds, jeering, whistling, obscene gestures and images); and physical (including touching, pinching, brushing the body, compelled or forced sexual intercourse or assault).

Transylvania University is not an arm or agent of the government, nor is it in any way a law enforcement agency. The laws of the Commonwealth treat crimes against the person in very specific terms as noted in the appendix.

The procedures provided here are offered to the University community to assist in resolving the personal affront to human dignity which results from an incident of sexual abuse or harassment. The procedures identified are available to all, whether student, faculty, or staff. These procedures, however, are not intended to replace or substitute for the Rule of Law. The criminality of an act is not altered by reason of a choice to follow one of the grievance procedures outlined in this policy statement.

The grievance procedures neither imply nor offer immunity or waiver of prosecution for one whose activity is defined as criminal in nature. In all cases involving force or threat of physical force or compulsion, the individual against whom that force or threat has been directed is encouraged to notify a member of the Sexual Harassment and Assault Resource Committee, the Director of Public Safety, the appropriate administrative officer, the local police department, or the Lexington Rape Crisis Center.

I. Sexual Harassment

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when 1.) submission to or rejection of such conduct by an individual is used as the basis for employment or academic status; 2.) submission to or rejection of such conduct by an individual is used
as the basis for employment or academic decisions affecting such individual; or 3.) such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working, academic, or living environment.

**Grievance Procedure for Sexual Harassment**

Students, faculty or staff who believe they have been sexually harassed must immediately report the incident(s) to the Dean of the College, the Dean of Students, or the Chief Financial Officer, whichever administrative officer is appropriate. **Do not allow an inappropriate situation to continue by not reporting it, regardless of who is creating that situation.** The administrative officer will investigate the alleged incident(s) and will complete the investigation as soon as practically possible. The investigation may involve coworkers, supervisors, students, faculty or other persons involved (directly or indirectly) with the complaint.

If there is a mutually satisfactory solution, all parties will sign the agreed solution and the issue will be considered to be closed. Any violation of the agreement, by either party, will be grounds for reopening the complaint. A report of the agreement shall be given to the President.

If a mutually satisfactory agreement cannot be reached, the administrative officer investigating will make a recommendation to the President. As soon as possible after receipt of the recommendation, the President, or his/her designee, will render a decision on the complaint. The President, or his/her designee, may meet with any and all parties he/she believes should be included, to resolve the complaint.

In cases involving physical force, or threat of physical force, the individual against whom that force or threat has been directed, or someone designated by the person to act on her or his behalf, should immediately notify the Department of Public Safety.

The University will take care to restrict disclosure of information concerning allegations of sexual harassment to those persons who have a need to know the information.

State and federal law prohibits any type of retaliation against a person for making good faith, legitimate complaints of harassment of any kind or for assisting in the investigation of such a complaint. The terms and conditions of any employee’s employment will not be affected by the fact that he or she has brought a good faith complaint of harassment or assisted in the investigation of such a complaint.

Any employee who engages in objectionable conduct under this policy is subject to discipline up to including termination of employment.

II. Sexual Assault/Rape

Transylvania University considers any form of sexual abuse a grave offense. Sexual assault is defined by the Kentucky Penal Code (see Appendix) as sexual intercourse or sexual contact with another person by forcible compulsion or without consent. Absence of protest is not consent. Furthermore, valid consent cannot be obtained if the individual is coerced or substantially impaired, such as by alcohol or drug consumption. The same definition holds whether the assailant is a stranger or an acquaintance. The University policy is that a person has the right at any time to say "no" to sexual activity and that "no" means "no." It is the University's position that every human being is entitled to privacy and respect--and that rape is a crime of hostility and aggression, as well as a violation of human dignity.

**Grievance Procedure for Sexual Assault/Rape**

A. The victim of a sexual assault is encouraged to seek the assistance of the Grievance Committee. The Grievance Committee pledges confidentiality and places primary emphasis upon assisting the victim in finding immediate and specialized care and attention.

The Sexual Harassment and Assault Resource Committee can be a substantial resource by providing: (1) immediate medical attention; (2) referral to free, trained therapists; (3) access to printed information regarding victims’ rights; (4) information, advice, and access to legal advocacy; (5) assistance and counseling to eliminate further contact or interaction with alleged perpetrator (i.e., rearrange housing assignments, alter class schedules, etc.); (6) assistance and advice in placing formal or informal charges against any alleged perpetrator.

B. The victim of a sexual assault may proceed informally, formally, or both. Whether proceeding informally
within the University community as a sole remedy or in conjunction with the placement of formal charges, any report of sexual assault will be supervised by an Administrative Officer of the University. The University, working with the Sexual Harassment and Assault Resource Committee, will take immediate measures to protect the victim and secure all benefits and assistance which are within its power to provide.

C. In conjunction with the processing of informal complaints of sexual assault, the University supports a victim’s rights to make an appropriate complaint for processing in the criminal justice system and indeed encourages this. Sexual assault in whatever form is a crime. The criminal justice system provides basic legal protections to the victim and to the accused which a University community is ill-prepared to secure. The protections of due process of law as well as an organized and competent court processing system can afford to all those directly involved a swift and just result.

D. It is within the power of the University in dealing with all members of the University community, whether student, faculty, or staff, to suspend, terminate, expel, and prosecute an alleged perpetrator at such time as it receives notice of an assault. The University is committed to processing all such information and complaints in an effective and efficient manner. It will make every effort to protect both the accuser and the accused from unwarranted publicity and will retain records of all administrative processes and investigations as well as ultimate disposition in accordance with existing University policy.

The University is committed to protecting the rights and dignity of all members of the Transylvania community and, thus, is interested in safeguarding the legal rights of both the accuser and the accused. It is likewise committed to pedagogical and administrative practices which make clear what sort of behavior is unacceptable and what steps will be taken when violations are alleged. In keeping with this commitment, the University acknowledges its responsibility to report cases of rape to the Department of Public Safety, the data bank for the Student Right to Know Act, and the Lexington-Fayette urban County Police Department.

Pedagogical Commitment

To serve all members of the Transylvania community, the university takes a proactive approach to addressing sexual harassment and abuse through strong educational efforts. Transylvania is committed to providing its students, faculty and staff with opportunities to increase awareness of the occurrence and degrees of sexual harassment and abuse, circumstances in which individuals may be vulnerable, and preventive measures that can be taken to protect both themselves and other members of the community.

Educational efforts focus on: 1) dispelling myths and misconceptions about sexual harassment and abuse; 2) teaching communication skills specific to dating relationships; 3) emphasizing ethical responsibilities of faculty, students, and staff; 4) collaborating with alcohol education efforts; and 5) informing the university community about the grievance procedures.

STUDENT EVALUATION OF INSTRUCTION

Written student evaluations on courses and instructors shall be regularly obtained, using forms and procedures developed by the Personnel Committee and approved by the faculty. A numerical survey instrument (currently the SUMMA) is administered, collected, and scored, with copies given to the instructor, the program director, the division chair, and the office of the Dean of the College, where they are reviewed by the dean and the president and retained in the instructor's file for use in the personnel process. A narrative survey is also administered, collected, and sent to the office of the Dean of the College, where the narratives are read but not retained by the dean and the president and then returned to the instructor for his or her own use.

STUDENT RIGHTS AND RESPONSIBILITIES
(from the Student Handbook)

As a Transylvania student, you have rights and responsibilities to the University community. Your first responsibility is to learn. The University is charged with providing relevant educational opportunities consisting of formal classroom work, co-curricular activities, and a residence hall program in which appropriate activities may flourish.

Your second responsibility is that of citizenship in the Transylvania community. In many ways this
responsibility is similar to the concept of citizenship in society at large, with the additional expectation that social regulations, rights, and responsibilities are reinforced through educational development. Transylvania community members are not exempt from federal, state, and local laws while they practice and develop their democratic participation.

You accept these rights and responsibilities as an agreement of enrollment, and it is important that you fully understand their meaning. If higher education is to be successful, it is necessary for both parties directly involved in the educational and developmental processes - institution and student - to be familiar with their rights and responsibilities to one another.

**Student Rights**

1. Students are free to pursue their educational goals; appropriate opportunities for learning in the classroom and on campus are a prime responsibility of the University.
2. The freedom of students to learn and to evaluate ideas is basic to the educational process, and the responsibility to secure and respect such general conditions which make this possible should be shared by all members of the University community.
3. Students are free to discuss, express opinions, and to hear expressions of diverse opinions. As part of the freedom to learn, students have the right to hear the widest expression of enlightened opinion available to them.
4. Students have the right to freedom from unlawful discrimination, harassment, and abuse on the basis of race, creed, color, religion, gender, national origin, handicap, or sexual orientation. Abuse and harrassment are understood to include slurs and insults.
5. Students shall have accurate and plainly stated information relating to the maintenance of acceptable academic standing, graduation requirements, and individual course objectives and requirements.
6. In all academic evaluations, and in instances of academic discipline, the student has the right to fair and impartial treatment.
7. Students have the right of security of their records. These records should be maintained in keeping with the Family Educational Rights and Privacy Act of 1974, further amendments, and the Department of Education guidelines for implementation. These records include the official academic record, advisement records, counseling records, international student records, financial aid records, placement records, health records, and any collection, retention, and dissemination of information concerning students. Disciplinary records will be kept in the Dean of Students office and made available only to the student concerned and to authorized persons in accordance with the judicial committee of the Student Government Association unless specified by policies (e.g., alcohol policy, etc.). The University will maintain no records that reflect the purely political activities of students or the beliefs of students.
8. Students shall be free from illegal search and seizure.
9. Students shall have the same rights of privacy as any other citizen and surrender none of these rights by becoming members of the University community. Please see Room and Board Contract for certain exceptions.
10. Students may establish, issue, and distribute student-directed publications that are in no way published under the auspices of the University and are published without financial support from the University. Regulations shall not be designed to restrict student access to these publications on University property. Student-directed publications that are published under the auspices of the University and/or are funded by the University shall be free of censorship. The University shall honor this freedom by publicly recognizing and protecting the student editors’ and managers’ right to establish editorial policies within the bounds of prevailing legal and journalistic standards. Specifically, student editors and managers may not be suspended or removed in response to pressure by individuals or groups disagreeing with editorial policies, positions, or opinions. The University must reserve its right to censor or prevent distribution of any publication which endangers lives or property or is patently defamatory.
11. The University shall not interfere with students’ rights to join associations that promote their common interests.
12. Students shall have the opportunity to participate in the formulation of policy directly affecting them through membership on appropriate committees of the SGA.
13. No disciplinary sanctions may be imposed upon any student for violations of regulations for which there is no actual or constructive notice.
14. All students shall have the rights of fundamental fairness in any judicial proceeding or disciplinary action as established in the student judicial system.
15. It is recognized that free speech is essential in a democratic society. Students are free to discuss and debate ideas and opinions in the spirit of free inquiry. Moreover, students, as individuals or as members of groups, are free to demonstrate and protest on University property (Haupt Plaza has been designated as the “free speech” area on campus) in opposition to or in favor of University, city, state, or national policy, provided that they do not violate any federal, state or local law and that no acts are performed that:

a. Cause damage to personal or University property;
b. Cause physical injury to any individual;
c. Prevent any student from attending class, entering or leaving any University facility, or attending any special program on University-owned or controlled property;
d. Prevent administrative officers, faculty, students, staff, employees or invited guests of the University from performing duties which they are authorized to perform;
e. Disrupt classroom or laboratory instruction, or any normal business of the University; and/or
f. Impede the free flow of pedestrian or vehicular traffic.

Student Responsibilities

The academic community requires responsibility and a system of order supportive of the educational process that is the purpose of the University. Order implies non-disruptive conduct, an observance of law, and freedom from disorder. Disruption of the educational process by a member or a group of members of the University community denies to all other members the pursuit of their individual educational objectives.

While the University may sometimes appear to be set aside from the larger community of which it is a part, it is created and supported by part of the larger community and has responsibility to it. Students must recognize their unique relationship to the larger community and take responsibility for their own actions and values, and for recognizing that they reflect upon the University community.

Upon joining the University community, students enjoy social, cultural, and educational opportunities. They also assume the role of citizen of the community and agree to abide by the regulations and standards of conduct operative in the University community. More importantly, assumption of this role implies a responsibility toward the well-being of the entire life of the University community.

Regulations affecting the student as a member of the University community apply to a student throughout all aspects of his or her campus life, whether in the classroom, on University property, in University housing, in an organization meeting, or in a class or organization-related activity.

Students, as members of the University community, shall have the following responsibilities, which are inherent in the basic rights delineated previously:

1. A student enrolling at Transylvania University voluntarily assumes the responsibilities essential to the upholding of high academic standards. Maintenance of such standards is achieved through individual responsibility on the part of each student for the continued honorable conduct of him or herself and of others.
   a. The student shall have the responsibility for maintaining standards of academic performance as established by his or her instructor(s).
   b. In all academic areas, it is imperative that either work be original or that explicit acknowledgment be given for the use of other persons’ ideas or language. It is the student’s responsibility to consult with instructors to learn the procedures appropriate in each given field;
   c. Plagiarism, cheating, and other forms of academic dishonesty are fundamental offenses against the integrity of an academic institution and its student body. Disciplinary measures will be taken against any student found by due process to be guilty of dishonorable conduct.
   d. Upon acceptance of admission to the University, a student implies affirmation of these standards and an aspiration to abide by the principles on which it is founded. The academic community trusts that it is with thorough understanding and complete acceptance of these fundamental values that the student seeks admittance to Transylvania University.

2. The student shall be responsible for acting in such a manner as to ensure that other students have the rights declared previously;

3. The student shall be responsible for his or her actions with respect to University rules and regulations;

4. The student shall be responsible for his or her actions with respect to provisions of local, state, and federal law; and
5. The student shall be responsible for conducting himself or herself in a manner that helps to create and maintain a learning atmosphere in which the rights, dignity, and worth of every individual in the University community are respected.

Human Dignity Statement

Transylvania University is committed to dignified human treatment and respect of others. Behavioral, oral, and written actions that are intellectually, ethically, and socially inappropriate regarding gender, sexual orientation, race, religion, or ethnicity constitute serious affronts to human dignity and are interpreted as violations of the basic rights of members of the Transylvania community.

As a matter of University policy, the public display on campus of symbols of domination or oppression of whatever sort hinders the University’s effort to foster an inclusive and diverse campus life and educational environment and would constitute a breach of responsibility for which a member of the University community or group as a whole may be held accountable.

SYLLABUS

Transylvania faculty members are required to prepare, distribute and follow a syllabus in every course. Program chairs are responsible for maintaining a file of the syllabuses for all courses. These files are kept in the divisional offices, and division chairs are responsible for ensuring that all such files are complete and current.

The rationale is clearly stated in the Criteria for Accreditation of the Southern Association of Colleges and Schools: "Students and faculty must have a clear understanding of the goals and requirements of each course, the nature of the course content and the methods of evaluation to be employed. Methods of instruction must help fulfill the goals of each course and be appropriate to the capabilities of the students." Therefore, every syllabus should include at least the following information:

- exact title and number of the course
- the time and place of class meeting
- the instructor's name, office location, office hours, and campus telephone number
- a brief description of the course
- a list of books and other required materials
- an outline of all activities (lectures, discussions, labs, tests, etc.) with particular dates whenever possible
- a list of all course requirements, including the dates of the major tests and the due dates of major assignments, and the general expectations of students
- an indication of the basis for grading

The syllabus should be updated, and revised as necessary, every term the course is taught.

TEXTBOOK ORDERS

The campus book store is located in the Glenn Building. In order for the store to function effectively in supplying textbooks, it is necessary for faculty members to anticipate their needs for textbooks and instructional supplies far enough in advance so that they may be on hand when each term begins. Faculty should place their textbook orders according to a schedule available from the book store. When no books are needed, this information should also be reported. Instructions on submitting orders are available from the bookstore manager.

TUTORING

Student requests for tutoring assistance should be discussed with the course instructor. Frequently it turns out that there are other and better solutions to a student's problems. If tutoring is indicated, the division concerned should recommend qualified upperclass students. When the requesting student is able to pay, student tutors should be paid for their time. The current minimum wage rate is recommended.

Faculty members are prohibited from tutoring Transylvania students for pay.
UNIVERSITY SERVICES

AUDIO-VISUAL EQUIPMENT

The Library maintains audio-visual equipment and makes it available to faculty members. All requests are to be processed through the Audio-Visual Supervisor, and must be made 24 hours in advance. Most Divisions also have some audio-visual equipment of their own.

CAMPUS SECURITY

The Department of Public Safety offers the following points concerning matters of security.

1. DPS officers generally will unlock exterior doors for faculty or staff. They will open other doors when requested on special occasions. However, some areas are restricted by policy or position of authority. There are no time restrictions for entry into a building for faculty members, although there are for students. Students are not allowed to enter any administrative building after 11:00 p.m.. After classes, when the buildings are closed, students are allowed in classrooms only when they have written permission from an instructor. When permission is given, you must contact the Department of Public Safety (8118) and give the student's name. A list of persons eligible to gain access to certain classrooms is kept current at the dispatch office in DPS.

2. When you enter a building after it is closed, please telephone Public Safety. Use either the red phone connected directly to the Department of Public Safety or your office phone. In this way the officer will know that you are in the building and be aware that you are not an intruder. Remember that not all officers will recognize you as being a faculty member.

3. DPS officers stop strangers on campus in the evening hours, so please be sure to advise DPS if you have off-campus guests.

4. If you have suspicions about someone or something that is happening, notify the Department of Public Safety; do not try to act alone; try to keep the person in sight without becoming involved; try to notify Public Safety of any change in location. Leave your name and phone number and a brief description of the person with the Officer or Dispatcher when you call.

5. When traveling across campus at night, travel with someone, if possible, or use the Department of Public Safety's escort service for your protection.

6. For your safety, each building on the academic side of campus has red phones which are connected directly to the Department of Public Safety. Six red phones are available in the Mitchell Fine Arts center itself, while two are located outside it: in the Rafskellar entrance area and in the parking lot. In addition, one is located in the parking lot at Graham Cottage, one in the 4th and Broadway parking lot, and one between the 331 North Broadway Building and Forrer Hall. Be familiar with the location of these phones in case you need to use one in an emergency. Each phone has a blue light above it for easy night location. Public Safety is in direct radio contact with the Fire Department, Rescue Units, and the Fayette Urban County Police Department.

7. Lock your office when you leave it, no matter how briefly. Unfortunately, things are sometimes stolen from offices, even during the day. Secure your personal belongings in an area that can be locked.

FACILITIES SCHEDULING

Except for regular classes, which are scheduled by the Registrar, all facilities scheduling is done as follows:

Mitchell Fine Arts Devon Query, 8266; Tammie Williams, 8141
The Presidents Room and Graham Cottage are available for scheduling on occasions when a meal is to be served in a formal manner.

LIBRARY

When the University is in regular session, the library hours are:

- Monday through Thursday: 8:00 a.m. to midnight
- Friday: 8:00 a.m. to 6:00 p.m.
- Saturday: 10:00 a.m. to 6:00 p.m.
- Sunday: 1:00 p.m. to midnight

When the University is not in session, the library is open Monday through Friday, 8:00 a.m. to 5:00 p.m. Details on hours can be found on the library’s website.

To aid students with their research, the librarians can consult with faculty on how to incorporate knowledge of research resources into their syllabus. Librarians can instruct a class on researching or can work individually with students either at the reference desk or by appointment. Librarians are always interested in learning about assignments so that we are prepared to help students when they come to us. We may also be able to help tailor an assignment to help ensure it is successful.

The library has more than 120,000 volumes in its collections. Library books, with the exception of those designated as non-circulating or those placed on reserve, may be borrowed by a faculty member for the academic term. Items may be renewed unless requested by another patron or needed for reserve. A Transylvania I.D. is required in order to check out books. In addition to the physical collection the library has an additional 70,000 plus books online.

Books and articles may be placed on reserve. Please fill out the Reserve Request Form which is available from the library website or by contacting us. Unless we are instructed to the contrary, items are removed from reserve at the end of each term.

The online catalog and the electronic databases licensed by the library may be accessed from the inside.transy home page. Over 50 databases are available to the campus community, and through them more than 15,000 journals are available online. The library subscribes to an additional 500 periodicals in print.

If you are placing materials in Moodle for your courses, the library recommends you link to articles and books in the licensed databases in order to stay within copyright regulations. Librarians can help you to identify stable links for these resources.

To support faculty research the library offers interlibrary loan services. The library works with libraries all over the world to obtain materials. Many interlibrary loan articles are obtained rapidly with a document transmission system that utilizes the Internet. The shipping of books and articles within the state is facilitated by a courier service which serves all public and private colleges and universities, as well as the public libraries in the state.
To assist in keeping up with new research, faculty may request journal’s tables of contents be sent to them. These will be sent automatically to the faculty member when the journal arrives. We can also help to set up an emailed table of contents for those journals that are available online.

The library collects faculty and staff publications and other memorabilia as part of its archival mission. Books, articles, poems, book reviews, stories, musical compositions, and other creative work should be sent to the Special Collections Librarian who will place it in the "Faculty" section of the University Archives. In the case of printed materials, an inscribed or autographed offprint is particularly appreciated. Both retrospective and current work is solicited.

Retiring faculty should note that the library is interested in collecting university-related documents that can be added to the archives. These documents may be turned over to the Special Collections Librarian who will determine suitability and need. Retiring faculty will also want to make sure the archives has complete holdings of their publications or other creative works.

For help with anything regarding research or the library, contact your friendly, neighborhood librarian.

PUBLICITY AND PRESS RELEASES

The University maintains an Office of Public Relations through which information is released to the press. In order to avoid duplication of effort and to ensure prompt and accurate representation of the University to the public it is necessary that all publicity be cleared through this office. Faculty members are advised to confer with the Director of Public Relations regarding contact with the news media.
### Faculty Representatives to the Board of Trustees

<table>
<thead>
<tr>
<th>Faculty Member</th>
<th>Committee</th>
<th>Term</th>
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<tbody>
<tr>
<td>Kurt Gohde</td>
<td>Planning and Evaluation</td>
<td>2009-11</td>
</tr>
<tr>
<td>Carole Barnsley</td>
<td></td>
<td>2010-12</td>
</tr>
<tr>
<td>Jeremy Paden</td>
<td>Development</td>
<td>2009-11</td>
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<tr>
<td>Angela Hurley</td>
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<td>2010-12</td>
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<tr>
<td>Danae Orlins</td>
<td>Student Life</td>
<td>2009-11</td>
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<tr>
<td>Alan Bartley</td>
<td></td>
<td>2010-12</td>
</tr>
<tr>
<td>Bill Baldwin</td>
<td>Liaison to Finance (Budget) Committee</td>
<td>2009-11</td>
</tr>
<tr>
<td>Peter Fosl</td>
<td></td>
<td>2010-12</td>
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<tr>
<td>Simona Fojtová</td>
<td>Academic Affairs</td>
<td>2009-11</td>
</tr>
<tr>
<td>Jeff Hopper</td>
<td></td>
<td>2010-12</td>
</tr>
<tr>
<td>Ryan Stuffelbeam</td>
<td>Physical Plant</td>
<td>2009-11</td>
</tr>
<tr>
<td>Amy El-Hindi Trail</td>
<td></td>
<td>2010-12</td>
</tr>
<tr>
<td>Meg Upchurch</td>
<td>Admissions and Financial Aid</td>
<td>2010-11</td>
</tr>
<tr>
<td>Bob Rosenberg</td>
<td></td>
<td>2010-12</td>
</tr>
</tbody>
</table>

### Parliamentarian and Judicial Council

Parliamentarian: Kenny Moorman

Judicial Council: Gregg Bocketti (2009-11)
Kirk Abraham (2009-11)
Barbara LoMonaco (2010-12)
Liz Corsun (2010-12)
Standing Committees of the Faculty
2010-11

Faculty Concerns
Kirk Abraham, 2009-11
Alan Goren, 2009-11
Barbara LoMonaco, 2009-11
Larry Barnes, 2010-12
Rick Weber, 2010-12
Jeff Hopper, 2010-12

Kirk Abraham, 2009-11
Wei Lin, 2009-11
Amy Trail, 2009-11
Mark Jackson, 2009-11
Mike Pepper, 2010-12
Bobby England, 2010-12
Jack Furlong, 2010-12
Susan Brown, ex officio
William Pollard, ex officio

Personnel Committee
David Shannon, 2009-11
Ken Slepyan, 2009-11 (chair)
Don Lane, 2010-11
Kurt Gohde, 2010-11
Ellen Cox, 2010-12
Julia Poynter, 2010-12

Admissions and Academic Standards
Gary Anderson, 2009-11
Kremena Todorova, 2009-11
Kathy Egner, 2010-11
Sarah Bray, 2010-12
Iva Katzarska-Miller, 2010-12
Volkkan Cetinkaya, 2010-12
Brad Goan, Director of Admissions
James Mills, ex officio
William Pollard, ex officio

Grants Allocation
Greg Partain, 2009-11
Ryan Stuffelbeam, 2009-11
Tiffany Wheeler, 2010-12
Jeremy Paden, 2010-12
SimonaFojtová, 2010-11
Rod Erfani, 2010-12

Other Committees

Library Subcommittee of CPC
Director of the Library
Dean of the College
3 faculty representatives (for 2-year terms rotated among the divisions)

Faculty Advisory Athletics Committee
1 representative from each academic division
Athletics Director
Dean of the College

Appeals Committee
1 representative from each academic division
(elected at first divisional meeting of the academic year)
Writing Assessment Committee
Director of the Writing Center
Associate Director of the Writing Center
1 faculty representative from each academic division
1 student representative

Teacher Education Advisory Board
Registrar
Dean of the College
Education Faculty
Five faculty representatives, 1 from each division other than Education
Representatives from the public schools (principals and teachers)
Two teacher education students

Commencement Committee
Darrell Banks
Richard Cook
Sarah Emmons
Diane Fout
Marc Mathews
James Mills
Greg Partain
William Pollard
Devon Query
Michael Vetter
R. Owen Williams
Campus Center Office Manager
Chair, Academic Committee of the Student Government Association
Director, Dining Services
Marshals

Marshals
Veronica Dean-Thacker
David Shannon

Committee on Honorary Degrees
David Shannon, Chair
Charles L. Shearer
Dean of the College
Faculty Representatives
Board of Trustees Representatives
Alumni Executive Board Representative

Safety Committee – see also Hazard Communication Program on the HR webpage
Marc Mathews, VP for Finance and Business
Jeff Mudrak, Director of Human Resources
Richard Cook, Director of Public Safety
Ellen Harding, Lab Coordinator
Truman Marshall, Custodial Services Supervisor
Darrell Banks, Director of Physical Plant

Norman Mudd, Operations Manager
Laina Smith, Campus Nurse
Kurt Gohde, Art Program
Ashley Hinton-Moncer, Director of Fitness
Bob Brown, Director of Housing
Transylvania University Board of Trustees

Mr. William M. Arvin
Mr. Glen S. Bagby
Ms. Mindy G. Barfield
Mr. Everett A. Bass
Mr. James E. Bassett, III
Mr. P. J. Baugh
Mr. Antony R. Beck
Dr. Wayne H. Bell
Mr. Theodore R. Broida
Mrs. W. L. Lyons Brown
Ms. Elizabeth (Betsy) Brooks Bulleit
Judge Karen K. Caldwell
Mr. Alex G. Campbell, Jr.
Dr. Aristides S. Candris
Mr. John S. Carroll
Mr. Don E. Carter
Mr. Ballard Cassady, Jr.
Mr. Joe E. Coons
Ms. Karla Justice Corbin
Mr. Richard J. Corman
Mr. Bruce C. Cotton
Mr. Norwood Cowgill, Jr.
Mr. Roger M. Dalton
Mr. Luther Deaton, Jr.
Ms. Rose Mary Stamler Dow
Ms. Angela L. Edwards
Mr. William S. Farish, Jr.
Mr. Michael C. Finley
Dr. Richard D. Floyd
Mr. James H. Frazier, III
Ms. Ann Rosenstein Giles
Mr. Jacob H. Graves, III
Mrs. Lois H. Gray

Mr. John R. Hall
Mr. James F. Hardymon
Ms. Laura R. Harper
Mr. Harold L. Holmes
Mr. James L. Hurley
Mr. Laban P. Jackson, Jr.
Mrs. Marion V. Jackson
Mr. James G. Kenan, III
Dr. T. Pearse Lyons
Mr. Samuel J. Mitchell, Jr.
Mr. Nick Nicholson
Mr. Earle H. O'Donnell
Mr. William C. Oehmig
Ms. Patricia H. Riddle
Mr. Erwin Roberts
Mr. Warren W. Rosenthal
Mrs. Claria Horn Shadwick
Ms. Carol G. Tanner
Mrs. Frances F. Taylor
Mr. Joe M. Thomson
Mr. John E. Tobe
Mr. George M. Van Meter, Jr.
Mrs. Elizabeth M. Wagner
Dr. A. Guy Waldrop
Dr. Robert K. Welsh
Dr. John N. Williams, Jr.
Mr. Charles G. Williamson, Jr.
Mrs. Ann Orme Windley
Mr. Brian C. Wood
Dr. A. Byron Young
Mr. Christopher H. Young
Mr. William T. Young, Jr., Chairman
ANNUAL FACULTY REPORT

Name _______________________ Position ____________________ Division _______________

All responses should be limited to the period January 1, 2010 through December 31, 2010.

1. **Teaching:** Courses taught
   1.1 Winter Term
   1.2 May Term
   1.3 Fall Term
   1.4 Summer School

2. **Advising:** (Please include number of advisees)
3. **Publications**: (Please give complete bibliographic information)
   3.1 Books (published, contracted, or in preparation; please state which)

3.2 Articles (published or in preparation)

3.3 Book Reviews

3.4 Other Publications

3.5 Research or Other Scholarly Work in Progress

4. **Creative Work**:
5. **Committees:**

6. **Professional Meetings or Conferences:**
   6.1 Attended Only:

   6.2 Program participant:

7. **Memberships and Offices Held in Scholarly or Professional Organizations:**

8. **Grants and Other Awards for Which Application Was Made** (fellowships, research grants, special projects, etc.):

9. **Honors, Awards, or Grants Received** (scholarships, research grants, invited lectures, etc.):
10. **Continuing Education**: Courses taken (please indicate "credit" or "non-credit"): seminars; other:

11. **Other**: (professionally oriented community activities; lectures; service to education at local, state, or national level; special assignments or responsibilities; other activities or accomplishments.)
CONSENT FOR RELEASE OF INFORMATION ON ACADEMIC RECORD AND PROGRESS

I, ____________________________, consent to the release of information on my academic record and progress to ____________________________ for the purpose of their general knowledge of my performance. I am aware that completion of this form is fully optional and is not a requirement for my registration or enrollment in the university.

_________________________  ______________
Signature                  Date

Please return to: Office of the Registrar
Transylvania University
300 North Broadway
Lexington, KY 40508-1797
TRANSYLVANIA UNIVERSITY
Request for Approval of Off-Campus Activity

Note: All faculty should complete this form even if no funds are requested, so that the dean’s office will have a record of your absence. Submit the form to the dean’s office via your division chair.

Name__________________________________________________________Date____________________

Description of activity, including date and place:

Arrangements made for performance of regular duties during absence:

If travel funds are requested, please fill in the following:

(a) auto mileage ($0.50 per mile) or round trip air fare $___________
(b) other expenses, estimated and itemized:

______________________________________________ ____________
______________________________________________ ____________
______________________________________________ ____________

Total $___________
(c) advance payment requested (check here _____)
Request form should be submitted at least ten days prior to travel. Upon return, complete expense report and return with receipts to the Dean of the College.
(d) Reimbursement upon return (check here _____)
Complete expense report and return to the Dean of the College.

Signature______________________________________Date______________

Division Chair__________________________________Date______________

For use by the dean’s office:

Approval________________________________
Date______________________________
Amount________________________________
Account #_________________________

Transylvania University 54 Faculty Handbook
# EXPENSE REPORT

Name__________________________________________Address________________________________
Covering period from ___________________ to ___________________
Department____________________________________________________
Account to be charged____________________________________________

<table>
<thead>
<tr>
<th>Date</th>
<th>Explanation</th>
<th>Mileage $0.50/m</th>
<th>Other transp.</th>
<th>Lodging</th>
<th>Meals</th>
<th>Tips</th>
<th>Misc</th>
<th>Total</th>
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</tbody>
</table>

**TOTALS**

I hereby certify that this is a true statement of expenses incurred ____________________________________________ (signature)

**SUMMARY:**

- Total Expenses __________
- Cash advanced __________ date________
- Balance due: Me_____________ University_____________

________________________________________ (Dean of the College) __________________date

1. Lodging bills, airline tickets, and credit card slips must be attached.
2. A brief explanation for the expense is required when expenses for others are included.
3. If needed, use the back of report for further explanations.

This form is to be used for reimbursement of expenses incurred on behalf of approved budget lines. Receipts should be attached or expenses may be denied without proper records.

Reimbursement can be expected in one week. Accounting Office staff are not permitted to make exceptions to these procedures.
Invitation to Apply for a Bingham Award - August 2010

The members of the Selection Committee of the Bingham Program for Excellence in Teaching are pleased to invite all teaching faculty who are full-time employees of Transylvania University to submit applications for Bingham Awards. (Recipients of Start-Up Grants are eligible to apply for a Bingham Award after a period of three years.) The awards ($8,000 annually for assistant professors, $10,000 for associate professors, and $12,000 for full professors) will be five years in duration and will not be renewable. Holders of the awards will be termed Bingham Fellows. At the end of the five-year award period, Fellows deemed to have maintained the teaching excellence for which they initially received major Bingham Awards will continue to receive annual Fellowship Grants of $8,000 for assistant professors, $10,000 for associate professors, and $12,000 for full professors.

Bingham applicants who applied but did not receive an award last year are not eligible to reapply immediately. Instead, they are asked to wait a year before submitting a new application. Any reapplication for the award should include a new and/or revised teaching statement that addresses changes in practice implemented since the last application in addition to new syllabi and other supplementary material.

The Selection Committee draws on a range of information as it considers your teaching:

- your written statement of teaching philosophy and practice designed to indicate your views about teaching and learning.
- syllabi from a number of your courses.
- supplementary material, such as handouts, computer programs or Moodle sites, which provide additional information about your courses.
- interviews which help clarify and expand upon these written materials.
- observations of teaching in the fall semester, and in the spring semester.
- student evaluations.
- letters of recommendation from colleagues who have observed your teaching.

The Committee wishes to stress that it does not privilege any particular teaching style, that it is open to any and all methodologies, and that its priority is to determine the effectiveness of a professor's teaching. The committee does not routinely receive information about or consider a faculty member's research record, service to the department or the Transylvania community, or professional contributions beyond the University except insofar as such information is provided to us as relevant to the teaching of Transylvania faculty.

The Selection Committee will visit Transylvania in the fall term to visit classes. Committee members will return to campus during the early part of the winter term for interviews and additional classroom visits. If you intend to apply for an award, please return the enclosed Response Form by September 1, 2010. (Other materials from applicants will be due October 5.) All materials should be addressed to Dr. Jonathan Berkey, c/o Diane Cansdale Pruitt, Old Morrison 214. All applications must include the following items:

1. The completed response form.
2. Your current curriculum vitae.
3. The most recent syllabus from each of the courses that you have taught in the past three years.
4. Course materials besides syllabi that will help us understand your teaching. If you include such material, please preface each piece with a short statement describing how the piece illustrates your goals as a teacher and how the assignment/activity helps students achieve the goals of the course.
5. A brief personal statement addressing the questions: (a) What are your goals as a teacher and how do you achieve those goals? (b) In what ways do the strategies that you use in the classroom (and lab, if relevant) reflect conscious choices you have made on the basis of your experience or your knowledge of current pedagogical discussions in your field? (c) What have been your most gratifying successes in teaching? What have been the biggest challenges? Describe the strategies you have used (or will use) for handling these challenges. (d) How has current scholarship (your own or others') in your field affected your teaching? (e) In what ways has your teaching changed in the past several years, and why have you made those changes?
6. The names and addresses of three persons from whom the Committee may solicit letters. At least one of your recommenders should not be affiliated with Transylvania University, and at least two
should have observed your teaching, one within the past year. Because the Bingham Awards recognize excellence in teaching, letters that speak substantively about your teaching are particularly helpful to the committee. We will ask recommenders to send us their letters by December 1.

Please feel free to contact the chair of the Bingham Selection Committee, Jonathan P. Berkey, Department of History at Davidson College (joberkey@davidson.edu) regarding any questions you may have about the application process. The current membership of the Bingham Selection Committee is as follows:

Jonathan P. Berkey, Davidson College (chair)
Patrick G. McDougal, Reed College
Bruce Stinebrickner, DePauw University
Sarah Stanbury, College of the Holy Cross
YouYoung Kang, Scripps College
RESPONSE FORM

Name (please print): ____________________________________________________________

I wish to apply for a Bingham Award for Excellence in Teaching. You have my permission to visit my classes, to obtain information from appropriate Transylvania administrators, and to arrange an interview with me.

[ ] As a first-time applicant, I will send the materials listed in the invitation to Jonathan Berkey, c/o Diane Cansdale Pruitt, Old Morrison 214 NO LATER THAN October 15, 2010.

Listed below are the names and addresses of three individuals* from whom letters may be requested:

1. 

2. 

3. 

*At least one of these is not currently affiliated with Transylvania, and at least one has observed my teaching within the past year. (To be considered by the committee, letters should be received by December 1.)

[ ] I have submitted an application previously and will send my new materials NO LATER THAN October 15, 2010. The name(s) and address(es) of at least one additional recommender who has observed my teaching within the past year are listed below:

1. 

2. 

Please mail this form by September 1. All additional materials must be postmarked no later than October 15, 2010.