

TUSKEGEEUNIVERSITY

FACULTY HANDBOOK

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problems and help develop relevant alternative solutions.

‡ We engage in outreach activities to assist in the development of communities as learning societies.

Land-Grant Mission

The above three elements of our mission, together with certain acts of the

Recommendations of the Faculty Senate are forwarded to the Provost for his/her action and then to the President for his/her decision, and finally to the Board of Trustees.

The Faculty Senate reports its actions to the faculty

Faculty meetings are devoted primarily to discussions essential to legislative actions involving matters such as curriculum and

The concerns of faculty of the colleges/school generally fall within the following areas:

- 1.

The duties of the Dean of Graduate Studies are those of a presiding officer in similar deliberative bodies. The secretary shall record and distribute the minutes to all members of the graduate faculty and the President and perform other duties as are common practice for this office.

A regular meeting of the graduate faculty shall be held at least once during the regular academic year. Special meetings of the graduate faculty shall be held at such times as the chair may designate. A petition setting forth a proposed agenda and requesting that a special meeting be called, if signed by not less than two-thirds of the members of the graduate faculty, shall be honored by the chair and a meeting called at an appropriate time within a thirty-day period after receipt of the petition.

A simple majority of the members of the graduate faculty shall

may be full-time or part-time and carry the following titles:

Instructor ±The title of instructor is an appointment that is not within the tenure sequence. The faculty member should have at a minimum a P D V degree or first professional degree and professional experience in the discipline. Appointment to the rank of instructor is a temporary

to another track (one time) and become eligible for a tenure track appointment upon formal request by the faculty member to the Provost after approval of the department head and the dean. The tenure clock is reset at the time of switching between tracks. If such a position becomes available, the normal process for hiring for an open tenure track faculty position will be followed. If so appointed, the required probationary period will be the same as that required of other faculty members appointed to a position on the tenure track.

(c) Joint and Special Appointments ± These appointments may be made between/among different academic units and other units of the University. The contract will designate which appointment is the primary appointment. Special appointments typically made for a period of one year or less.

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Rank	Minimum Education	Minimum Experience Requirements
Instructor	<p>0 D V W H U V G H J U H H L Q S U R I H O n e y e a r o f d e g r e e a n d / o r S O L Q H or directly related field</p> <p>Or</p> <p>First professional degree</p>	<p>One year of professional experience after the degree</p>
Assistant Professor and Clinical Assistant Professor	<p>Highest degree in discipline or directly related field</p> <p>Or</p> <p>0 D V W H U V P r o f e s s i o n a l d i s c i p l i n e o r d i r e c t l y r e l a t e d f i e l d p l u s a p p r o p r i a t e p r o f e s s i o n a l c e r t i f i c a t i o n</p> <p>Or</p> <p>First professional degree (DVM, Ph.D., DNP, Ed.D.)</p>	<p>Three years of college level academic experience after the degree</p> <p>Three years of residency training after the degree; or three years of college level teaching/academic experience after the degree; or three years of clinical experience after the degree</p>
Research Assistant Professor or Research Extension Assistant Professor	<p>Doctorate or terminal degree in discipline or related field</p>	<p>Demonstrated research and research potential</p>
Associate Professor and Clinical Associate Professor	<p>Highest degree in discipline or directly related field</p> <p>Or</p> <p>First professional degree (DVM, Ph.D., DNP, Ed.D.) plus specialty board certification</p>	<p>Four years of college level academic experience after the degree; or four years of business and industry experience after the degree; or a total of six years of college or business and industry experience after the degree</p> <p>Four years of college level teaching/academic experience after the degree; or four years of clinical experience after the degree; or a combined total of six years of college and clinical experience after the degree</p>
Research Associate Professor or Research Extension Associate Professor	<p>Doctorate or terminal degree in discipline or related field</p>	<p>Minimum of four years engaged in funded research or research extension activities; demonstrated evidence towards an independent program and/or leadership of an interdisciplinary/integrative program</p>

Professor
and
Clinical Professor

Highest degree in discipline or directly
related field

Seven years of college level
academic experience after the
degree; or four years of business
and industry experience after the
degree; or a total of 10 years of
college or business and industry
experience after the degree

Or

First professional degree plus specialty

Seven years of college

4. Keeping abreast of the skills that enhance the 8 Q L Y H Core Values and facilitate excellence in teaching, research, and service.
5. Aligning duties in classroom/lab toward the highest possible retention rate of students.
6. Serving on committees as required.
7. Improving instruction through the use of modern and appropriate materials, procedures, methods of evaluation, and the like.
8. Keeping accurate class records and making timely reports of grades, attendance, and the like.
- 9.

teaching funds if approved by the department head, dean and principal investigator of the funded research or research extension grant and the guidelines of the funding agency are not violated.

In certain limited situations a faculty member may be permitted to teach fewer than six credit hours per semester.

While applying for grants, faculty may include release time in the grant. Faculty are then required to

1. Travel is limited by the amount of available funds included in the budget for this purpose and the allocation thereof by the proper authorities within each college/school of the University.
2. Economy rates are required.
3. Requests for travel are approved in advance by the department head and the dean.
4. Requests for travel abroad, whether paid or unpaid by the University on University-related business, must also be approved in advance by the department head and the dean and submitted to the Provost for approval, vetted through Tuskegee University Global Office (TUGO), and the approved request forwarded to the Office of the President before travel.
5. Debriefing upon returning from trips abroad is done through TUGO and the dean/unit director.

Tuskegee University shall assume full responsibility for legitimate expenses involved (if not provided through other sources) when a member of the faculty attends a professional meeting if:

1. The faculty member has been properly appointed to represent Tuskegee University.
2. The faculty member received approval before travel from institutional officers.
3. The faculty member is to appear upon the program learned society.
4. The faculty member holds a responsible office learned society.

Conflicts of Interest in Government Sponsored Research

Tuskegee University endorses the joint statement of AAUP entitled "On Preventing Conflicts of Interest in Government Sponsored Research at Universities." The Office of the Vice President for Business and Fiscal Affairs shall be available to provide advice, guidance, and advance consultation in matters of possible conflict of interest arising from government sponsored research or service as a government consultant or advisor.

Employment of Relatives

Titles VI and VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, age discrimination act of 1975, and the Americans with Disabilities Act of 1990 should be directed to the Title IX Office or Human Resources. The University also prohibits harassment, violence including sexual and dating violence, hazing, and physical and cyberbullying. This nondiscrimination policy covers all employees, including volunteers, University employment, educational opportunities, programs, and benefits, admissions, training, student housing, arts, health services, and treatment in all Tuskegee University programs and activities. Faculty complaints under Title IX must be directed to Human Resources or the Title IX Office. Complaints involving Sexual Violence or sexual assault can also be made to the Campus Police Department.

Tuskegee University is committed to providing an environment for employees, students, and campus visitors that is free from illegal discrimination and harassment based on race, color, religion, ethnicity, national origin, sex, sexual orientation, age, disability, or veteran status. Illegal discrimination and harassment violate state and federal laws and University nondiscrimination and anti-harassment policy. Illegal discrimination and harassment may lead to discipline up to and including termination, as well as civil and criminal legal liability. All members of the University community (including faculty, staff, and students) are personally responsible for understanding and preventing discrimination and harassment based upon protected status or protected classifications as identified above. Our prohibited and that all members of the community are required to comply with this policy. Any member of the campus community who violates this policy is subject to sanction, up to and including termination. Once it receives actual notice of conduct by a member of the University community that may implicate this policy, the University will take appropriate action to investigate what occurred and where warranted implement remedial action and take disciplinary action, up to and including termination.

- x Terminating an individual from employment or educational program or educational opportunity based on their protected characteristic.

C. Sexual Harassment

Sexual harassments defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when either:

- x The conduct is made as a term or condition of an individual's employment, education, living environment or participation in a University community.

individuals can engage in retaliation and will be held accountable under this policy.

III. Reporting Harassment or Retaliation

A. Prompt Reporting Required

Persons who believe they have been targets of discrimination, harassment or retaliation should report the incident(s) immediately to appropriate administrative officials as set forth below in section (III) (C). Delay in reporting to these University officials makes it more difficult to investigate fairly and adequately the incident and may contribute to the repetition of offensive behavior.

B. Confidentiality

The University will do everything consistent with enforcement of this policy and with the law to limit the dissemination of information related to any complaint or investigation to individuals with a need to know and exercise reasonable efforts to protect the privacy of the individuals involved and to ensure that the complainant and respondent are treated fairly. Information about individual complaints and their disposition is considered confidential and will

Drug-Free and Alcohol-Free Workplace

5. SALARIES AND COMPENSATION

Within the limits of budgetary resources the University should make all necessary efforts to maintain faculty salaries and benefits at a level competitive with those of comparable universities in the southeastern region and other Historically Black Colleges and Universities.

PRQWK-~~Un~~ employment must be granted by appropriate administrative official Tuskegee University, DQG IXQGV RQ WKH JUDQW IRU WKUHH Additio~~n~~ally, if the P S O R \ P faculty member's salary is to be paid at the rate of one ninth of the academic year salary, funds must be available from external sources. This is possible without loss of regular academic year salary. No time during the three month summer period shall be allowed, except for normal University holidays such as the Fourth of July.

Tuskegee University supports the involvement of its faculty in special activities/ S58(a)-8(n)-7(d)-7(0 0 1 100.

Worker's Compensation

Tuskegee University carries worker's compensation insurance, which is maintained in accordance with the laws of the State of Alabama. This coverage is provided without cost to all employees. Worker's compensation provides for the payment of (1) cost of medical treatment for injuries arising out of the course of employment and (2) a percentage of loss of wages.

If an employee experiences a job-related injury, the following procedures should

Retirement Program

Tuskegee University has a retirement plan with TIAA -CREF. This plan, as established by the Tuskegee University Board of Trustees, covers all full-time salaried members of the faculty and staff other than those categories of employees as excluded in the plan description.

6. A reduction in salary for a stated period
7. Suspension from a service for a stated period, without prejudice
8. Withholding salary for a period of time

Dismissals for Cause of Appointees

A dismissal is defined as the termination for a cause of a tenured faculty appointment (or term) appointment prior to the end of the specified term. A dismissal is not to be confused with reappointment or nonrenewal of the employment of a faculty member. No faculty member shall be dismissed for cause without an opportunity for hearing under due process and following that exhaustion by the faculty member of the right to appeal an adverse decision under procedures established by this section.

Among the reasons considered adequate cause in faculty dismissal proceedings are the

Committee), with ultimate review of all controversial issues by the Board of Trustees. In every case of discontinuation of a program or department of instruction, the faculty member concerned will be given notice or severance salary not less than as prescribed under terminal salary or notice of discontinuation. Before terminating an appointment because of the abandonment of a program or department of instruction, the University will make every effort to place affected faculty members in other

it feels that a just decision can be reached by this means; or it may await the availability of a transcript of the hearing if its decision would be aided thereby. It should make explicit findings with respect to each of the grounds of removal presented and a reasoned opinion may be desirable. Publicity concerning the CR P P L W W H H ¶ V G H F L V L R Q P D \ S U R S H U O \ E H U n i v e r s i t y o f T e x a s A & M C o l l e g e o f E n g i n e e r i n g & A p p l i e d S c i e n c e s consideration to the case. The Provost and the faculty members should be notified of the decision in writing and should be given a copy of the record of the hearing. The committee shall submit a final report to the President, who may either accept or reject the report. The decision of the Committee shall be in writing and shall include findings of fact, conclusion, and recommendations. The decision of the President shall be final. In any case in which the President overrules the hearing body, he/she shall submit a full report in writing supporting the reasons for doing so to the next meeting of the Board of Trustees. Any release to the public should be made through the 3 U H V L O f f i c e Q W ¶ V

Consideration by the Board of Trustees

The President should transmit to the governing body the full report of the hearing committee, stating his/her action. If the governing body chooses to review the case, its review should be based on the record of the previous hearing.

Publicity

Except for such simple announcements as may be required, covering the time of the hearing and similar matters, public statements about the case by either the faculty member or administrative officers should be avoided so far as possible until the proceedings have been completed. Announcements of the final decision should include a statement of the hearing action. If this has not previously been made known.

Non-reappointment Procedures for Probationary and Term Appointments

Regardless of the stated term or other provisions of an appointment, written notice of reappointment should be given to every probationary and term appointment with a notice of the expiration of his/her appointment as follows.

Notice of non-reappointment or of intention not to recommend reappointment should be given in writing in accordance with the following timetable:

1. For terminations during the first year of appointment: no later than March. But if the termination will occur in the middle of an academic year, at least

faculty body. If the review committee believes that adequate consideration was not given to the faculty
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the aspect in which it

Research area/ scholarly niche/creative work:

Grants and contracts that impact scholarly work as opposed to block or institutional grants
Patents and royalties in those disciplines that reflect excellent scholarly work not immediately publishable

Proposals submitted and outcomes

Pending action/ grants and/or contracts awarded

Scholarly products:

- o peer reviewed external journal publications
- o peer reviewed internal Tuskegee University journal publications
- o professional exhibits (if applicable)
- o

Third-Year Review

The third-year review is conducted and prepared by the department heads and submitted to the dean. The dean reviews and makes a written recommendation to the Provost.

The review should be completed by the end of the fall semester of the third year, but definitely by the end of the spring semester of the fourth year. This review shall be an objective assessment of the first-year professional development plan based on the elements of teaching, research, and service as outlined under First-Year Review. Important Dates: A less than satisfactory assessment for the three-year period may result in the issuance of a terminal contract. The faculty member is expected to maintain a consistent level of professional development in teaching, research, and service towards

If the faculty member

Criteria/Characteristics of Professional Development

1. Publication of a book (without subvention by the author) representing the

for tenure consideration is limited to faculty appointments as assistant professor or greater

A tenure appointment at the University is not a guarantee of lifetime employment; a tenured faculty member may be dismissed as discussed elsewhere in this Handbook

Tenure may not be awarded to non-tenure earning faculty. No faculty member shall be appointed beyond their stated probationary period at Tuskegee University unless a formal recommendation for the award of tenure, in accordance with the University policies, procedures, and needs shall have been submitted and properly approved

At Tuskegee University tenure is not automatically conferred; tenure is a privilege, not a vested right of a faculty member.

Faculty members are required to complete a prescribed probationary period before a tenure decision is made. This probationary period is defined as a 3 SHU of Professional service during which a faculty member does not hold tenure and is observed by colleagues for the purpose of evaluating his/her professional SHU I R U P A S C A F. As a general rule, the percentage of the full-time teaching faculty with tenured appointments will be limited in accordance with specific policies of the Board of Trustees.

Tenure is a status granted by the Board of Trustees upon recommendation of the President. The President of the University may give notice of tenure notification of tenured appointments. It is made in writing; thereafter, such persons will receive an annual notice of change in rank, salary, and/or other conditions of employment as appropriate from 47 Tm 05. Tenure is a status g Tenure is a status g Tenure is a status g

will be given the opportunity to submit material which he/she believes will be helpful to an adequate consideration of his/her circumstances.

Procedures Relative to Tenure Decisions

The process involves several steps as per the timeline provided in this Handbook. It shall be the

may appear personally before the college/school promotion and tenure committee conduct the evaluation.

Important Dates for the Tenure and Promotion Process

By the end of the first week of November

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comprehensive review by a committee of peers outside the academic unit appointed by the Provost. An unsatisfactory outcome from the committee review may lead to tenure being revoked.

Important Dates

Post-Tenure Review (Every Five Years)

By the end of the third week of November The dean completes the review and submits

results of the evaluations before the last day for dropping classes. These evaluations will also be computed in the final grade.

5. The instructor is required to evaluate the performance of students and inform them of results in a timely manner.
6. The instructor is required to give a final evaluation in each lecture course. In cases this will be a final examination. However, in several courses this could be a paper or project. If the final evaluation is a final examination, it must be given in accordance with the established schedule released by the Registrar unless prior approval has

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A ±Excellent	4 grade points a credit hour
B ±Good	3 grade points a credit hour
C ±Average	2 grade points a credit hour
D ±Poor, but passing	1 grade point a credit hour
F ±Failure	0 grade point a credit hour
P ±Pass	Not included in GPA computations
I ±Incomplete	Not included in GPA computations
NG ±No Grade	For continuous registration
M- No Grade	Placeholder
S ±Satisfactory	Not included in GPA computations
U ±Unsatisfactory	Not included in GPA computations
W ±Withdrawal	Not included in GPA computations

The grading system for noncredit courses follows: S = Satisfactory; U= Unsatisfactory; I= Incomplete.

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The grade 3 , (Incomplete) is given when work in the course has been substantially completed but the student has missed an examination or has failed to perform some other requirement of a course because of illness, emergency, and other justifiable circumstances. The student or his/her designee must initiate request before the instructor records the final grade and documentation of the circumstances must be presented to the instructor.

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Student Academic Honesty

When an instructor has reason(s) to believe that a student has been dishonest or has aided in dishonest acts, he/she immediately informs the student and follows up with a written statement of the charges to student, the head of the department, and dean of the college/school in which the student is enrolled.

A Committee on Academic Honesty consisting of one faculty member from each college/school, and three students will be appointed by the Provost upon the recommendation of the college/school deans and the Dean of Students to hear charges of academic dishonesty. One of the committee will be appointed by the Provost.

The written statement of the charges will be transmitted by the dean to the chair of the Committee on Academic Honesty for a hearing. Separate charges or other offense(s) connected with dishonest acts will be a part of the hearing, e.g., damage or destruction of property, threats or verbal or physical. The committee will observe due process and concern itself with establishing facts and rendering a decision of not guilty or guilty. The student 792 re W* n 4.86 Tm 0 g 0 G [(v64 re W* n BT /F1 10.56 T10.56

Appendices

The following schools and colleges have set forth specific criteria for tenure and promotion in addition to the criteria outlined in this Handbook. Faculty in these schools and colleges should consult the guidelines given in the appropriate appendix when preparing applications for tenure and promotion.

Promotion and Tenure Guidelines for Individual Colleges and Schools

1. College of Agriculture, Environment and Nutrition Sciences
2. Robert R. Taylor School of Architecture and Construction Science Management
3. School of Education
4. College of Engineering
5. School of Nursing and Allied Health
6. College of Veterinary Medicine

Additional Policies

7. Disability and Reasonable Accommodation
8. Title IX

Tuskegee University
College of Agriculture, Environment and Nutrition Sciences (CAENS)

Guidelines for Tenure-Track and Research Extension Faculty: Promotion and Tenure Criteria

The general criteria for promotion and tenure for faculty members in CAENS are outlined in the Faculty Handbook (most recent version) by the Tuskegee University Board of Trustees. During the hiring process, the faculty member must present all academic credentials for internal review through the department head and the Dean. The academic credentials and years of experience will determine the appropriate rank of the faculty member.

Criteria for Promotion in Rank and Tenure for CAENS Tenure/Tenure Track Faculty

CAENS Tenure/Tenure Track Faculty members seeking to advance in rank and meet tenure requirements are required to establish and maintain a continuing record of professional development and are expected each year to:

- x maintain a top quality teaching portfolio as measured by department head and student evaluations
- x publish in peer-reviewed journal articles, books or patents (minimum of one to two per year),
- x present at professional meetings, publish technical reports/proceedings, publish book chapters, publish instructional materials, receive professional certifications and/or publish abstracts in professional society publications (minimum of three per year),
- x submit proposals for funding (minimum of one proposal per year),
- x render an acceptable performance (based on documented evidence) in two of the following categories: advising

- x present at professional meetings, publish technical reports/proceedings/bulletins, publish chapters, publish instructional materials, receive professional certifications and/or publish abstracts in professional society publications minimum

- Professors: applicants are required to qualify in at least three of the five architecture/construction-related publications. Appointment by promotion to rank the professor shall require a teaching effectiveness rating of six or higher unless there are compensatory factors in the form of outstanding performance in other areas.

f Recognized evidence of professional grantsmanship at the appropriate professor rank.

- All faculty candidates must demonstrate scholarship in research grants, grant writing, and creative activities as well as interdisciplinary cooperation between academic units.
- To complete this scholarship, the faculty candidate must have submitted at least three external research grants per year and have been awarded at least one of those grants.

f Documented evidence of external review at the appropriate professor rank.

- The Dean and department head will direct the external peer evaluator to focus the evaluation on teaching effectiveness, research, and service. BSACS requires external peer review by three evaluators shall be people outside of Tuskegee University who are nationally acknowledged experts in the faculty candidate's field and can comment on the quality and reputation of the candidate's academic and scholarly work.
- The faculty candidate will be able to identify one external reviewer or she will be informed in writing of the nature and limits of permissible communication with the external reviewers. External reviewers should be in, or closely aligned with, the field or discipline of the candidate. External reviewers selected from academia should hold an academic rank higher than that of the faculty candidate and must be tenured.
- Reviewers who agree to serve should be asked to provide a current curriculum vitae when they accept the request to review. Evaluators should be given explicit directions as to what aspects of the curriculum vitae should be reviewed. Reviewers should be clearly informed of the deadline for the receipt of the review letter.
- Payment for writing a review is not a universal practice; payment or its absence should be determined on a case-by-case basis.

Overall, professorial ranks are recognized scholars who have a cumulative and sustained record of excellence in teaching effectiveness, reviewed research publications, peer-reviewed architecture/construction creative works appropriate to the discipline, grantsmanship, external reviews, and substantial service appropriate to the discipline. Faculty applicants must follow the criteria for service outlined in the Faculty Handbook.

Tuskegee University
School of Education (SOE)

Guidelines for Faculty: Tenure and Promotion Criteria

INTRODUCTION

The School of Education is comprised of two departments (The Department of Elementary and Secondary Education and, the Department of Physical Education) and offers the Bachelor's degree in Elementary Education, General Science Education, English Language Arts Education, Mathematics Education, and Physical Education.

Faculty members in the School of Education have credentials appropriate to their respective disciplines. The majority of WKH 6 F K R in Faculty are on tenure track and are expected to pursue scholarly activities in support of the overarching mission of the University and School.

PROMOTION AND TENURE CRITERIA

The general criteria for promotion and tenure for faculty members in the School of Education are outlined in the

Tuskegee University
College of Engineering (COE)

Guidelines for Faculty: Tenure and Post-Tenure Criteria

TENURE AND PROMOTION STANDARDS

In addition to the general requirements stated in the Faculty Handbook (2017 Version), the College of Engineering (COE) emphasizes the following for granting tenure:

1. Securing funding for research
 2. Publishing in refereed journals
 3. Participating in retention activities
- (Approved by all COE Department Heads in a meeting on April 24, 2017)

POST-TENURE REVIEW STANDARDS

- (1) Teaching: normal teaching load

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Tuskegee University
College of Veterinary Medicine (CVM)

Guidelines for Faculty: Promotion and Tenure Criteria

INTRODUCTION

The College of Veterinary Medicine (CVM) is currently comprised of four departments (Biomedical Sciences, Clinical Sciences, Graduate Public Health, and Pathobiology), and offers the professional medical degree (Doctor of Veterinary Medicine (DVM)) and five graduate degrees (Ph.D. in Interdisciplinary Pathobiology, shared Ph.D. degree in Integrative Biosciences, Master of Science in Veterinary Science, Master of Public Health, and the Master of Science in Public Health).

The CVM consists of faculty with advanced training and education in Biomedical Research and the Health Professions (Veterinary Medicine and Public Health). Therefore, faculty credentials will vary based on the discipline of expertise. However, all faculty whether tenured, tenured-track, or clinical-track faculty are expected to demonstrate scholarly activity in the tripartite mission of the College of the University which are teaching, research, and service. Adjunct faculty members are ranked based on their level of education and experience and serve in the role as visiting faculty, supplementing the educational program.

PROMOTION AND TENURE CRITERIA

The general criteria for promotion and tenure for faculty members in the CVM are outlined in the recently approved Faculty Handbook (most recent version) by the Tuskegee University Board of Trustees. During the hiring process, the faculty member must present all academic credentials for internal review through the department head and the Dean. The academic credentials and years of experience will determine the appropriate rank of the faculty member.

CVM Faculty members must demonstrate annual scholarly activity (scholarship) in all three of the academic pillars, but must demonstrate exemplary productivity in two of the three components of teaching, research, and service for progression toward promotion and tenure. The guidelines below are used by members moving through the professorial ranks. Scholarships recognized as:

- x demonstrated evidence of teaching/instruction effectiveness based on highly rated student evaluations/feedback, enthusiastic engagement of students to enhance learning outcomes, the development of innovative teaching modules, having a full teaching load including classroom instruction and/or clinical teaching, and other forms of feedback from peers, clients, and external stakeholders.
- x demonstrated evidence of expansion of knowledge through scientific presentations at local, national and international conferences including internal/campus seminars and workshops. Faculty members are expected to maintain a standard of three scientific presentations annually with at least one at either a national or international conference as they move through the professorial ranks.
- x demonstrated evidence of scientific discovery through research and scientific investigation. The scholarship includes grantsmanship (the number of grants submitted and the number of grants successful), patents and patent applications, abstracts, publications in academic journals, conference proceedings, book chapters, textbooks, lay publications, and other forms of scientific writings. Faculty members are expected to be productive with a minimum of two publications per year with at least one first author publication in refereed journals.

Tuskegee University Reasonable Accommodation Policy

Statement of Nondiscrimination

7XVNHJHH 8QLYHUVLW\ 37XVNHJHH' LV FRPPLWWHG WR SURYLGLQJ H physical access to programs and reasonable accommodations for members of the university community. Tuskegee not discriminate on the basis of race, color, national origin, ethnic origin, sex, sexual orientation, age, disability or status as a protected veteran in employment or the rights, privileges, programs, and activities generally accorded or made available to students at the school, administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs. This statement of nondiscrimination applies to employment educational programs, educational policies, admissions policies, educational activities, access and admissions, scholarship and loan programs, and athletic and other school-administered programs. Tuskegee is committed to creating an accessible and inclusive campus experience for all members of the campus.

Section 504 of the Rehabilitation Act

- ‡ Release information regarding disability-related requests except as necessary to process the request. Medical information will be collected and maintained in accordance with a reasonable accommodation process.

Applicability

This policy applies to all employment and educational practices and actions, as well as student classroom accommodations and academic adjustments by faculty members. It includes, but is not limited to, recruitment, application, examination and testing, hiring, training, teaching, grading, disciplinary actions, rates of pay or other compensation, advancement, classification, transfer and reassignment, discharge, and all other terms and conditions of employment and educational status. It also includes access to programs, services, housing, and activities which may occur outside the classroom or office environment but which are an integral part of the university experience. This policy also applies to public access to university programs, services, and other offerings to the extent that such are made available by Tuskegee to the general public.

To be protected under the ADA, an individual must have, have a record of, or be regarded as having a substantial, as opposed to a minor, impairment. A substantial impairment is one that significantly limits or restricts a major life activity such as hearing, seeing, speaking, breathing, performing manual tasks, walking, caring for oneself, learning or working. The obligation to provide reasonable accommodation applies only to known physical or mental limitations.

An individual with a disability must also be qualified to perform the essential functions of the job with or without reasonable accommodation, in order to be protected by the ADA. This means that the applicant or employee must:

- x Satisfy all job requirements related to educational background, employment experience, skills, and any other qualification standards that are job related; and
- x Be able to perform those tasks that are essential to the job, with or without reasonable accommodation.

Definitions

A. Academic Adjustments

Modifications to academic requirements made to ensure that requirements do not discriminate or have the effect of discriminating, on the basis of disability, against a qualified applicant or student with a disability. Academic requirements that are essential to the instruction being pursued by the student or to any directly related licensing requirement will not be subject to modification. Modifications may include changes in the length of time permitted for the completion of degree requirements, substitution of specific courses required for completion of degree requirements, and adaptation of the manner in which specific courses are conducted.

B. Accommodation documentation

Documentation that outlines the accommodations, academic adjustments, and/or auxiliary aids recommended to enable an employee or student to work or complete an academic program.

C. Auxiliary Aids

Actions taken or materials provided to ensure that qualified students with disabilities can receive the benefits of the educational program, regardless of impaired sensory, manual, or speaking skills. Auxiliary aids may include audio or described taped text, sign or oral interpreters, captioning or other effective methods of making orally delivered materials available to students with hearing impairments, readers for students with visual impairments, classroom equipment adapted for use by visually impaired students.

include personal services or equipment, such as attendants, readers for personal use, or individually prescribed devices unrelated to the course of study.

3. LEVEL OF DISABILITY

A disability is defined as

- x A physical, mental, or medical impairment resulting from anatomical, physiological, genetic, neurological, or laboratory diagnostic techniques or;
- x Having a record of such an impairment, or;
- x Being regarded by others as such an impairment.

E. Essential Function

Essential functions are the basic job duties that an employee must be able to perform, with or without reasonable accommodation. A duty may be considered an essential function if:

- x The position exists to perform that function;
- x There are a limited number of employees available who could fulfill that function, and/or;
- x The function is highly specialized.

Other indicators of essential functions include:

- x Judgment as to which functions are essential,
- x A written job description prepared before advertising or interviewing for a job
- x The actual work experience of present or past employees in the job,
- x The time spent performing a function, and/or
- x The consequences of not requiring that an employee perform a function

I. Reasonable Accommodations

Actions taken which permit an employee or applicant with a disability to perform the activities involved in the position held or sought in a reasonable manner provided that such actions do not impose an undue hardship or eliminate essential functions of the job. These include, but are not limited to, provision of an accessible worksite, acquisition of equipment, support services for persons with impaired hearing or vision, job restructuring, and modified work schedules.

J. Undue Hardship

It is not necessary to provide a reasonable accommodation if doing so would cause an undue hardship. Undue hardship means that an accommodation would be unduly costly, extensive, substantial or disruptive, or would fundamentally alter the nature or operation of the business. Among the factors to be considered in determining whether an accommodation is an undue hardship are the cost of the accommodation, the employer's size, financial resources and the nature and structure of its operation. Whether a requested accommodation poses an undue hardship must be based upon an individualized assessment of current circumstances regarding the position and accommodation. When a department is concerned that a requested accommodation will pose an undue hardship, it must proceed according to the procedures in this policy.

K. Direct threat

The ADA permits an employer to require that an individual not pose a direct threat to the health and safety of the individual or others in the workplace. A direct threat means a significant risk of substantial harm. The determination that an individual poses a direct threat

you have the final discretion to choose between effective accommodations, and you may select one that is least expensive or easier to provide.

The employee requesting a reasonable accommodation is responsible for participating in the interactive process, which includes providing any input the employee wishes the University to consider when making a determination concerning a reasonable accommodation. An employee who fails to disclose a disability, provide input concerning reasonable accommodation, or to request a specific accommodation cannot fault the University if an accommodation is not provided.

Even though the employee is responsible for providing input concerning the accommodation and engaging in an interactive process, Tuskegee will determine what constitutes a reasonable accommodation. Tuskegee also reserves the right to request additional independent medical examinations, evaluations and other appropriate information at the University's expense.

3. Types of reasonable accommodation available to qualified employees

A reasonable accommodation is a modification or adjustment to a job, employment practice or the work environment that makes it possible for a qualified individual with a disability to enjoy an equal employment opportunity. Reasonable accommodations are only available to other qualified employees who are able to perform the essential functions of their job with or without reasonable accommodation. Reasonable accommodations may include, but are not limited to, changing the physical work environment, restructuring essential job responsibilities and duties, and modifying the work schedule.

4. Undue hardship

As noted above, in some instances, a requested accommodation may pose an undue hardship on the University which prevents the accommodation from being offered. The determination of whether an accommodation creates an "undue hardship" is contingent upon a number of variables and is the University's. Supervisors must contact the Office of Equity before disciplining, transferring, terminating or relieving an employee of job responsibilities due to disability or pregnancy.

Illegal Use of Drugs

Individuals who currently use drugs illegally are specifically excluded from the ADA's protection. Any employee, student, or volunteer who is currently using drugs illegally is not protected by the ADA and may be denied employment or fired on the basis of such use. The ADA does not prevent employers from testing applicants or employees for current illegal drug use, or from making employment decisions based on verifiable results. A test for the illegal use of drugs is not considered a medical examination under the ADA; therefore, it is not a prohibited pre-employment medical examination and the University will not have to show that the administration of the test is job related and consistent with business necessity. Illegal use of drugs will result in disciplinary action up to and including suspension or expulsion for students and termination for employees.

Disability grievance

Any faculty member who believes he or she has been subjected to unlawful harassment or discrimination on the basis of disability or denied access to accommodations required by law may file a grievance with the Director of ADA Compliance.

Tuskegee University Title IX Policy

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Violence and Stalking Policy

Nondiscrimination Statement

Tuskegee University (Tuskegee) prohibits discrimination based on sex in employment and education programs and activities both on and off campus. This policy applies to students, employees, and volunteers; to conduct on school grounds, off campus conduct that has a continuing effect on University grounds, and conduct at school-sponsored activities; to conduct occurring in or on school, school leased or school-controlled facilities; and through technology.

being available to meet with students, employees, and volunteers who believe sexual assault or harassment has occurred; and assisting campus security or law enforcement as needed. Tuskegee reserves the right to utilize outside investigators for Title IX investigations and complaints. Complainants may also contact the U.S. Department of Education, Office for Civil Rights, (800)423481 or ocr@ed.gov.

B. Policy Definitions

Sex discrimination is an adverse action taken against an individual because of sex, including sexual harassment, sexual violence, domestic violence, dating violence, and stalking as prohibited by Title IX, Title IV, VAWA/Campus SAVE Act, and other laws and regulations. Both men and women can be targets of sex discrimination. Both male and female students and employees may be subjected to sex discrimination.

Sexual harassment is any unwelcome conduct of a sexual nature. This includes unwelcome verbal, nonverbal or physical conduct including but not limited to unwelcome sexual advances; requests for sexual favors; and other verbal, nonverbal, or physical conduct of a sexual nature, such as sexual violence, sexual advances, requests for sexual favors, and indecent exposure, where:

- a. Submission to, or rejection of, the conduct is explicitly or implicitly used as the basis for any decision affecting a student's academic status or progress, or access to benefits and services, honors, programs, or activities available at or through Tuskegee;
- b. Such conduct is unwelcome;
- c. Submission to, or rejection of, the conduct by a Tuskegee employee is explicitly or implicitly used as the basis for any decision affecting a term or condition of employment, or an employment decision or action;
- d. Such conduct is sufficiently severe or pervasive to create a hostile educational or employment environment.

Sexual harassment also includes acts of verbal, nonverbal (written) and physical aggression, intimidation or hostility based on sex or gender stereotyping, even if these acts are not of a sexual nature.

Sexual Violence

Sexual Battery is a form of sexual violence and means oral, anal, or vaginal penetration by, or union with, the sexual organ of another or the anal or vaginal penetration of another by any other object.

Rape is a form of sexual violence that may or may not be force or a threat of force, coercion, violence, or immediate bodily injury, threats of future retaliation, or duress. Rape means nonconsensual sexual intercourse or sexual penetration, which, in addition to intercourse, means nonconsensual oral intercourse, or any other intrusion, however slight, of any part of a person's body or of any object into the genital or anal openings of another person when they involve a person who is physically incapacitated, physically helpless, or unable of giving consent because s/he is incapacitated from alcohol and/or drugs, is under the legal age of consent, or due to a mental or physical disability is incapable of giving consent.

Acquaintance Rape is a form of sexual violence committed by an individual known to the victim. This includes a person the victim may have just met, such as at a party, been introduced to through a friend, or met on a social networking website. The fact parties are acquainted or previously had a consensual sexual relationship is not a defense to an allegation or charge of acquaintance rape.

Consent means intelligent, knowing, and voluntary consent and does not include forced or coerced submission. "Consent" shall not be deemed or construed to mean the failure by the alleged victim to offer physical resistance to the offender. Once consent is withdrawn or revoked, the sexual activity must stop immediately. Coerced submission includes submission based on fear, including but not limited to fear of period damage to reputation, force or personal injury

- x Consent must be voluntary and given without coercion, force, threats, or intimidation.
- x Consent can be withdrawn or revoked. Consent to one form of sexual activity (or consent to sexual activity on another occasion. The fact that two people are or were one sexual act) does not constitute consent to other forms of sexual activity (or other sexual acts). Consent to sexual activity given on one occasion does not constitute in a dating or sexual relationship does not constitute consent to engage in sexual activity. Consent cannot be given by a person who is incapacitated. A person cannot give consent if s/he is unconscious or coming in and out of consciousness. Examples of incapacitation include unconsciousness, sleep and blackouts. Whether an intoxicated person (due to using alcohol or other drugs) is incapacitated depends on the extent to which the person's decision-making capacity, awareness of consequences, and ability to make fully informed judgments is impaired.
- x Being intoxicated by drugs or alcohol does not diminish a person's responsibility to obtain consent from the other party before engaging in sexual activity. Factors to be considered when determining responsibility

Dating violence is a form of sexual violence, and means violence between individuals who have or have had a continuing and significant relationship of a romantic or intimate nature. The existence of such a relationship shall be determined based on the consideration of the following factors:

1. A dating relationship must have existed within the past 6 months;
2. The nature of the relationship must have been characterized by the expectation of affection or sexual involvement between the parties; and
- 3.

A complaint or report may be verbal or written and does not need to take a particular form.

Students may also report any incident of sexual violence or sexual harassment that may create or contribute to the creation of a hostile environment to any instructor or school employee. Students, staff faculty, and volunteers may notify the head of their department or unit, their supervisor, or any member of the Office of

therefore, Tuskegee will consider whether there are circumstances present that demonstrate a risk that the respondent may commit additional acts of sexual violence or other violence. These include whether other sexual violence complaints have been received about the same respondent; whether the respondent has a history of arrests; whether the respondent has records from a prior school indicating a history of violence; whether the respondent threatened further sexual violence or other violence against the complainant or others; and whether the sexual violence was committed by multiple perpetrators. Other factors include whether the sexual violence was perpetrated with a weapon, and the age of the student subjected to the sexual violence.

If the complainant asks that the complaint not be pursued, Tuskegee will take reasonable steps to investigate and respond to the complaint consistent with the request not to pursue an investigation. If the complainant denies that a Title IX violation occurs and requests that no investigation be pursued, he or she cannot subsequently fault University or University personnel for not honoring this the request.

Even when a student asks that a complaint not be pursued or that information be kept confidential, Tuskegee reserves the right to provide over further student to support services and offer remedial action, such as changing living arrangements or course schedules, assignments, or tests as appropriate. For a complaint involving a respondent who is a faculty member, the University also reserves the right to reassign the complaining student to DQRWKHU DFDGHPLF VHFWRQRU WR DVVLJQ DQRWKHU IDFXOW\ progress, completion, or success, if the student requests that this occur. A decision to reassign a student to another DFDGHPLF VHFWRQRU WR DVVLJQ DQRWKHU IDFXOW\ PHPEHU WR should in no way be considered a determination of guilt, culpability, or wrongdoing by or against the respondent faculty member.

E. Investigation

Complaints under this policy will be investigated by the Title IX Coordinator or a designee (referred as the "Investigator"). Other University officials may assist in gathering facts during the investigation and information from Tuskegee Campus Police, local law enforcement officials, the district attorney, or others external to the University may be considered. Individualized support services must be offered as appropriate to both the reporting and responding parties involved in an alleged incident of sexual harassment, violence, or misconduct prior to an investigation or while an investigation is pending. Both parties will be given the same opportunity to present relevant evidence and witnesses, including character witnesses.

7XVNHJHH SROLF\ GRHV QRW JHQHUDOO\ SURYLGH IRU WKH UHVSROOHU complaint. If WKH UHVSROOHU LV DOORZHG WR UHARZ may also review Party statement by the respondent. No other witness statements or documents will be available for review by the parties during the investigation. During the investigation, Tuskegee will:

- (1) Gather sufficient evidence to reach a fair, impartial determination concerning whether sexual violence occurred.

jurisdiction over the complaint, or other authorities request that the faculty stand down in order to facilitate the law enforcement investigation.

the complaint is against a faculty member or other employee, the hearing decision will be submitted to the EEO/Title IX Coordinator, who will make a recommendation concerning restrictions or sanctions to the Provost or Director of Human Resources. The Provost or Director of human resources or their designee will make the final determination as to any recommended actions or sanctions.

For matters involving student respondents only, as the decision maker with respect to any disciplinary sanction imposed after a finding of responsibility, the Dean of Students may consider the recommendations of the panel as well as the impact of separating the student from his or her education. The disciplinary sanction decision must be based on the impact of separating a student from her or his education. Per the University's Title IX Policy & A. 3 § Q \ GLVFLSOLQDU \ GHFLVLRQ PXVW EH PDGH¹¹DV D SURSRUWLRQ

Any person who serves on a hearing board related to sexual misconduct will receive annual training on the University's policies and procedures related to sexual harassment and sexual violence.

For employee respondents

For employee respondents, including faculty, staff, and administrators, disciplinary processes in place for disciplinary misconduct, administered through Human Resources (for staff employees) and through Human Resources and Academic Affairs (for faculty members) shall be utilized. For faculty and staff, being found responsible for a violation of Title IX will subject the employee to discipline, up to and including termination of tenure and termination of employment.

Appeals

A student may appeal a hearing decision to the Vice President for Student Affairs or a designee. The appeal must be submitted in writing within five business days of receiving written notification of hearing outcome.

Bases for appeal: The Vice President for Student Affairs will review the appeal on the record. An appeal will be heard where it is based on one or more of the following:

Improper hearing procedures that materially affected the outcome of the hearing; New evidence (not available at time of original hearing) has surfaced; or Imposition of an inappropriate sanction for the offense in question.

At his or her election, the Vice President for Student Affairs may have a ~~person~~ meeting with the appealing student as well as the ~~appealing~~ student. The complainant or respondent (appeal) 8(l)-bB(v)11(er)-5(si)4(t)-4(y')17(s) poli

It is the responsibility of the respondent and the complainant to be aware of this policy. An appeal to the President of the University or to any University official other than the Vice President for Student Affairs shall not be heard and shall not be considered an appeal for purposes of this policy.

G. Sanctions and protective measures

Individualized services must be offered as appropriate to either or both the reporting and responding parties involved in an alleged incident of sexual misconduct. If a violation of this policy is proven by a preponderance of the evidence (i.e., that it is more likely than not that sexual harassment occurred), immediate action, including protective measures, will be implemented to end the harassment and prevent its reoccurrence. For students, once a student is found responsible for a sexual misconduct violation, before a sanction is imposed, Tuskegee should consider: (1) how best to enforce its code of conduct; (2) the impact of separating a student from his or her education; and (3) whether the proposed sanction is a proportionate response to the violation.

misconduct cases if both parties agree. The complainant has the right to terminate the informal process at any time and begin the formal stage of the complaint process

Chapel (Clergy)
Dean Gregory Gray, Ph.D
Phone: 334.727.8702
Email: ggray@tuskegee.edu

Tuskegee University Police Department
Location: Tompkins Hall Suite 200
Emergency Number 334.724.4911 (On campus dial 411)
General Information 334.727.8756
Confidential Hotline 334.724.4583

Emergency Medical Services
334.724.4911 (On campus dial 411)

Vice-President for Student Affairs
334.724.4746

Dean of Students
334.727.8421

Residence Life and Development
334.727.8915 or 8930

Housing
334.724.8100 or 4617

Off-Campus Resources

New Directions Behavioral Health
Toll Free: 800.624.5544
Web: www.ndbh.com
Login code: Tuskegee

Crisis Assistance
1.800.650.6522
www.acar.org

City of Tuskegee Police
334.727.0200

Macon County Sheriff
334.727.2500

References:

[U.S. Department of Education Q & A on Campus Sexual Misconduct](#)

The [Violence against Women](#)