FACULTY HANDBOOK

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Hartsville, South Carolina
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BACKGROUND

Coker College began its life as an institution in 1884, as Welsh Neck High School. The school was affiliated with the regional Welsh Neck Baptist Association. In 1908 when South Carolina created a statewide public high school system, Welsh Neck High School began plans to convert into a liberal arts college for women. Coker College retained its Baptist connection until 1944. The Board of Trustees then became self-perpetuating, with 25 members.

After World War II men were admitted as day students. Coker College admitted black women as students in 1966, and became coeducational in 1969. The Board of Trustees approved the following statement of purpose and goals for the College on October 19, 1973:

At Coker we seek to create a climate within which one can grow into a person able to apply critical thought to all areas of life and able to exercise freedom with responsibility.

In order to implement this purpose, the College strives to maintain an atmosphere of intellectual excitement in its community or faculty, students, and staff members. Only within such an atmosphere can students develop a respect for their own abilities and an understanding of their limitations, develop the desire and ability to undertake self-directed study, acquire the ability to adapt to new occupational requirements resulting from technological and social change, and inclusive to these learning goals, develop a sense of responsible membership in the world community.

To facilitate such learning processes, the college attempts to ensure that all those who are affected by an institutional decision have an opportunity, through procedures as prescribed in the By-Laws of the College, to express their views on it before the decision is made. Also, we support experimentation with new forms and methods of instruction in our constant effort to meet individual and collective learning needs.

POLICY:

The Board of Trustees approved the following revised Mission Statement on October 28, 1992:

"Coker College provides personalized liberal arts and career-oriented educational opportunities in an environment that fosters participation in the community of scholarship and development of ethical character, leadership skills, and social responsibility."
Coker achieves these ends through a commitment to the following goals established by consensus of the administration and faculty, with the approval of the Board of Trustees:

- Coker should provide educational programs of uniform excellence.

- Coker College should teach that commitment to work and service is integral to meaningful life.

- Coker College should help students develop the ability and will to continue learning throughout life.

- Coker College should encourage the integration of the worlds of vocation and the liberal arts.

- Coker College should affirm the inherent value of each individual and the importance of the human community.

- Coker College should address the higher educational needs of adults living in its geographical region.
SCOPE AND PURPOSE

This Faculty Handbook, the Handbook of Academic Affairs, provides a system of communication for developing, distributing, retaining and revising policies, procedures and other pertinent information pertaining to academic activities.

ORGANIZATION

The contents are organized into the following sections:

Academic Affairs
100 General 150 Faculty Responsibilities
110 Organization 160 Services to Faculty
120 Academic Freedom 170 Professional Growth of Faculty
130 Faculty Personnel Policies
140 Faculty Benefits 180
190 Miscellaneous

The contents of this handbook represent the 100 section of the larger system called the Policy Handbook of which the major sections are as follows:

000 General/Administrative 500 Auxiliary Operations
100 Academic Affairs 600 Personnel
200 Student Development 700
300 Business Operations 800
400 Institutional Advancement 900 Miscellaneous

ENTRIES:

Each policy is entered separately with a specific file number. Each page will identify subject, file number and page. Background and guideline information will be included with each policy where necessary. Draft policies will be printed on blue paper; final copies on white paper.

DIRECTIONS:

(1) A policy is a broad statement of general intent that tells what is permitted or expected.
(2) A procedure is more specific instruction that tells how it is done.
BACKGROUND:

Coker College is a private, liberal arts, non-sectarian, accredited institution, able to meet many of the individual learning needs of a rather diverse selection of people. The majority of Coker students pursue academic majors in one or more of approximately 20 structured arts and science programs. Some students, however, plan their own individualized majors, with the support and advice of faculty sponsors. The college emphasizes flexibility and personalization of programs for the student.

POLICY:

The minimum requirement for all degree programs is 120 semester hours. Degree candidates must complete at least one major concentration comprised of a minimum of thirty to a maximum of sixty semester hours. In addition, they must satisfy a course distribution requirement described in the catalog. A degree candidate must also have a minimum cumulative grade point average of 2.00, and 2.00 GPA on all required major courses.

The college calendar includes: two fifteen-week academic semesters in fall and spring, including one two-week Interim in January; and one five-week summer session. Students may carry a course load of 14-17 hours in each of the fall and spring semesters, 3-4 semester hours in the Interim, and 9-10 hours in the summer session.

Students have the opportunity to participate in Special Topics courses, initiated either by faculty or by students, in all academic disciplines during any of the above terms. These courses are designed to include learning projects not covered within regularly offered courses and may serve as credits toward a student's major and/or distribution requirements.

All courses taught in the Interim must be approved- by the Provost. Interim courses should be special topics courses. However, if catalog courses should be offered, the reasons for such an offering must be approved by the Provost. All courses offered in summer school and Interim will meet the prescribed number of hours as specified in the schedule. The total hours expected in class and out of class by students is 45 hours per semester hour credit.

All students have the option of choosing an A, B, C, D/ F grading system or an S (satisfactory) , NC (no credit) system in every course. A grade point average is computed only on courses taken with the A, B, C, D, F system.
Most courses offered by Coker rely principally on campus resources. Occasionally, however, off-campus community resources are utilized. Field service placement in job settings, community service and internships are seen as an integral part of the program and provide relevant and creditable experimental educational opportunities. Students also participate in laboratory work, activity courses, ensembles, community action research, and domestic and foreign study tours.
Fundamental to Coker's purpose is a recognition of and emphasis upon the importance of the individual. This is so basic to the institution's understanding of its mission that it has formally adopted the following statement on the individual:

"The hallmark of Western Civilization is the search for personal fulfillment within a rationally ordered society. The faculty and trustees of Coker College accept the educational challenge of this quest by stressing the value both of the individual human being and of the human community.

At Coker, we affirm as the highest ethical principle the indestructible dignity of every human being. Furthermore, we believe that it is only by entering into community that a person can reach full human potential. We judge to be questionable any ideology or creed which is so individualistically oriented as to deny the irreducibly social component of human development or which places such value upon social groups or classes as to repudiate the significance of the individual apart from the group.

To implement its philosophy, Coker College accepts each individual as a person of essential worth, assists its constituents to value themselves and their fellows as individuals of significance, and teaches that responsible participation in the human community requires service both to self and to others."
SUMMER SCHOOL

Opportunities for academic credit are offered during the summer months. Presently, a three-week interim session, a five-week day session, and an eight-week evening session comprise the summer school. Only special topics courses are allowed in the Interim.

Faculty are provided the opportunity to offer courses during one or more of the summer sessions. Typically, no faculty may offer more than one Interim course or two courses in either of the two other sessions. Summer offerings are based upon an assessment of needs by the Assistant Dean and Departmental Chairs. Faculty compensation is determined by course or course enrollment.
The Evening Program is an integral part of the academic program of the College. Currently, degree programs are offered in Business Administration, Education (elementary), and Sociology. The Evening School is designed to accommodate the needs of the adult learner by providing opportunities to earn a college degree.

Courses are offered on a Monday and Thursday basis with classes scheduled at 5:30 and 8:05 on each day. Each semester is divided into two evening terms lasting eight weeks with a fifth term being conducted in the summer. Students typically take 12 hours per semester and six hours per term.

Courses are scheduled based upon the requirements of each of the three degree programs. Courses are taught either by faculty as part of the normal contract or as an overload. If full time faculty teach above the normal contract they are compensated.
The Internship Program, an experiential learning program, was instituted at Coker College to complement classroom activities with practical experience in the field, to address occupational needs and stimulate creative problem-solving in the community and provide an environment that encourages life-planning and career decisions.

The Internship Program was initiated in the winter of 1972 and was further developed through partial funding under Title I of the Higher Education Act of 1965 until July 1976. The Internship Program was funded twice, and after the third year the program is now fully supported by Coker College.

POLICY:

Coker College supports and maintains an Internship Program as a vehicle to integrate the theories in the classroom with practical experience in the field.

GUIDELINES:

An Internship slide/tape presentation, operational flow chart, and handbooks for students, faculty, and community supervisors are all available to elaborate on procedures in the program. This information can be found in the Office of Off-Campus Programs.

Each intern completes a Learning Contract, which facilitates the clear identification of the student's and faculty's learning goals and how h/she may integrate with the goals of the agency with which h/she desires to be involved. The student keeps a daily log and writes an evaluation of the internship. Additionally, the agency supervisor writes an evaluation of the intern's performance. Not only does this evaluation process provide the opportunity to candidly appraise the student in the work setting, but it becomes a reference in the intern's dossier that may be used for future employment.

Internships come in a variety of packages. An internship can be: a requirement or option for a class; the experiential component of a Special Topics Course; or, purely on a volunteer basis where no course credit is awarded. Usually, internships involve a commitment of eight hours a week, though more or less time is determined by the objectives of the internship and the enthusiasm of the student, faculty and agency. Although the Internship Office maintains a wide variety of current possible internship placements, students, faculty and agencies are invited to generate programs.
POLICY: (Revised October, 1985)

The official document which defines the duties and responsibilities of the Board of Trustees is the Bylaws. All resolutions and regulations inconsistent with these Bylaws are hereby rescinded, and all former Bylaws are hereby repealed:

A. Membership. The Board of Trustees of Coker College shall consist of twenty-eight members to be elected by the membership of such Board of Trustees and their successors in office. Five of such members shall be so elected from nominations submitted to such Board by the Alumni Association, one of which shall be the President; five of such members shall be so elected from nominations submitted to such Board by the Coker College Foundation; fifteen of such members shall be elected "At Large" on nominations made by members of such Board; two such members shall be elected from the Faculty on nomination made by the Faculty; and one such member shall be elected from the Student Body, on nomination made by the Student Council. The President of the College shall also be an ex officio member of the Board.

B. Life Membership. From time to time the Board may elect Trustees to life membership. Although expected to attend all regularly scheduled Board Meetings, life members shall not be required to serve on committees and shall not be entitled to vote.

C. Terms.

1. The term of office of each Trustee (other than faculty and student Trustees) shall be five years, commencing on July 1 of the calendar year in which such term begins and ending on June 30 of the fifth calendar year thereafter. No Trustee shall be eligible for re-election for another term commencing within one year after the end of such term, provided, that a Trustee elected to fill a vacancy shall be eligible for re-election at the end of the unexpired term for which he was elected. In the event the Trustee term of the President of the Alumni Association should expire, he or she shall be eligible for re-election to serve as Trustee for the remainder of his or her term as President of the Alumni Association, following which another alumnus/alumna shall be elected to fill the unexpired portion of this five (5) year term; provided, however, the waiver of the one year waiting period under this Paragraph shall not be applicable to an Alumni Trustee filling an unexpired portion of a President's Trustee term.

2. The term of office of each Faculty Trustee shall be two years, commencing on July 1 of the calendar year in which such term begins and ending on June 30 of the second calendar year thereafter; provided, that such term shall be terminated if such Trustee shall cease to be an active member of the Faculty. No Faculty Trustee shall be eligible for re-election for another term to commence within two years after the end of such term. Provided, further, that one of the Faculty Trustees to be elected in 1975 shall be elected for a term of one year only, commencing
on July 1, 1975; and thereafter, one of the two faculty board members shall be elected each year, for a term of two years. Provided, further, that the Faculty Board member elected in 1975 for a term of one year shall be eligible for re-election at the end of such term.

3. The term of office of the Student Trustee shall be his or her Senior Year, commencing on the date of graduation of the preceding Senior Class, and ending on the date of graduation of such Student Trustee; provided, that if such Trustee shall cease to be a full time student at the College, such term shall be terminated. The Student Trustee shall be elected from the rising Junior Class and shall be entitled to attend meetings during his or her Junior Year but shall have no vote until the commencement of his or her official term.

D. Meetings. Regular meetings each year shall be held in the fall and in the spring, on dates to be determined by the Chair.

Other meetings may be held by action of the Board, or, upon call by the Executive Committee or the Chair, after due notice, for the transaction of business stated in the call.

A majority of the Board shall constitute a quorum for the transaction of business.

An agenda for each meeting shall be prepared by the President of the College and the Chair of the Board.

E. Financial Responsibility. The responsibility for all financial policies of Coker College, for the application of its income, and for the physical property in the institution shall reside in the Board of Trustees.

Officers of the Board of Trustees
The officers of the Board of Trustees shall be a Chair, Vice-Chair, a Secretary and a Treasurer. The term of each office shall be one (1) year. Any officer may be re-elected for not more than two (2) additional terms but shall not serve more than three (3) consecutive terms. If a vacancy occurs in an office, the unexpired term may be filled by the Executive Committee of the Board.

GUIDELINES:

The President is the only staff member who reports directly to the Board. The President's reports are made at regularly scheduled board meetings, through occasional letters, and through frequent communication with the Chair of the Board. Normally, faculty members would take matters of concern to the Dean of the Faculty, who would relay them to the President, who then would report to the Board. If for any reason communication were blocked, the matters would be taken to the faculty trustees who would relay them to the Faculty Liaison Committee of the Board.

If at any time the Trustees or faculty feel that it would be in the best interest of the college to have a joint meeting of the two groups (Trustees and Senate), such a meeting may be requested by the President of the College, by the faculty through its Board Representative, or by the Chair of the Board of Trustees.
POLICY:

Legal authorization of the college as private and independent was granted by the State of South Carolina. The Board of Trustees carries ultimate responsibilities and authority for the operation of the College; it appoints officers and delegates responsibilities to them.

The Board of Trustees delegates to the college administrators the execution of the Board policy and the academic program established by the faculty.

GUIDELINES:

The standing committees of the Board of Trustees shall be an Executive Committee, Athletics Committee, Budget and Finance Committee, Educational Policy Committee, Enrollment and Retention Committee, Faculty Liaison Committee, Investment Committee, Nominating Committee, Planning and Advancement Committee, and Student Liaison Committee. Committee Chairpersons and members (other than those of the Executive Committee) shall be appointed by the Chairperson of the Board subject to the approval of the Board, at the fall meeting each year, to serve one full year. A majority of the members of each Committee shall constitute a quorum. The standing committees other than the Executive Committee will meet at the College prior to or during the regular meetings of the Board of Trustees, and at other times as each committee chairperson may decide. One faculty non-trustee representative shall be placed on each standing committee, with the exception of the Executive Committee, the Investment Committee, and the Nominating Committee. These representatives shall be elected by the faculty and approved by the Board Chairperson.

The Executive Committee shall consist of the Chairperson; the Immediate Past Chairperson; the Vice Chairperson; the Secretary; the Treasurer; the Chairpersons of the Athletics Committee, Budget and Finance Committee, Educational Policy Committee, Enrollment and Retention Committee, Faculty Liaison Committee, Investment Committee, Nominating Committee, Planning and Advancement Committee, Student Liaison Committee; the President of the Alumni Association; and the President of the College. In conformity with the Bylaws and other directions of the Board, the committee shall have the power in the interim between meetings of the Board to do all acts and perform all duties and services necessary for the operation of the College. The committee, however, may not take action changing the academic or fiscal policies of the College, nor change materially the total budget of the institution/except by prior authority from the Board. The committee, excluding College administrators, will meet at least once annually with the Faculty Advocacy Committee to receive a report on the state of faculty morale. This meeting shall precede the spring meeting of the Board of Trustees. Executive Committee meetings shall be subject to call by the Chairperson or by action of the committee. All actions of the Committee shall be reported to the Board at all regular and special meetings for review and, whenever necessary, for full Board approval.
The Athletics Committee, in cooperation with the President of the College and the Vice President of Enrollment Management, shall have the responsibility for the review of the policies and procedures of the intercollegiate athletic program as well as any substantive changes within the program of intercollegiate athletics. It may consider reports made by the Athletic Director, the Faculty Athletic Committee through the faculty athletic representative, or by the administrative officer of the College to whom intercollegiate athletics reports. The committee shall review plans and assessment results of the Department of Intercollegiate Athletics. All recommendations shall be made to the Executive Committee.

The Budget and Finance Committee, in cooperation with the President of the College and the Executive Vice President for Business and Information Technology, shall have general charge of the financial operations of the College. It shall present the consolidated annual budget, as proposed by the administration of the College and approved with necessary changes by the Budget and Finance Committee, to the Board through the Executive Committee. It shall review the annual audit of the financial records of the College. The annual audit will be prepared by a certified public accountant, as directed by the Treasurer of the Board. The committee will inspect the financial records of the College whenever it deems advisable. The committee will assess the financial records of the College and the work of the Business Office using the annual management letter as presented with the annual audit.

The Educational Policy Committee, in cooperation with the President of the College and the Dean of the Faculty and College Provost, shall have general oversight of the academic program of the College, in all departments, including the operation and improvement of the library, the strengthening of curriculum and teaching techniques, and the promotion in rank and tenuring of members of the faculty. It shall recommend through the Executive Committee policies governing the terms of employment of all faculty.

It shall be responsible for the curriculum of instruction and shall approve all major changes. It shall recommend through the Executive Committee to the Board the proper faculty for servicing the curriculum - the positions to be filled, the salary schedules, and other personnel policies which will insure high academic standards at the College. It shall insure the adequacy of all campus instructional facilities and equipment and make recommendations through the Executive Committee to the Board for necessary replacements or additions. Finally, the committee shall review plans and assessment results of the educational program of the College.

The Enrollment and Retention Committee, in cooperation with the President of the College and Vice President of Enrollment Management, shall have the responsibility for the review of admissions policies, the oversight of enrollment by program, the demographic mix of the student body, as well as student success and satisfaction as it pertains to the retention of students in all programs. Further, the committee shall monitor and review financial aid
policies as they pertain to the ability of the College to effectively attract talented students. The committee shall review plans and assessment results of the Admissions Office, the Financial Aid Office, and the Retention Task Force. Recommendations from the committee shall be made to the Executive Committee.

The Faculty Liaison Committee, in cooperation with the President of the College and Provost and Dean of the Faculty, in addition to originating matters related to the faculty of the College, shall provide an avenue of communication between the Board and the faculty in institutional matters. When recommendations, which could result in significant institutional decisions affecting the faculty in exercising its stated duties originate in other Board committees, the Faculty Liaison Committee shall have the responsibility of ensuring that the faculty will have the opportunity to express its views through the faculty representative before the decision is made. Also, the committee shall review plans and assessment results of the faculty of the College.

The Investment Committee shall recommend through the Executive Committee to the Board the general investment policy of the College. It shall make specific recommendations, within the approved general policy, on investments of the endowment funds and other monies of the College to the Treasurer, who shall have full power and authority to execute such investments. The Treasurer of the Board, the Chair of the Budget and Finance Committee, and the Executive Vice President for Business and Information Technology shall be members of the committee. In addition, two other members, who need not be Trustees, shall be appointed by the Chairperson of the Board to serve three-year terms. The Committee shall meet at least two times during each fiscal year and shall give an annual report on the past year's investment performance to the Executive Committee and the Board at each group's spring meeting.

The Nominating Committee shall submit nominations to the full Board for the election of Trustees to fill all Board vacancies for both unexpired and full terms, and shall submit nominations for all officers of the Board. Trustee nominations shall be submitted to the full Board in writing not less than two weeks prior to the meeting at which the Trustees are to be elected.

The Planning and Advancement Committee, in cooperation with the President of the College and the Executive Vice President of Advancement, shall have the responsibility for establishing, subject to Board approval, and implementing policies for the procurement of all financial support for the College, other than income from endowment, tuition, fees, and auxiliary enterprises. The committee shall recommend through the Executive Committee to the Board the short-and-long range building and equipment needs of the College, and it shall prepare the budget of expenditures to accomplish these objectives. It shall recommend suitable building sites, roadway plans, and shall approve all plans and funding for new construction and
renovations. In addition, it shall insure that the image portrayed of the College for marketing purposes accurately reflects the institution and serves to enhance Coker College in the eyes of the public.

The **Student Liaison Committee**, in cooperation with the President of the College and the Dean of Students, shall have general oversight of the student development program of the College, and shall serve as a channel of communication between the Trustees and the Student Government Association. The committee shall consider reports and suggestions made by students, faculty, or staff; shall review plans and assessment results regarding student life; and shall make policy recommendations to the Board.

The **Board of Visitors**, organized in 1971, advises the Board of Trustees in areas of student affairs, the academic program, and financial development. Members serve three-year terms with one-third of the membership replaced each year. They are chosen on the basis of their influential leadership and willingness to serve. The Board of Visitors meets on campus twice each year.
POLICY:

The President is the chief executive officer of the College. The President is responsible for seeing that the policies of the Board of Trustees are carried out, and is responsible for the direction of the total work of the College. The President has authority to veto any action of the faculty when, in his/her judgement, such action is not in harmony with the aims and laws of the College, or when she/he may deem such action unwise. In every such instance, however, the President must submit to the faculty in writing the reasons for setting aside their action, and the secretary of the Faculty Senate records these reasons in the Minutes of the Faculty Senate proceedings. The President, or the person designated by him/her, represents both the officers and faculty at all public meetings of the College.

The President makes an annual report to the Board of Trustees of the work, conditions, and needs of the College and of any other matters that are of concern to the Board.
POLICY:

The Dean of the Faculty and College Provost, in cooperation with and by direction of the President, shall exercise general supervision over the academic affairs of the institution, including the library, Registrar's office, curriculum and instruction. S/he shall perform such other duties as the President may direct. The Dean of the Faculty has under his/her jurisdiction the Assistant Dean for Evening and Summer Schools, the Director of the Library, the Registrar/Department Chairs, the Director of Off-Campus Programs, the Directors of the Military Program and Campus Services. All faculty and academic administrative appointments are channeled to the President through the Dean of the Faculty, and s/he approves all academic budgets and non-departmental academic expenditures.
POLICY:

The Assistant Dean is in charge of both Evening School and Summer School programs. In cooperation with and under the direction of the Provost she/he exercises general supervision of academic affairs and instruction, and performs other duties as directed.
POLICY:

The Vice President for Student Affairs/Dean of Students, shall have general supervision of all student extracurricular activities, of student housing and dormitories, and of student health services. S/he shall recommend to the Board, through the Provost/Dean of the Faculty, rules and procedures governing student conduct and discipline, including provision of an appropriate student role in the decision-making process. S/he shall direct the orientation of freshmen and new students, and shall act as counselor to all members of the student body.
POLICY:

The Registrar, acting in cooperation with and under the direction of the Provost, is responsible for maintaining academic records of all Coker students. To carry out this responsibility, the Registrar prepares course schedules, conducts registration activities, evaluates transfer credits, and certifies graduates. The Registrar maintains a file of all academic policies of the Institution and assists in the preparation of an annual publication containing current policies and course offerings.
POLICY:

The Executive Vice President for Advancement, in cooperation with and by direction of the President, shall be responsible for all college fund raising; alumni, parent, athletic booster club programs, and college marketing to include public information, news, advertising and all college printing.
POLICY:

The Executive Vice President for Business and Information Technology, in cooperation with and by direction of the President, shall have general supervision of all financial affairs of the institution. S/he shall have staff responsibility for the Business Office, the food service, the physical plant and grounds, Kalmia Gardens, the computer center and such other offices and staff embers as may be required.
POLICY:

The Vice President for Enrollment Management will administer and manage all areas of
the college related to student recruitment, matriculation, financial aid, and retention. S/he will
work closely with the College Registrar in all areas related to student records. S/he will
communicate with internal and external constituencies to improve and increase awareness and
understanding of the enrollment processes and marketing efforts of the college.

S/he will develop and initiate marketing research and apply results in all areas related to
Enrollment Management, and will work closely with the Director of Institutional Research and
the Director of College Relations in implementing this area.

S/he will administer and manage all non-academic summer programs and work closely
with the Assistant Dean in summer academic programs.
BACKGROUND:

The College faculty was restructured in the spring of 1972 into a completely non-departmental structure, and a field service office was established. In the spring of 1975, after an intense self-study another restructuring occurred which organized the faculty into a five-division structure as follows: A) Administrative and Behavioral Sciences (Administration, Psychology, Sociology, Political Science); b) Creative and Performing Arts (Art, Music, Drama, Dance); c) Humanities (English, Religion and Philosophy, Modern Languages, History, Communications); d) Natural and Physical Science (Biology, Chemistry, Physics, Geology, Mathematics); e) Professional Education (Education, Physical Education). By the spring of 1983 it was seen that these five divisions could no longer adequately serve the needs of the college community and the Faculty Welfare and Evaluation Committee was asked to work with the then Dean of the College to redesign a structure more closely aligned with the educational goals of the College. As a result of their work eleven departments were developed and approved by the Faculty Senate in April, 1983. In 1989 the number of departments was reduced to 10 by combining Dance with Drama and Communications. The current departments are:

1.1 The Department of Business and Economics
1.2 The Department of Behavioral and Social Science
1.3 The Department of Theatre, Communication and Dance
1.4 The Department of History, Philosophy and Religion
1.5 The Department of Language and Literature
1.6 The Department of Science and Mathematics
1.7 The Department of Physical Education
1.8 The Department of Education
1.9 The Department of Art
1.10 The Department of Music

GUIDELINES:

The Provost will appoint department chairpersons from the membership of the Faculty Senate described in 1.1.1 and 1.1.3 of the By-Laws of the Senate for three (3) year renewable terms in consultation with all members of each department. Appointments will be made before contracts are issued for the following academic year. The department chairperson shall have this title and the precise job description particularized by department written into his/her contract, and shall receive compensation for his/her administrative duties.

The department chairpersons will facilitate communications and cooperation between members of his/her department and the administration. Chairpersons will be responsible for academic budgets, library budgets, searches for new faculty members for the department, curriculum changes in the department, faculty development, course improvement, all events that represent the department generally or any part of the department, and facilities and equipment belonging to the department.
POLICY:

I. Departmental Administration

A. To work with the other Chairs, the Dean, and the Registrar to schedule classes;

B. To present departmentally approved requests for curriculum changes to the Curriculum Committee of the Faculty Senate;

C. To approve absences from campus of any members of the department and to inform the Dean’s Office of same;

D. To request from the Financial Aid Officer any work-study students to assist members of the department and to exercise oversight of the respective faculty member’s supervision of such assigned student workers.

II. Budget Control

A. To monitor program budgets within the department and to approve all expenditures from such budgets:

B. To develop budget requests for each program within the department for the forthcoming budget year;

C. To develop the library budget for each program within the department;

D. To recommend capital expenditures for facilities and equipment for each program within the department.

III. Faculty Development

A. To take responsible role in the search for new faculty members for any program in the department;

B. To be familiar with the syllabi for each course in the department and to assist members of the faculty to improve their courses, in regard to both content and teaching effectiveness;
C. To evaluate each member of the department annually, to discuss this evaluation with each faculty member individually, and to submit this evaluation in writing to the Dean of the College, with a copy to the faculty member personally.
POLICY:

All members of the faculty are entitled to academic freedom as defined in the 1940 Statement of Principles of Academic Freedom and Tenure, formulated by the Association of American Colleges and the American Association of University Professors. The applicable provisions of this statement are as follows:

The teacher is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of other accepted academic duties.

The teacher is entitled to freedom in the classroom in discussing subjects, but should be careful not to introduce into the class controversial matter which has no relation to the subject. Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of the appointment.

College or university teachers are citizens, members of a learned profession, and officers of educational institutions. When speaking or writing as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As persons of learning and as educational officers, they should remember that the public may judge an entire profession and institution by their utterances. Hence, they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not speaking for their institutions.

GUIDELINES:

The Board of Trustees has included the policy on academic freedom stated above in the By-Laws of Coker College.
POLICY:

Assessment of the staffing needs in the various instructional areas of the College is made by the Provost in consultation with the faculty. Based on information about anticipated faculty retirement, resignations, leaves, and projections for expansion or contraction of programs, the Provost with appropriate departmental faculty establishes priorities which seem to be most important to the strength and balance of the college program. On the basis of this evaluation, recommendations are made to the President who must give final approval to staffing plans. The Provost then, in cooperation with faculty members of the area in which the appointment is to be made, assumes the responsibility for recruitment and appoints a Search Committee to insure that the very best possible applicants are considered for filling open professional positions. All searches will be national in scope over an adequate time period.

I. Establishment of the Search Committee

A. The Provost will inform the faculty of the opening of a position by announcement at a regular faculty senate meeting or in writing no later than one month after the opening becomes known. The Provost will then appoint the members of the Search Committee.

B. The membership will include the following:

1. Chairperson
2. At least two members from the department of the position to be filled.
3. One member from outside the department of the position to be filled.
4. (Optional) One other person
5. One member must be a student (with full voting membership)
6. One faculty member must have served on a previous search
7. A maximum of five (5) members except for unusual situations where more might be helpful.

II. General Search Guidelines (the Search Committee is responsible for the following procedures)

A. The Search Committee will work with the Provost to draft the search plan.
B. The Search Committee should plan

1. Job description
2. List of proposed advertising media (i.e., journals, newspapers, schools to be given ads, etc.) This must include national professional organization publications and/or placement services.
3. Date of application deadline
4. Approximate dates for on-campus interviews
5. Estimated decision date
6. Estimated budget: lodging, meals, travel, entertainment, other

C. All openings should be advertised for a period of no less than two months and must appear in at least one issue of a national professional journal or publication. This should be in addition to any advertisements placed in The Chronicle of Higher Education. Advertisements should be coordinated with the Development Office.

D. If a search plan is submitted before December 15 (for a Fall hiring), the position will be a regular track position.

E. If a search plan is submitted after December 15, the position will be appointment for one year. Further, a search must be begun by the following October 1 with an application deadline of the following February 15 to fill the position with a tenure track appointment. The person hired for the one year position may reapply.

F. Upon unanimous agreement of the Search Committee and the Provost, an exceptional candidate might be offered a tenure-track appointment, even if the search begins after December 15, provided that this candidate is interviewed on campus (see Section E below) prior to the end of the Spring semester.

III. General Selection Procedure

A. Within two weeks of the application deadline, the committee will rank order all qualified applicants.

B. The committee will telephone at least one person listed as reference for each of the top six (6) or more applicants.

C. The names of the top applicants should then be submitted to the Provost as candidates for a campus interview.
D. Upon approval of the Provost and beginning at the top of the list, three applicants will be invited for campus interviews. If the interviews determine that these are not suitable for the position, the next two or three applicants will be invited for on-campus interviews. This process will be repeated, as necessary, until the list of qualified applicants is exhausted, at which time the search will be terminated and a new search begun.

E. On-Campus Interview

1. The interview arrangements will be made by the committee.
2. The interview schedule will be written and given to faculty and staff approximately one week in advance.
3. Each interview will include the following: at least two open periods for any interested faculty, staff, and students (one of these may be a social event); one presentation in a class or lecture in the candidate’s area, open to the committee and other interested faculty, staff and students; and, one social event (reception, meal, evening get-together).
4. After the interview, the committee should solicit feedback from all involved personnel through written responses. Forms might be useful here.

F. The committee will rank the interviewed applicants and make recommendations to the Provost for filling the position and/or continuing the search. (See Section II, E., and III, D. for continued search note).

IV. General Hiring Guidelines (Based on committee’s recommendations):

A. The President of the College will make a hiring decision and immediately advise the Search Committee when a contract has been issued.

B. The Provost will inform the faculty when a contract has been signed.

C. Initial contracts must state clearly any conditions affecting promotion or tenure (e.g., degree completion and years of credit awarded for previous experience). The Provost will inform the Promotion and Tenure Committee in writing whenever contracts with such conditions are issued.
BACKGROUND:

The Tenure policy, stated here and in the By-Laws of Coker College, is in accordance with AAUP policy.

POLICY:

The precise terms and conditions of every appointment to the faculty will be stated in writing and be in the possession of both the institution and the teacher before the appointment is consummated.

With the exception of temporary appointments for specifically limited terms, all full-time appointments to the rank of instructor or higher will be of two kinds: (1) probationary appointments; and (2) appointments with continuous tenure.

Probationary appointments may be for one year or for other stated periods, subject to renewal, and this shall be stated in the contract. Total probationary period shall not exceed six years in service at Coker. If a contract is offered beyond that point, it shall be understood that tenure is established.

Appointments will be with continuous tenure unless otherwise specified. Until retirement of the faculty member and subject to the procedure specified in the By-Laws of Coker College, such an appointment is terminable by the institution only for adequate cause or for extraordinary financial emergencies, after not less than 12 months’ notice to the faculty member.

Positions created as a result of the demands of the College’s non-traditional programs may be filled by persons appointed at the above-described ranks for three years on a non-renewable basis. This restriction must be indicated on the initial contract. With this exception, such persons will be considered full members of the Coker College faculty with all the rights and privileges pertaining thereto. (Such persons are not voting members of the Faculty Senate.)
POLICY:

The tenure policy, stated here and in the By-Laws of Coker College, is in accordance with the AAUP policy.

PRACTICE:

The issuance of a seventh Probationary Contract to a faculty member constitutes tenure.

The names of faculty members in their fifth year of service to the College under Probationary Contracts are submitted to the Committee on Tenure by the Dean of the Faculty on or before October 1 of that academic year.

The Committee formulates recommendations about each faculty member under consideration and forwards these recommendations and evaluative documents to the Dean of the Faculty not later than December 1 of the same year. The Dean of the Faculty maintains confidential custody of the evaluation documents. The Dean of the Faculty forwards these recommendations along with his/her own to the President of the College. The President of the College submits to the Board of Trustees recommendations of his/her own, of the Dean of the Faculty, and of the Committee. In extenuating circumstances, this process may be extended for specific lengths of time by mutual agreement between the individual member concerned and the President or Dean. The Probationary Contract issued for the sixth year, unless an award for prior service is made or contract changes have interrupted the probationary sequence, will provide formal notification as to whether or not that contract is terminal.

A maximum of two years’ credit for full-time teaching service at the college level performed at other institutions may be awarded toward the probationary period regarding tenure. The initial contract must specifically state whether such an award for prior service is made, and agreements reached at the time of initial contract cannot later be changed.
POLICY:

The following will be used as minimum criteria for appointment to ranks:

Instructor:

(a) Master’s degree
(b) If less than a Master’s degree, there must be demonstrated a high level of accomplishment in his field.

Assistant Professor:

(a) Completion of all requirements for the terminal degree except the dissertation or the equivalent.
(b) Master’s degree and a minimum of four years of full-time teaching experience on the college level at the minimum rank of instructor, or a Master’s degree and a high demonstrated level of competence in his field.

Associate Professor:

(a) Earned terminal degree and a minimum of six years of full-time college teaching experience.
(b) Master’s degree and a minimum of ten years of full-time college teaching experience at the minimum rank of assistant professor.

Professor:

Earned terminal degree and a minimum of twelve years of college teaching experience, at least six of which must be at the rank of Associate Professor.

The unranked status of Special Lecturer may be used either for temporary employment or for those whose credentials may not correspond to the above criteria.

The following will be used as minimum criteria for promotion in rank:

Assistant Professor:

(a) Completion of all requirements for terminal degree except the dissertation or equivalent.
Master’s degree and a minimum of three years of full-time teaching experience at the rank of instructor at Coker College, less the number of years of credit toward eligibility that may have been awarded at the time of initial appointment.
Associate Professor:

(2) Earned terminal degree and six years of full-time teaching experience at the rank of assistant professor at Coker College, less the number of years at the time of initial appointment.

(3) Master’s degree and ten years of full-time teaching experience at the rank of assistant professor at Coker College, less the number of years of credit toward eligibility that may have been awarded at the time of initial appointment.

Professor:

Earned terminal degree and six years of full-time teaching experience at the rank of associate professor at Coker College, less the number of years’ credit toward eligibility that may have been awarded at the time of initial appointment.
SUBJECT: Policy on Evaluation of Teaching Faculty

SECTION: 130.40

PAGE: 1 of 3

BACKGROUND:

During the academic year 1974-75, a Faculty Welfare and Evaluation Committee was appointed to discuss such topics as faculty evaluation, promotion, and tenure. The Committee decided that a system of Evaluation of Teaching Faculty was needed at Coker College for the following reasons:

(a) Improvement of teaching effectiveness.
(b) Enrichment of individual contribution to the collegiate community.
(c) Determinations concerning retention, promotion, salary, and the award of tenure.

POLICY:

Coker College teaching faculty will be evaluated and given:

I. Fifty percent credit in evaluation for teaching effectiveness.
II. Fifty percent credit in evaluation for a combination of the following items:

(a) Knowledge of discipline.
(b) Contribution to the academic effectiveness of the institution outside of regular course work.
(c) Advising.
(d) Contribution to committee work of discipline, division, Faculty Senate, and institution.
(e) Demonstration of professional growth.
(f) Other service to the College, community, or the discipline.
(g) Administrative responsibilities (chairs only).

GUIDELINE:

Evaluation will be conducted as follows:

A. Student evaluation of faculty will be conducted at the end of every grading period other than summer sessions using instruments that will be approved by the Faculty Senate. Student evaluation will not be a factor in salary determinations until the second year in which a faculty member is subject to student evaluations.

B. The initiative in peer evaluation will be taken by a standing committee elected by the Faculty Senate.

1. The committee will be composed of five, tenured faculty elected at large by the Faculty Senate. Each member will serve a term of five years, and the terms of membership will be staggered so one new member will be elected.
each year and one member, having served five years, will be retired from the committee. Those having served terms will be eligible for re-election.

2. The person serving the fifth year will have the responsibility for convening and presiding at the sessions of the committee, and the member serving his fourth year will be responsible for the records of the committee.

3. Membership on this committee will be exempt from Article II, Section 3.6, and Article V, Section 3 of the By-Laws of the Faculty Senate of Coker College. Since the President and Dean of the Faculty are involved in a later stage of the evaluation process, they will be ineligible for election to this committee.

4. Members of the committee will be disqualified on the basis of the following:
   
   (a) when the member is the subject of evaluation;
   (b) when family or department relationships exist with the candidate under consideration.

5. By October 1, the Dean of the Faculty will furnish the committee:

   (a) a list of full-time faculty members who are in the fifth academic year of a probationary appointment and therefore eligible for the award of tenure;
   (b) a list of full-time faculty members who are eligible for promotion in the following academic year;

6. By February 1 the Dean of the Faculty will furnish the committee with a list of all full-time faculty who are in the second year of a probationary appointment and therefore subject to an initial review (8/26/86)

The committee will seek information from departmental colleagues, and from other persons, faculty or non-faculty, who may have relevant information or opinions regarding each faculty member under consideration. The committee will also examine the pattern of student evaluations with respect to each faculty member under consideration. The committee will invite each member under consideration to submit information, which s/he deems pertinent, relative to the criteria of Section 2.
The Committee will formulate recommendations about each faculty member under consideration and will forward these recommendations and evaluative documents to the Dean of the Faculty not later than December 1. The Dean of the Faculty will maintain confidential custody of the evaluation documents. The Dean of the Faculty will forward these recommendations along with his/her own to the President of the college. The President of the college will submit to the Board of Trustees recommendations of his/her own, of the Dean of the Faculty, and of the committee. In extenuating circumstances, this process may be extended for specific lengths of the time by mutual agreement between the individual member concerned and the President or Dean. The contract issued for the sixth year, unless an award for prior service is made, will provide formal notification as to whether or not that contract is terminal.

A maximum of two years’ credit for full-time teaching service at the college level performed at other institutions may be awarded toward the probationary period regarding tenure and toward the period of minimum eligibility for promotion. The initial contract must specifically state whether or not an award for prior service is made, and agreements reached at the time of initial contract cannot later be changed.
POLICY:

The administration of student evaluations will be the responsibility of the Dean of the Faculty. The evaluations will be administered near the completion of the academic term. The specific date will be announced at least a week in advance. The student evaluation forms will be distributed and collected by freshmen commissioners (or a similar group of responsible students if commissioners are not appointed) with the instructors absent from the room. The completed forms will be treated with absolute confidentiality and immediately returned to the Dean’s office.

The student evaluations will be administered in all courses, whether taught by full-time, part-time or adjunct faculty.

The Dean will be responsible for preparing an abstract of the student evaluations by course. These abstracts will be available to the professors being evaluated within one month from the date of administration. Professors may reply to the student evaluations after reviewing the abstract or individual evaluations, and the professor’s reply will be permanently filed with the abstract for subsequent reviews.

Questions that students do not answer, or questions that elicit answers of the type, not applicable, unknown, or no basis for opinion, etc., shall not be used in calculating any scores or averages. Furthermore, such answers shall not be used as an indicator of performance or a basis for inference in any way. They neither enhance nor detract from the performance being evaluated and therefore shall not form the basis for any opinion. Scores shall be computed as a percentage of questions answered in some manner other than the responses indicated in the preceding portion of this paragraph. This paragraph applies to use of this form at all levels of evaluation review, including the committee on Promotion and Tenure, the Dean of the Faculty, and the President.

Scores shall be averaged by line item with a frequency distribution. Further averaging or compiling is discouraged, but may be used provided that adequate statistical procedures are employed. Additional comments written by evaluators will be reproduced in the abstract in toto. These scoring procedures apply to all levels of evaluation reviews, including the Committee on Promotion and Tenure, the Dean of the Faculty, and the President.

Results of student evaluations shall be maintained in strict confidentiality with access limited to authorized persons or review committees.
The Dean of the Faculty is responsible for collecting written evaluations of the teaching faculty by department chairpersons.

Each department chairperson is responsible for accurate evaluation of all faculty members in his/her department using as a guide the criteria set forth in Section: 130.40 of the Faculty Handbook. Each faculty member shall have the right to submit a self-evaluation, to solicit peer and outside reviews, and to provide relevant supporting material. These, plus student evaluations and other supporting evidence the chairperson gathers, shall serve as the basis for evaluation and merit recommendation. Evaluations of teaching effectiveness by peers and department chairpersons shall be based on repeated observation.

Prior to forwarding the evaluation and merit recommendation to the Dean, the chairperson shall hold a personal interview with the faculty member to discuss the evaluation. The professor evaluated shall have the right to reply to the chairperson’s evaluation, and the reply shall be permanently filed with the evaluation in the Dean’s records. The professor shall also receive a copy of the evaluation and any reply.

The Dean of the Faculty shall solicit evaluations for those professors under review by the committee on promotion and tenure during the last week of September, and these shall be returned by the first week of October. These materials, along with student evaluations and other pertinent information, shall be forwarded to the committee on promotion and tenure on October 15 or the nearest working day. For faculty members not under review, the Dean of the Faculty shall solicit evaluations on February 15 or the nearest working day.

Chairpersons’ evaluations shall be maintained in strict confidence with access limited to authorized persons or review committees.
In order to maintain consistency, objectivity and completeness in the evaluation procedure, the Committee on Promotion and Tenure shall perform the following minimum duties for each faculty member being evaluated:

1. Upon receipt of the list of candidates for promotion and/or tenure from the Dean of the Faculty, the Committee on Promotion and Tenure shall inform the faculty members that they are being evaluated, shall solicit a written statement from each faculty member describing his/her performance relative to the criteria for evaluation and shall use these statements in formulating a recommendation;

2. Consider student and peer evaluations that have been conducted in the past for the faculty member, as well as any replies to these evaluations that the faculty member has filed;

3. Conduct an evaluation by contacting faculty members or others who may have information to supplement or clarify that already provided in student and peer evaluations;

4. Write a profile for each faculty member using as an outline the criteria approved for evaluation – if no information can be acquired for any criteria, the committee shall state such and list the procedures used in attempting to evaluate the faculty member based on that criterion;

5. Formulate a recommendation concerning the faculty member's suitability for promotion and/or tenure and forward the recommendation along with all supporting documents to the Dean of the Faculty;

6. Forward a copy of the profile and the recommendation to the faculty member being evaluated.
In order to ensure consistency, completeness and to prescribe a set of minimum duties of the Dean of the Faculty in the evaluation of faculty members, the Dean will discharge the following responsibilities:

1. Each fall on or before October 1, the Dean will inform all faculty eligible for promotion or tenure that they are about to undergo evaluation process. At this time or at any time during the evaluation, the Dean will withdraw the name of any member from consideration for promotion upon receipt of a written request from the faculty member concerned. The Dean will resubmit the faculty member's name the following year, but not before.

2. Review the procedure followed by the Committee on Promotion and Tenure to ensure that the procedure was thorough and in adherence to the procedures established by the Faculty Senate.

3. Review the findings and recommendations of the Committee on Promotion and Tenure with the charge to recommit recommendations to the committee in cases where evaluations have not been properly conducted, or where the recommendations are not warranted by the findings, or where the findings are not sufficient to render a recommendation;

4. Conduct an evaluation independent of that performed by the Committee on Promotion and Tenure as needed;

5. Formulate a recommendation concerning the promotion or award of tenure for each faculty member using information from the Committee on Promotion and Tenure and his/her own evaluation as the basis for his/her recommendation.

6. Forward his/her recommendation and that of the Committee on Promotion and Tenure, along with necessary supporting documents, to the President of the College.

7. Forward a copy of his/her recommendation to the faculty member being evaluated.
The President of the College will review the recommendations submitted and the procedures and supporting documents used by the Dean of the Faculty and the Committee on Promotion and Tenure. The President will perform additional evaluating as necessary. S/He may also recommit the evaluation to the Dean of the Faculty and/or Committee on Promotion and Tenure for further consideration.

The President may challenge the procedures used by the Dean of the Faculty and/or the Committee on Promotion and Tenure in arriving at their recommendations, but s/he shall not challenge their recommendations.

Based on his/her own knowledge of the faculty member’s performance and on the evidence and recommendation submitted by the Committee on Promotion and Tenure and the Dean of the Faculty, the President will formulate his/her own recommendation. At least one week prior to the meeting of the Board in which promotions and tenure awards will be reviewed, the President will forward a copy of this recommendation to the faculty member. The faculty member may provide an appropriate written response to the President’s recommendation.

The President will present his/her recommendation and those of the Dean of the Faculty and the Committee on Promotion and Tenure to the Board of Trustees. At the same time the President will present any replies to recommendations that have been filed by the faculty member being evaluated.

The Administration shall then inform the faculty member of his/her status relative to promotion and/or tenure by March 15. As a convenience the administration may inform faculty members of personnel changes prior to March 15, but this is not mandatory and any instances of early notification do not constitute a precedent for any other faculty members.
POLICY:

Written notice that a probationary appointment is not to be renewed will be given the faculty member in advance of the expiration of his/her appointment, according to the following minimum periods of notice: (1) not later than March 1 of the first academic year of service, if the appointment expires at the end of that year; or, if a one-year appointment terminates during an academic year, at least three months in advance of its termination; (2) not later than December 15 of the second academic year of service, if the appointment expires at the end of that year; (3) not later than September 1 of the third and subsequent academic years of service, if the appointment expires at the end of that year.
POLICY:

Termination for cause of a permanent appointment, dismissal of a faculty member during a limited appointment, or the non-renewal of a probationary appointment with less advance notice than that specified in the By-Laws of Coker College shall be preceded by a statement of reasons and by the opportunity to be heard by the tribunal or tribunals specified in the By-Laws of Coker College. During the proceedings the faculty member will be permitted to have an advisor of his/her own choice, who may act as counsel. A full stenographic record of the hearing, if one is held, will be taken and made available to the parties concerned. If the faculty member’s competence is in question, the testimony will include that of qualified faculty members form this or other institutions of higher education.

GUIDELINES:

Details regarding procedures may be found in the By-Laws of Coker College.
POLICY:

If a faculty member on probationary or other non-tenured appointment alleges that consideration violative of academic freedom significantly contributed to a decision not to reappoint him/her, his/her allegation will be given preliminary consideration by a Faculty Committee on Academic Freedom and Tenure, which will seek to settle the matter by informal methods. His/Her allegation shall be accompanied by a statement that s/he agrees to the presentation, for the consideration of the faculty committees, of such reasons and evidence as the institution may allege in support of its decision. If the difficulty is unresolved at this state, and if the committee so recommends, the matter will be heard in the manner set forth in Regulations 5 and 6 of the By-Laws of Coker College, except that the faculty member making complaint is responsible for stating the grounds upon which s/he bases his/her allegations, and the burden of proof shall rest upon him/her. If s/he succeeds in establishing a prima facie case, it is incumbent upon those who made the decision not to reappoint him/her to come forward with evidence in support of their decision.
POLICY:

The policy on grievance procedure is developed in the By-Laws of Coker College.

GUIDELINES:

Grievance Procedure

If any faculty member feels that s/he has cause of grievance in any matter other than dismissal proceeding – such matters as salaries, assignment of teaching duties, assignment of space or other facilities and propriety of conduct – s/he may petition the elected Faculty Advocacy Committee (Faculty Senate By-Laws 7.3.6) functioning as the Faculty Grievance committee for redress. The petition shall set forth in detail the nature of the grievance and shall state against whom the grievance is directed. It shall contain any factual or other data which the petitioner deems pertinent in his/her case. The Committee will have the right to decide whether or not the facts merit a detailed investigation. Submission of a petition will not automatically entail investigation or detailed consideration thereof. The Committee may seek to bring about a settlement of the issue satisfactory to the parties.

If in the opinion of the Committee such a settlement is not possible or is not appropriate, the Committee will report its findings and recommendations to the petitioner and to the appropriate administrative officer and the faculty, and the petitioner will, at his/her request, be provided an opportunity to present his/her case to them.

No administrative officer shall serve on the Committee when it acts as a Grievance Committee.
POLICY:

No full-time member of the faculty shall undertake regular outside remunerative work during the school year without first receiving the written approval of the President. Faculty may serve as consultants in non-academic pursuits and as part-time lecturers provided that these activities take no more than one working afternoon per week, or the equivalent, and that they do not compromise their responsibilities involving committee work, instruction, and preparation.
POLICY:

Faculty members receive annual contracts after the Spring meeting of the Board of Trustees, signed by the President of the College. Notice of terms and conditions of renewal must be given to each faculty member within two weeks of the Board meeting. Each contract specifies faculty rank, assigned instructional area(s), base salary, and benefits. The salary specified is for the academic year; the faculty member may elect to receive it in nine monthly payments or in twelve.

Faculty members have the option of teaching in summer sessions, the Fort Jackson program and/or special College programs. Salaries for these efforts are in addition to the contracted annual base salary.
Certain deductions are made from a faculty member’s pay check as required by law, in accordance with benefit plans, or as requested by the faculty member and approved by the Business Office. These deductions are itemized on the faculty member’s pay check stub. Some of these are:

1) Social Security. In 1991, the Internal Revenue Service required all employees to begin dividing the social security tax deduction into two parts. One part is for social security and the other for Medicare.

The social security deduction is deposited into an old age, survivors, and disability insurance account. This deduction is noted on the payroll check with the description of “FSOC”. The current tax rate is 6.2% of the wage base of $65,400 during 1997 tax year. This rate and wage base may change with the 1998 tax year.

The Medicare deduction is deposited into a hospital insurance account. This deduction is noted on the check with the description of “FMED”. The current tax rate is 1.45% for all wages during 1997 tax year; the wage base limit has been eliminated. This rate and wage base may change with the 1998 tax year.

These contributions are matched by Coker College according to current federal regulations.

2) Federal Withholding Tax. Federal law requires that federal income tax be withheld from each salary or wage payment, and certain other payments. The amount of tax withheld varies according to the amount of salary or wage paid and the number of dependency exemptions claimed. Faculty members are required to complete a Withholding Tax Certificate (W-4 Form) upon initial employment and to inform the Business Office payroll clerk of any dependency change whenever such change occurs.

3) South Carolina State Income Tax. South Carolina requires withholding for the State Income Tax. The Federal Withholding Certificate (W-4 Form) will be used for dependency exemptions unless the faculty member requests South Carolina Form 1602.

Other deductions may be made at the request of the faculty member and with the approval of the Business Office. Support of the educational programs of Coker College and support of the Hartsville United Fund through payroll deduction are encouraged.
Coker College provides group membership with Companion Healthcare.

Coverage under this plan begins the first day of the month following the date of employment. Enrollment of all full-time faculty members is mandatory. Part-time faculty members are not eligible for enrollment. Terminated faculty members are removed from group membership on the first of the month following termination unless arrangements are made to continue insurance coverage at full cost to the faculty member. The length of time coverage can be maintained by former faculty members is determined by current COBRA legislation.

Faculty members who retire after age 62 but prior to age 65 and have 10 years of continuous service with Coker College may elect to continue coverage under the Coker College group plan by paying the premiums for such insurance. To continue in group rate insurance after age 65, covered individuals must enroll in the Federal Medicare programs.

The premium for individual employee coverage is paid by Coker College. Family coverage is available through payroll deduction.

All participating faculty members are responsible for notifying the Business Office of any change in dependent status, i.e., change in marital status, addition and removal of children, etc. Failure to promptly notify the Business Office of changes could result in the loss of benefits to the faculty member.

A booklet describing the plan and required forms are available in the Business Office.
POLICY:

Coker College provides full-time faculty members with Life and Accidental Death and Dismemberment Insurance. This insurance is underwritten by Companion Life.

The life plan provides each full-time faculty member with $15,000 in Life coverage and $15,000 Accidental Death and Dismemberment coverage subject to the terms of the insurance contract provided to the faculty member. Eligibility for the life insurance plan begins on the first day of the first full month following employment at Coker College. Coker College pays the premium for this insurance. Enrollment forms and information are available at the Payroll and Benefits Office.

Faculty members who leave employment at Coker will cease participation in the plan on the first day of the next month following the last day of paid employment at Coker.
Coker College provides full-time faculty members with Total Disability Insurance underwritten by the Teachers Insurance and Annuity Association (TIAA). Total disability under this program is defined as the “inability of the employee, by any reason of sickness, bodily injury or pregnancy, to engage in any occupation for which the employee is reasonably filled by education, training or experience.”

Coker College pays the faculty member’s premium for the Group Total Disability Program. Full-time faculty will be eligible for insurance under this program as of the first day the month coinciding with or next following the completion of two (2) years of service.

The Group Total Disability program provides benefits which begin on the first day of the month following six (6) consecutive months of total disability and continue during such disability until the employee reaches age sixty-five (65); however, for a period of total disability beginning after the attainment of age sixty (60) but prior to age sixty-five (65), the maximum duration of benefits is four and one-half (4 ½) years, at age sixty-five (65) but less than sixty-eight and one-half (68 ½) benefits continue to age seventy (70). At age sixty-eight and one-half (68 ½) or over, benefits continue for one year.

Forms and information concerning the Group Total Disability program are available in the Business Office.
POLICY:

Coker College is covered by the provisions of the Worker’s Compensation Act.

All accidents, no matter how slight, occurring at work must be reported to the College Provost immediately. The faculty member must make sure that he/she files the “Employer’s Report of Injury to Employee” with the Business Office. These forms are available in the Business Office.

The above procedure is required by state statute. A file of occupational injuries must be maintained by the Business office to satisfy regulations of the Occupational Safety Health Administration.
POLICY:

Faculty members of Coker College are covered by the Employment Security Law of South Carolina for the payment of claims and benefits under the Unemployment Insurance regulations.

Benefits from these regulations are for those faculty members who become unemployed through no fault of their own and are unable to secure employment for which they are qualified.

Claims for benefits under the Employment Security laws are made through any Employment Security Office, and it is necessary that the employee initiate the claim. Coker College must verify to the Employment Security Commission the claimant’s unemployment and its reason.
POLICY:

Coker faculty members are encouraged to serve on all jury or witness assignments unless class schedules allow postponement or reassignment. It will be commendable for those serving to give any monies received for jury duty to the college if such service falls within contractual payments already being received.

Faculty members should work out arrangements for such absences with the department chair who will, in turn, forward this information to the College Provost.
Coker College provides to all eligible faculty members participation in the Teachers Insurance and Annuity Association/College Retirement Equity Fund (TIAA/CREF) retirement plans. There are two plans available to all eligible faculty members:

1) TIAA/CREF Regular Retirement Plan

All full-time faculty members are eligible for participation in the TIAA/CREF Regular Retirement Plan after completion of one (1) year of uninterrupted service at Coker College. Those faculty members who come to Coker with a TIAA/CREF contract may participate immediately upon employment. Upon eligibility, Coker College will match the required seven and one-half percent (7 ½%) deduction from the faculty member’s base annual salary (exclusive of overtime and other forms of additional compensation) that is required if the faculty member desires to participate in the retirement program. New faculty members will be enrolled on the first day of the month after their first anniversary at Coker. Faculty members who have delayed entry into the retirement program and wish to enroll in the retirement plan must notify the Business Office of their intent between November 1st and January 30th. Those Faculty members will be enrolled at the inception of the next annual contract after the required notification to the Business Office.

2) TIAA/CREF Supplemental Retirement Annuities

All faculty members, upon employment or anytime thereafter, are eligible to participate in the Supplemental Annuities (SRA) program. Coker College does not contribute matching funds to this program. A faculty member may authorize a reduction of his/her monthly salary of at least $25.00 to be remitted to TIAA/CREF.

Maximum amounts of contributions are specified by Sections 403(B) and 415 of the Internal Revenue Code. The Business Office can provide information and application forms concerning the program.

Brochures and other information concerning retirement are available at the Business Office.
POLICY:

In addition to the regular retirement plan with TIAA/CREF (Section 140.40), Coker College offers the TIAA/CREF Tax-Deferred Annuity Plan (TDA).

Under this plan, you can accumulate funds to provide for additional retirement income. Federal income taxes on your contributions and the earnings of your accumulated funds in the annuities are deferred until benefits are received. Coker College makes no contribution to this plan. The amount you may contribute to tax-deferred annuities through salary reduction is limited by the Internal Revenue Code. The Business Office will provide this information if necessary.

Additional information is available from the Business Office in the booklet *Supplemental Retirement Annuity*. 
POLICY:

Coker College will provide remission of tuition for full-time faculty, spouses, and dependent children (as claimed on Federal Income Tax Form), for any faculty member employed prior to the beginning of a semester for which remission is requested. The dependent must apply and be accepted by the Admissions office and meet the requirements as set forth by that office. Ordinarily this waiver is limited to the first baccalaureate degree.

This waiver must be requested through the Financial Aid office in advance of registration and applicants must file for all appropriate federal and state grants. This waiver applies to cost of tuition only and does not apply to books, fees, and/or supplies.

If an eligible faculty member leaves employment at Coker, the tuition waiver for the employee, spouse, and/or children will cease upon the completion of the term in which currently enrolled.

If an eligible faculty member retires from Coker, the tuition waiver will cease for the faculty member and spouse upon retirement, but will continue for currently enrolled dependent children who maintain continuous enrollment in an undergraduate major until the completion of the baccalaureate program.

In the event of the death or total disability of a tenured faculty member, eligibility for tuition remission will remain in effect for surviving children and spouse of the employee.
POLICY:

The College pool, gymnasium facilities, tennis courts, and boathouse facilities are available to all full-time faculty, staff, and administrative personnel and their immediate families on a schedule to be determined by the College. Athletic equipment and facilities, including the boathouse and canoes, are available to faculty on the same basis as for students.

GUIDELINES:

Refer to the sections on Recreation for guidelines in the use of these facilities.
The Vivien Gay and J. L. Coker, Jr., Professorship established in 1963 to honor an outstanding member of the Coker College faculty, granting to him/her the use of such title and other compensation, including salary, was modified in 1978 to allow all eligible tenured faculty to apply for the Vivien Gay and J. L. Coker, Jr., Sabbatical Fellowship. The faculty member receiving this award (from one to two semester duration) will pursue advance study (excluding graduate study), conduct research study (with institutional affiliation preferred), or secure appropriate industrial or professional experience, during which leave s/he will receive one-half his regular salary, funded from the original Professorship Fund for an academic year’s leave, and full pay for one semester.
POLICY:

The Sabbatical leave Policy is governed by the Board of Trustees.

GUIDELINES:

In strictly meritorious cases, a tenured full-time faculty member who has served continuously for six years or longer may be granted such leave by the Board of Trustees not to exceed one leave of absence for each such period of regular employment, for the purpose of pursuing advanced study, (excluding graduate work), conducting research studies (with institutional affiliation preferred), or securing appropriate industrial or professional experience. Such leave shall not be granted for a period of less than one semester nor for a period of more than one year, with reimbursement being made according to the following schedule: The Vivien Gay and J. L. Coker, Jr. Sabbatical Fellowship will include the following contractual benefits: salary, Blue Cross, TIAA and FICA for full-time faculty members, half pay will be awarded for an academic year, or full pay for one semester. The amount paid during the period of leave shall not exceed fifty percent of the absentee’s regular salary for the fiscal year for which the leave of absence is granted. No faculty member will be granted a leave of absence with sabbatical pay who does not agree to return to the service of the institution for a period of at least one year following the expiration of the period of leave. Persons failing to return shall return all sabbatical pay. Those who fail to remain for the full one year of school service shall refund that portion of their sabbatical pay as represented by the portion of the one year which they fail to serve. Compensation for other employment during the tenure of the fellowship is prohibited unless approved in writing by the President. A written summary describing the utilization of the sabbatical privilege shall be submitted to the Chairman of the Board of Trustees, the President and Academic Dean of Faculty, ant the Chairman of the Review Committee at the termination of such leave. Faculty members applying for a sabbatical leave should make tentative arrangements as early as possible and have formal applications sent to the office of the Dean of the Faculty for submission to a Review Committee consisting of the Dean, other appropriate administrators, and elected faculty members. The Review Committee shall submit their recommendations to the Executive Committee of the Board of Trustees who will make the final decisions.
POLICY:

Each faculty member is a highly trained professional who is employed by the College because of his/her competence in a given area and his/her ability to relate and communicate this knowledge in his/her field to the student. Therefore, as a professional, the professor has the responsibility to seek and to state the truth as s/he sees it, to practice intellectual honesty, to develop and improve his/her scholarly competence and to remain current in his/her field.

As a teacher, the professor strives to do an effective job in the classroom encouraging the pursuit of learning in his/her students. S/He respects each student as an individual and acts as intellectual guide and counselor. S/He makes every reasonable effort to assure that his/her evaluation of students reflects their true merit. S/he maintains a professional relationship with the students in and outside the classroom.

The professor also accepts the responsibilities of being a colleague and member of an institution. S/He observes the stated rules and regulations of the institution provided they do not interfere with his/her associates, striving to be objective in his/her professional judgement of colleagues. And s/he accepts his/her share of committee and administrative responsibilities and participates as fully as possible in faculty and student activities.
POLICY:

Teaching responsibilities are assigned by the Dean of the Faculty. Twelve hours per academic semester is the normal teaching load at Coker College. Due to the emphasis on individualized instruction and responsiveness to student needs, however, most members of the faculty find it possible occasionally to offer independent studies. Such individualized courses above the normal teaching load must be approved by the Dean of the Faculty. In this way an effort is made to keep under constant review the instructional responsibilities of each member of the faculty. Ordinarily the limit would be no more than two such courses each semester.
POLICY:

Each member of the faculty serves as an academic advisor to students. The Provost assigns new students to members of the faculty for advising. When a student declares a major which is outside his/her advisor’s discipline, a consequent change in faculty advisor is made.
POLICY:

Members of the faculty have considerable latitude in establishing meeting times for classes. Classes may be scheduled to meet up to five days each week, depending on the requirements of the course. Once entered on the schedule, any change in class meetings must be approved through the Registrar’s Office. Each instructor establishes the class attendance policy for his/her classes and announces it to students at the beginning of the term.
POLICY:

If a faculty member becomes ill, s/he should contact the Dean of the Faculty as soon as possible so that students may be notified. Prolonged illness requires special arrangements so that a substitute instructor may be employed.
POLICY:

The faculty is expected to maintain office hours which are sufficient for them to be available to students. Office hours should be posted to students at the beginning of each term.

GUIDELINES:

This will normally require at least six on-campus hours per day.
POLICY:

Each faculty member is expected to maintain accurate records of the academic performance of his/her students and to turn in grades and reports on schedule. Any change in time or location of classes must be approved in the Registrar’s Office. In addition, each faculty member must take seriously his/her role of advising students in reference to course, degree and certificate requirements and, therefore, must know the academic policies and procedures of Coker College regarding these requirements.
POLICY:

Faculty members must give prompt notice to the Business Office of any change in name, marital status, number of dependents, home address, and any other information which would affect tax status.

This information is essential to maintaining accurate payroll and tax records for Coker College.
POLICY:

Professors should have textbook orders in the Bookstore at least four (4) weeks before semester begins, and should check immediately after the semester ends to determine books to be returned to company.

GUIDELINES:

The College Bookstore circulates requests for textbooks each semester in ample time for delivery. If an instructor changes textbooks s/he should notify the Bookstore so that unsold copies of the old textbook may be returned to the publisher.

Desk copies of textbooks must be obtained directly from the publisher(s) by the faculty on appropriate forms provided by the Bookstore.
POLICY:

Each course must have a syllabus on file in the Office of the Dean of the Faculty. The instructor should periodically review the syllabus for each of his/her courses, and keep them up to date.

GUIDELINES:

Course syllabus should include:

1. course title
2. text or texts to be used; readings and other materials used
3. objectives; general and specific
4. requirements and activities
5. course outline
6. method of evaluation
POLICY:

The Registrar is responsible for planning and conducting the registration of students for each term. Well before the announced dates of registration, the Registrar publishes the plan for registration. Each member of the faculty is available for advising students during registration.
POLICY:

The College conducts two regularly scheduled academic ceremonies each year: Opening Convocation at the beginning of the academic year and Commencement at the end of the spring semester. Both are official College convocations, and all members of the faculty participate. Appropriate academic costume is worn at Opening Convocation and Commencement and may be rented through the Bookstore.
POLICY:

All members of the Faculty are expected to attend all Faculty Senate meetings. If a faculty member expects to be absent from a Faculty Senate meeting, s/he should notify the Chairperson of the Faculty Senate.
POLICY:

Faculty members are encouraged to participate in student sponsored functions, and may be requested by students to serve as an advisor or representative in a student or campus organization.

GUIDELINES:

Faculty members may be involved in student life in a variety of structured ways. Possibilities for such involvement include: club advisor, member of Judicial Council, member of the Coker College Union Board of Governors, sponsor of the Coker Recreation Association.

Faculty are encouraged to participate in all student sponsored functions, including dances, coffee houses, intramural sports, social events, trips, and service projects. Faculty is welcome to attend meetings of the Student Senate, the Coker College Union Board of Governors, and the Coker College Union Executive Board. Coker College has a tradition of close cooperation between students and faculty, a tradition which has been enjoyable and beneficial to all parties.
POLICY:

Faculty members are expected to attend college-sponsored events.

GUIDELINES:

Faculty attendance at college-sponsored events is important for several reasons: a) the individual faculty member’s involvement in areas outside his/her discipline allows for personal and professional growth and provides a model for students in the liberal arts tradition; b) members of the community, many of whom are strong supporters of the college, consider faculty participation in such events a sign of commitment of Coker’s academic mission; c) visiting artists, writers, performers, and scientists, as well as Coker alumni, consider faculty attendance a reflection of the intellectual atmosphere of the college.
POLICY:

A faculty member who is involved with a college group which has need of a particular facility must make arrangements for its use in advance and enter the event on the college calendar if appropriate. The college calendar is kept by the Assistant to the President of the College. The College Center schedule is kept by the secretary in the Dean of Student Development’s office. Use of all other facilities is arranged through the Assistant to the President in the President’s office.

GUIDELINES:

Off-campus groups must make arrangements for college facilities through the Assistant to the President. A fee may be charged.
BACKGROUND:

The Library has nearly 60,000 books and bound periodicals, as well as other media, such as microfilms, cassettes and recordings. Other features include seating capacity of 200, a combination record listening/seminar room, record listening tables, and other audio-visual equipment.

POLICY:

Coker College shall maintain a library for the use of the college community. Materials normally circulated for a two-week period are checked out to faculty members for an entire semester subject to recall upon demand.

GUIDELINES:

Faculty members are urged to use the facilities and the services of the staff to the fullest possible extent both in conjunction with classroom teaching and for personal growth. A Library Handbook with more detailed procedural information is available.
BACKGROUND:

Coker College participates in the Federal College Work-Study Program. Under this program, students are usually assigned to work 10 to 15 hours per week in a department on campus.

POLICY:

Faculty may request student assistants through the Director of Financial Aid.
BACKGROUND:

The Campus Communications Center (Campus Services) located in the Student Center, provides secretarial assistance to faculty. This office contains equipment for copying and collating.

POLICY:

Materials to be processed should be given to this office with any special instructions, including date needed, with ample time for delivery (minimum should be 24 hours).

Records of costs of these services are maintained in this office and charged to the department using service at the end of the month. Personal copies may be made at cost.

Personal typing should not be expected but may be arranged at discretion of Director for Center.
POLICY:

Office supplies may be obtained from the College Bookstore. A requisition for supplies must be signed by the appropriate departmental budget coordinator, and the cost will be charged to the appropriate instructional budget for supplies. Supplies not available in the bookstore must be obtained by purchase order through the Business Office.
BACKGROUND:

Several automobiles are maintained by the College for official College business.

POLICY:

Arrangements for the use of College automobiles must be made in advance with the Plant Operations and Maintenance Department. Use of the College automobiles will be charged against the appropriate instructional or staff budget at the current rate per mile. If a College car is unavailable for College business, faculty members will be reimbursed at the current rate per mile for using their own private car; prior approval must, however, be obtained. This is normally done when the travel request is submitted to the Dean of the Faculty.
**POLICY:**

Coker college shall maintain a campus post office located in the College Center. Each member of the faculty and student body has an assigned post office box.

**GUIDELINES:**

Mail is placed in boxes once each day. Deliveries usually are made at 12:00 noon. Campus mail is placed in boxes as received.
POLICY:

The college maintains an Infirmary with a nurse on duty in a dormitory complex. In cases of emergency, a member of the faculty may obtain initial assistance.
POLICY:

Each faculty office shall have an extension telephone for College/Business use. Business long-distance calls are charged automatically to the phone being used.

GUIDELINES:

A directory of extension numbers is prepared each year. Incoming calls are directed through the college switchboard. On-campus extension numbers may be dialed within the system. To obtain an off-campus number, dial “9” and the desired number. The telephones should not be used for personal business. Care must be taken to avoid exceeding departmental budgets for telephones.
BACKGROUND:

The College operates its own food services out of the Linville Dining Room in the residence hall complex and the Cobra Café in the Student Center.

POLICY:

Students pay for meals on a semester basis. Faculty members may take meals in the dining room by paying for them.
POLICY:

A Speakers and Artist Bureau is maintained and coordinated by the Office of the Dean of the Faculty. This office asks members of the College community to register their interest and availability.

GUIDELINES:

Coker speakers and artists address civic groups, professional organizations, conventions, and schools, and appear in lecture series and tours. Subjects range from areas of obvious professional interest to varied personal experiences and pursuits.
POLICY:

The College Business Office provides monthly statements of departmental budget expenditures.

GUIDELINES:

The Department Chairperson should check this statement carefully and keep his/her colleagues informed.
As of July 1, 1991, full-time, tenure-track faculty members who do not have terminal degrees and are pursuing them may submit a request to the Provost for financial assistance to help pay for tuition and other expenses required for the taking of graduate course work. Use of funds will be at the discretion of the Provost. The Provost may authorize the reimbursement of all or part of tuition costs and other documented expenses upon the faculty member’s successful completion of the course. No more than $1,000 will be given to any one faculty member in a given year.
POLICY:

Coker College shall support a Mini-Catalog and a Coker College Catalog. The Mini-Catalog shall be prepared primarily for off-campus publics, presenting the College programs in general terms; it will not include a detailed description of courses available. The Mini-Catalog is the responsibility of the Director of Admissions.

The Coker College Catalog shall contain academic policies and procedures, complete descriptions of courses offered, and requirements for each degree and each major. The College Catalog shall be revised annually, and its publication is the responsibility of the Registrar and Provost.
POLICY:

Instructors may arrange for classes to take trips off campus.

GUIDELINES:

Field trips are encouraged, within limitations of budget and resources. However, each instructor should remember that students also are working with other members of the faculty and should arrange the field experiences to conflict as little and as infrequently as possible with other College responsibilities of the students. When students might be absent from other classes to participate in a field experience, the other instructor involved should be notified well in advance.
POLICY:

Maintenance of the College plant and equipment is the responsibility of the Business Office. Much of the College equipment is on maintenance contracts. Make maintenance requests in writing to the Business office.

The Plant Operations and Maintenance Department will have complete responsibility for the assignment, maintenance and care of all college vehicles. Arrangements for their use must go through the POM Department.
POLICY:

Priorities and arrangements for instructional space and offices are made through the Provost. Assignments of classrooms are made through the Registrar’s Office.
POLICY:

Holidays observed by the College vary each year. The Business Office publishes these annually.
This section is currently under revision.
DRUG FREE WORKPLACE STATEMENT

The Drug Free Workplace Act of 1988, 34 CFR Part 85, Subpart F, requires that Coker College certify that, as a recipient of Federal monies, the College will take steps to assure that the College does not allow the illegal use of controlled substances on the Campus. To comply with the terms of this notification, employees are hereby notified of the policy of Coker College concerning controlled substances:

Coker College prohibits the manufacture, distribution, dispensing, possession or use of controlled substances on the Campus of the college or in any area under the temporary control of the College.

It is the policy of Coker College that any employee who engages in the manufacture, distribution, dispensing, possession or use of a controlled substance will be terminated from employment at Coker.
PRACTICE:

The standard college response is termination of any faculty member who:

a. Reports to work under the influence of alcohol or illegal drugs; or
b. Engages in the manufacture, distribution, dispensing, possession, or use of a controlled substance.

The College will often intervene at the time of a faculty member’s first reported occasion of alcohol abuse to require residential treatment as a preferred alternative to immediate dismissal.
POLICY:

Sexual harassment is a form of sex discrimination that is illegal under Title VII of the Civil Rights Act of 1964 for employees, under Title IX of the Elementary/Secondary Education Act of 1972 for students, and also under various State statutes. It is the policy of Coker College that acts of sexual harassment by employees will not be tolerated. Employees found to be guilty of such conduct will be subject to appropriate penalties up to and including dismissal.

Sexual harassment may be defined as unwelcome sexual advances, request for sexual favors, and other physical and expressive behavior of a sexual nature where:

(1) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or education;

(2) Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting the individual; or

(3) Such conduct has the purpose or effect of substantially interfering with an individual’s professional or academic performance or creating an intimidating, hostile, or demeaning employment or educational environment.

Complaints concerning sexual harassment should be reported to the appropriate responsible officer of the College or directly to the President.