



FACULTY AND STAFF HANDBOOK

SELMA UNIVERSITY FACULTY
AND STAFF HANDBOOK

TABLE OF CONTENTS
GENERAL INFORMATION

Forword.....6

HISTORY, MISSION, GENERAL, ORGANIZATION AND GOVERNANCE7

HISTORY OF SELMA UNIVERSITY7

MISSION STATEMENT9

 Accreditation and Licensing Statement9

 Equal Opportunity Statement.....9

CHARTERED BOAD OF TRUSTEES10

 Officers of the Alabama State Missionary Baptist Convention, Inc

ADMINISTRATIVE STRUCTURE11

 President.....11

 Coordinator of Planning & Institutional Research.....11

 Administrative Assistant.....12

 Provost/Vice President.....12

 Dean of Instruction13

 Director of Library Services13

 Director of Admissions and Retention.....14

 Recruiter.....16

 Director of Recruitment and Retention.....18

 Director of Student Affairs19

 Academic Counselor19

 Chief Financial Officer21

 Business Manager22

 Accounts Payable Assistant23

 Director of Financial Aid24

 Supervisor of Grounds and Director of Physical Plant.....26

 Campus Security27

 Director of Development28

 Coordinator of Public Relations.....28

 Coordinator of Alumni Relations.....28

ORGANIZATIONAL CHART30

GOVERNANCE STRUCTURE.....	31
Faculty Committee.....	31
Staff Committee.....	31
Student Government Association (SGA).....	31
COMMITTEES.....	31
President’s Cabinet.....	32
Chief Academic Officer Council (Administrative).....	32
Academic Progress Committee.....	32
Admissions Recruitment/Retention Committee.....	32
Curriculum Committee.....	32
Buildings and Grounds Committee.....	33
Faculty/Staff Grievance Committee.....	33
Financial Aid Committee.....	33
Student Judicial/Disciplinary Committee.....	33
Student Appeals Committee.....	33
Library Committee.....	34
Long Range Planning Committee.....	34
Lyceum/Culture Enrichment/Pan Hellenic/Social Clubs Committee.....	34
THE FACULTY HANDBOOK.....	35
Full Time Faculty.....	35
Part Time and Temporary Faculty.....	35
Special Academic Support Staff.....	35
Qualifications for Appointment to Rank.....	35
A. Lecturer.....	36
B. Instructor.....	36
C. Assistant Professor.....	36
D. Associate Professor.....	36
E. Professor.....	37
F. Courtesy Rank.....	37
FACULTY SALARY.....	37
FACULTY SEARCH AND APPOINTMENT.....	38
Procedures for Employment of Personnel in Academic Affairs.....	38
The Position Vacancy.....	38
The Application and Interview.....	39
Employment Procedure.....	39
Employment Procedures for Staff Personnel Under Federal or Non-Federal Program.....	40
POLICY STATEMENT ON EXTERNAL FUNDING, GRANTS, AND PROPOSALS.....	40

Faculty Personnel Records.....	41
Grievance File.....	41
Promotion.....	41
Faculty Evaluations.....	41
Faculty Promotion.....	42
Separation/Discontinued Employment with the Institution.....	42
Non-reappointments.....	42
Resignation by Faculty	43
Dismissal for Cause	43
Retirement.....	44
Severance Salary	44
Faculty Rights	44
Academic Freedom	44
Professional Ethics.....	45
Faculty Development	46
Attendance at Professional Meeting, Research Related Activities.....	46
University Travel and Meal Reimbursement.....	47
Educational Opportunities	47
WORKLOAD	48
Full Time Faculty.....	48
Faculty Release Time.....	48
Outside Employment	48
Student Advising and Conference Hours.....	48
Attendance of Official Convocation, Chapels, and Meetings.....	49
LEAVES OF ABSENCE.....	49

ACADEMIC POLICIES, SERVICES, AND STUDENT RELATIONS.....	52
Formal Academic Ceremonies.....	52
Orientation	53
Office Hours.....	53
Faculty Office Assignments.....	53
Library.....	53
Textbooks.....	53
Class Rolls	54
Grade Books and Grades	54
ACADEMIC PROFESSIONALISM.....	54
Responsibility	54
Faculty Responsibility	55
Meeting Classes and Absences from Classes	55
Classroom Procedures.....	55
Academic Records and Marking System.....	55
Student Evaluation of Faculty.....	56
Student Disciplinary Problems	56
FACULTY – STUDENT RELATIONS.....	56
DISCIPLINARY PROCEDURE.....	57
UNIVERSITY PROCUREMENT PROCEDURES.....	58
Organizational and Responsibility.....	58
University Procurement	58
Sponsored Program Procurement	58
Purchasing Procedures	58
THE STAFF HANDBOOK.....	60
FUNCTIONS OF THE MANUAL.....	60
EMPLOYEES SUPERVISION	60
CODE OF EMPLOYER – EMPLOYEE RELATIONS	60
EMPLOYMENT.....	60
Equal Employment Opportunity	60
Hiring	61
Nepotism.....	62
Probation/Orientation Period	62

EMPLOYMENT BENEFITS	63
Travel Expenses, Insurance, and Retirement Plans	63
Vacations.....	63
Holidays	64
Staff Development	64
Absence from Work.....	64
Attendance and Punctuality	64
Short-Term Absences.....	65
Leaves of Absence	65
Lunch and Rest Break.....	65
ATTENDANCE AT OFFICIAL CONVOCATIONS AND CHAPELS	65
PERSONAL CONDUCT OF EMPLOYEES.....	66
Behavior of Employees.....	66
Personal Conduct of Employees	66
Confidential Nature of College Affairs.....	66
Disciplinary Procedures	67
UNIVERSITY PROCUREMENT PROCEDURES.....	68
Organizational and Responsibility.....	68
University Procurement	68
Sponsored Program Procurement	68
Purchasing Procedures	68
MISCELLANEOUS STATEMENTS OF POLICY.....	69
Personnel Records.....	69
Participation in Community Affairs.....	69
Grievance Procedure.....	69

FOREWORD

This handbook is intended to acquaint the faculty with the mission, philosophy, organization, and administrative methods and procedures of Selma University.

This handbook is to serve as an official informational guide and a basic reference of policies, procedures and responsibilities affecting members of the staff, and administration of Selma University.

The policies or administrative guidelines outlined in the Handbook may not cover every aspect of our operations or discuss in detail every policy matter that may arise. A careful review will indicate channels of authority, channels of communication and general policies that can be used as guidelines for decision and actions.

The handbook was adopted by the Board of Trustees and was effective beginning Fall 2018. However, in certain cases upon the recommendation by the President, the Board of Trustees has the right to make appropriate changes.

This edition of the handbook was reviewed at the ____ board meeting and is effective beginning fall 2020.

Dr. Stanford E. Angion

President, Selma University

Darryl Caldwell

Chairman, Board of Trustees

HISTORY OF SELMA UNIVERSITY

Selma University was founded in 1878, with such noted men as the Reverends W. H. McAlphine, James A. Foster and R. Murrell leading the effort. The purpose was for the preparation of better leaders for the church and school room. At a meeting in Mobile, Alabama in 1874, the first trustees were elected. They were C. O. Booth, Alexander Butler, W. H. McAlphine, Holland Thompson and H.J. Europe. The school opened four years later in 1878, in the St. Phillips Street Baptist Church of Selma. The St. Phillip Street Baptist Church later became the First Baptist Church. The Convention voted to locate the school in Selma in 1877.

In 1881, the school was incorporated by an act of the legislature under the name of Alabama Baptist Normal and Theological School of Selma. On May 14, 1908, the name was officially changed to Selma University.

The Women's Baptist Convention was organized in 1886 and built a girls' dormitory in 1889. This dormitory was named Stone Hall in honor of Miss Susie Stone.

The Dinkins Memorial Chapel was completed in 1904. It was named in honor of Reverend C. S. Dinkins, one of the presidents of the school. This building was rebuilt in 1921 after having been destroyed by fire. It was renovated in 1980.

Foster Hall was built in 1910 and named for Miss Susie C. Foster, president of the Women's Convention at the time of its construction.

Cleveland Hall was built in 1948 and was named in honor of M. C. Cleveland, Sr. The building contained materials that were taken from the Vickers Home and the Old Arcade Hotel in Selma.

Gibbs Dining Hall was constructed in 1953 and named after Mrs. Henrietta M. Gibbs.

The Stone-Robinson Library was erected in 1960 and named for Miss Susie Stone, Secretary of the Women's Convention, and Reverend U. J. Robinson, President of the Alabama State Missionary Baptist Convention.

The Jemison-Owens Auditorium/Gymnasium was completed in 1966. This building was named in honor of Reverend D. V. Jemison, who was President of the Convention, and Dr. James H. Owens, President of the school at the time of its construction.

The Hood-Ware dormitory for men and the Jackson-Wilson dormitory for women were completed in 1970. The A. W. Wilson Science and Computer Hall was completed in 1979. In 1988, the science complex was expanded with the addition of an annex that houses an auditorium, several instructional laboratories, and two computer facilities, with offices for faculty. The computer-equipped writing laboratory in Dinkins Hall, the mathematics laboratory in the Science addition, (completed in 1989) and the expanded library facility which houses a center for audiovisual instruction and computer-aided self-study (completed in 1990) are the

most recent improvements on campus.

In the late eighties, Selma University developed from a four-year bachelor program in Religion and two-year liberal arts program to a four-year institution. In the Fall of 2000, Selma University began **seeking** accreditation with the Association for Biblical Higher Education. In February 2001, it received applicant status; in February 2005, candidate status; and in February 2009 initial accreditation with the Commission on Accreditation of the Association for Biblical Higher Education in the United States and Canada. In October 2013, the school went through an evaluation for a ten-year reaffirmation of accreditation with the Commission on Accreditation of the Association for Biblical higher Education in the United States and Canada. The school was accredited until February 2024.

SELMA UNIVERSITY MISSION STATEMENT

Selma University's mission is to prepare students to be servant leaders, who inspire a spirit of generative servant leadership in the communities where they live and work. The school offers a quality educational program with liberal arts emphasis, equipping diverse students spiritually, intellectually, and socially; thereby, producing graduates who lead in the profession for which they were trained.

In an effort to fulfill its mission, Selma University is committed to achieving the following goals:

- 1 Preparing scholarly and faithful leaders in all the areas they choose to serve.
- 2 Creating communities of academic inquiry by providing the necessary resources within the school and beyond.
- 3 Creating an environment that is both spiritual and academic, which enables students to develop ethical character during their academic endeavor and in the future.
- 4 Reaching students whose circumstances may have thwarted their efforts for educational opportunities.
- 5 Advancing operational strength and enhancing an appealing campus environment through developing relationships and generating resources that promote the Institutional Mission.

Accreditation: Selma University is accredited by the Association for Biblical Higher Education Commission on Accreditation (COA). The institution was last reviewed by the COA in February 2020. The institution will be reviewed again by the COA in February 2021. The institution's current accredited status expires February 28, 2024, unless the COA takes other action before that date.

Licensure: Selma University is licensed pursuant to the Alabama Private School License Law, Code of Alabama, Title 16-46-1 through 10 by the State of Alabama Department of Education. This private school license is renewed biannually.

SELMA UNIVERSITY is an equal opportunity employer, and does not discriminate on the basis of race, sex, national origin, or physical handicap.

BOARD OF TRUSTEES

The Alabama State Missionary Baptist Convention, Inc. exercises its control of the College through an elected Board of Trustees. Selma University is under the control, management, and general supervision of the Board of Trustees. The board holds two regular meetings each year, one in the fall and one in the spring. Committees of the Board are appointed to consider specific areas of the College's operations. The committee makes its report to the entire Board of Trustees. The President of the college is elected by the Board of Trustees to serve as executive officer of the institution. He receives his authority from the board and is responsible to it and through the Board to the Convention. The Board gives the President the authority to administer the college.

Darryl Caldwell, Chairman

Enterprise, Alabama
First term expires 2022

Charles Delaine

Cuba, Alabama
Third term expires 2023

Johnny McKinney

Talladega, Alabama
First term expires 2022

Alvin Moore

Birmingham, Alabama
First term expires 2022

Melvin Owens (Ex-Officio)

Opelika, Alabama
(State President, ASMBC)

Gwendolyn Wood

First term expires 2022

Mr. Arthur Forman

Goshen, Alabama
Second term expires 2022

***David Frazier**

Mobile, Alabama
Third term expires 2022

Clarence P. Noble

Tuskegee, Alabama
Third term expires 2021

Tyler Harderman

Pensacola, FL
First term expires 2022

Irma Bryant

Frisco City, Alabama
First term expires 2021

Clifford Jones

Auburn, Alabama
Second term expires 2019

Jerry Seay

Tuscaloosa, Alabama
Second term expires 2022

Stanford E. Angion

Valley Grande, Alabama
(Ex-Officio)

Alabama State Missionary Baptist Convention, Inc. Officers

Dr. Melvin Owens

President
Opelika, Alabama

Reverend Schmit Moore

Vice President at Large
Tuscaloosa, Alabama

Reverend Darryl Caldwell

2nd Vice President at Large
Enterprise, Alabama

ADMINISTRATIVE STRUCTURE

General Duties for Faculty and Staff

1. Be professional and courteous to all prospective students and family members.
2. Be prompt for work and a good steward of time.
3. Communicate appropriately with subordinates and supervisors when things go wrong.
4. Always make customer service a priority.
5. Follow all school policies and directives.
6. Attend weekly chapel services.
7. Perform additional duties as assigned.

PRESIDENT

The President is the chief executive officer of the institution. He is responsible to the Board of Trustees for the implementation of policies and programs adopted by it. He initiates and coordinates the formation of internal policies to execute the general policies and regulations set by the Charter Board of the Trustees. In developing the internal operational policies of the college, the President seeks the assistance and counsel of the administration, faculty, and staff.

He is responsible for the overall supervision of all the activities of the institution, including academic, special programs, fiscal affairs, fundraising, institutional development, student life, maintenance of property, all matters pertaining to faculty and staff, promotion of campus Christian life, and the overall development and promotion of the College. He is an ex-officio member on all committees and councils of the College. The President reports on the progress and programs of the institution and makes recommendations on the operation of the institution to the Board of Trustees.

He/She is responsible for performing general duties expected of all faculty and staff members as described on page 11. Additional duties as necessary may be assigned.

ADMINISTRATIVE ASSISTANT

The Administrative Assistant (AA) works directly under the supervision of the President and provides administrative and secretarial assistance to him and is responsible for the coordination of office functions, including its clerical personnel. She supervises the work of all student assistants assigned to that office. She organizes and implements procedures for executing various administrative assignments. She compiles factual information from files, records, publications, and other sources and tabulates this information in accordance with form reports. She assists in arranging meetings of the President's staff and serves as recording secretary at such meetings. She types minutes, correspondences, and other documents relating to the office of the President and proofreads these materials to ensure their accuracy.

The AA is responsible for performing general duties expected of all faculty and staff members as

described on page 11. Also, he/she may be assigned additional duties as necessary.

PROVOST/VICE-PRESIDENT

The Office of the Provost/Vice-President is the principal executive assistant to the President and performs such duties as the Chief of Staff and other duties as the President deems necessary. Also, the Provost serves as the **Chief Academic Officer** at Selma University and is responsible for the supervision of the development, implementation, and evaluation of the academic programs of the college. He/she evaluates the effectiveness of instructional course materials and methods, faculty and

facilities. He/she makes decisions on matters such as testing and placement of new students, admission, student-faculty relations, academic counseling, college catalogs, and student academic records. The Vice President for Academic Affairs is an ex-officio member of all standing committees of the faculty and staff.

The Chief Academic Officer is responsible for recruitment of faculty and academic support staff. He/she recommends to the President faculty appointments, transfer, release time, dismissals, vacation' schedules, and salaries. The Chief Academic Officer supervises the offices of Admissions, Registrar and Records, Recruitment and Retention, Librarian, Scientific Research, and Special Programs. Similarly, he/she has a supervisory function over the Chairs of all academic divisions, faculty, academic counseling, advising, student recruitment and admissions.

The Chief Academic Officer is responsible for performing general duties expected of all faculty and staff members as described on page 11. Also, he/she may be assigned additional duties as necessary.

COORDINATOR OF INSTITUTIONAL PLANNING, RESEARCH & EFFECTIVENESS

The Coordinator of Planning & Institutional Research is primarily responsible for the collection, compilation, and analysis of all University statistics and preparation of all information to be used in the institutional planning, decision making, and reporting. He/she is also responsible for compiling a fact book on the institution for each fiscal year. The Coordinator of Planning & Institutional Research reports to the Vice President/Chief Academic Officer.

DEAN OF INSTRUCTION

The Dean of Instruction is responsible to the Chief Academic Officer for supervising all academic activities to include overseeing and monitoring classroom instruction to ensure students receive quality academic instruction and teachers have adequate support.

The duties and responsibilities of the Dean of Instruction include the following:

1. Facilitate instruction by collecting, reviewing, and filing instructor syllabi for each class that is on the course schedule.
2. Organizes, supervises, and coordinates the academic programs of the University.
3. Helps formulate educational policies for the school and presents it to the Provost/Vice President for consideration.
4. Acts as chief advisor to the provost for academic matters.
5. Transmits to the Provost/Vice-President budget recommendations for academic activities which have been worked out by the faculty.
6. Conduct classroom observation of faculty and complete feedback forms on visit.
7. Maintain records of faculty observations and feedback forms completed.
8. Plans and coordinates research activities designed to promote scholarships and professional improvement.
9. Provides academic counseling to faculty and students.
10. Serves as chief advisor to students, monitors curriculum plans and the graduation requirements for students. He supervises all instructional facilities in the school.
11. Participates in regular divisional meetings.

The Dean of Instruction is responsible for performing general duties expected of all faculty and staff members as described on page 11. Also, he/she may be assigned additional duties as necessary.

DIRECTOR OF LIBRARY SERVICES

The Library Director is the chief administrator of the Selma University library. The Librarian is responsible for supervision, acquisitions, and maintenance of all Learning Resource materials, which includes print, audio, and multi-sensory media.

The Library Director maintains materials and library collections at a level adequate to serve the institution's needs. The Library Director provides periodic reports on the acquisition and use of library materials to the Chief Academic Officer and the faculty. The Director also works closely with the Library Committee on matters related to the library. The Library Director reports to the Chief Academic Officer.

The Library Director is responsible for performing general duties expected from all faculty and staff members as described on page 11. Also, he/she may be assigned additional duties as necessary.

DIRECTOR OF ADMISSIONS, RECRUITMENT AND RETENTION

Primarily responsible to the Chief Academic Officer for recruiting and evaluating the academic records of individuals who wish to attend Selma University. This includes working with recruiters, staff, and other administrators to set recruiting goals and strategies. Also works with the school's academic counselor, registrar, and financial aid officers to ensure successful student enrollment experience. The admissions director provides information about a school and its enrollment policies to prospective students, their parents and other family members, and they might give tours of the school or set up recruiting events. As the director of retention, you work with the Chief Academic Officer and other program directors to develop and supervise a comprehensive strategy for increasing student retention and graduation rates.

Additional Responsibilities:

1. Be professional and courteous to all prospective students and family members.
2. Plan and supervise recruitment goals strategies as established in collaboration with recruiters and the Chief Academic Officer.
3. Coordinate with academic counselor and testing coordinator to ensure all students are properly tested prior to enrollment.
4. Ensure students meet all admissions requirements prior to enrollment.
5. Maintain a certified list of all students who are successfully admitted to the University.
6. Maintain an organized system of student records.
7. Office management
 - Complete student records and files in a timely manner
 - Ensure the office is properly staff—opened on time and properly attended
8. Seek professional development – Collaborate with other admissions and recruiting directors, attend workshops, seminars, etc.
9. Be prompt for work and a good steward of time.
10. Communicate when things go wrong.
11. Make customer service a priority at all times.
12. Attend weekly chapel services.
13. Follow all school policies and directives.

Recruiting Duties

1. Visits middle schools, high schools, and colleges, to speak with groups and individual students about attending program offerings at opportunities at Selma University. Additionally, you are expected to meet with school counselors and administrators to promote outreach activities within your assigned territory and as required assist other recruiters.
2. Manages and coordinates community workshops, and recruitment efforts; arranges visits and tours for prospective students and parents.
3. Serves independently as the point person for internal coordination of

university student recruitment and enrollment management goals utilizing specific knowledge gained of admissions, registration criteria and financial aid and/or scholarship information and deadlines.

4. Coordinates and implements various recruitment programs and marketing strategies for territorial or local on-site admission programs and special events relating to targeted freshman, transfer, or under-represented groups in the fulfillment of recruitment efforts.
5. Provides career and academic counseling, planning, and advising to potential students utilizing specific knowledge gained of the University divisions, educational programs, and degrees.
6. Serves independently as **territorial (assigned area)** manager to develop and maintain partnerships between the University and local school systems throughout the assigned territory.
7. Serves as the point person for oversight of assigned recruitment goals and promotional and public relations accountability.
8. Trains and assists student recruiters in the process of advising students and families concerning admission requirements, financial aid and scholarships, alternative educational opportunities, and University policies and procedures.
9. Participates in the development of operating goals and objectives for the unit; recommends, implements, and administers methods and procedures to enhance operations, as appropriate to the unit.
10. Follow guidelines for professionalism and punctuality provided in the vision and goals of the Chief Academic Officer and the School guidelines.
11. Performs miscellaneous job-related duties as assigned.

The Director of Recruitment and Retention is responsible for actively and vigorously recruiting students and exerting all efforts to retain students once they are enrolled at Selma University. The responsibilities of the recruiter include the following:

1. To attend Career Day Activities
2. To exercise a variety of approaches and strategies in recruiting.
3. To make planned visits to area high schools and homes of potential Selma University students.
4. To recruit senior students and faculty to take part in the recruitment process.
5. To develop a rapport with the counselors and other officials of area high schools.
6. To organize "Selma University Days" for high school students. The Recruiter, with the help of the Recruitment and Retention Committee, plans and implements strategies to increase enrollment and to decrease the attrition rate.

The Director is responsible for performing general duties expected of all faculty and staff members as described on page 11. Also, he/she may be assigned additional duties as necessary.

ADMISSIONS RECRUITER

Primarily Responsibilities: An admissions recruiter is responsible for recruiting and admitting qualified students for enrollment to Selma University. This includes actively seeking out and providing admissions information to prospective or newly admitted students, creating communication materials, and representing the University at onsite locations such as high schools and community colleges. You are primarily responsible to the Director of Admissions and in turn to the Chief Academic Officer.

Recruiter Duties

1. Be professional and courteous to all prospective students and family members.
2. Visits middle schools, high schools, and colleges, to speak with groups and individual students about program offerings and opportunities at Selma University. Additionally, you are expected to meet with school counselors and administrators to promote outreach activities within your assigned territory and, as required, assist other recruiters.
3. Manages and coordinates community workshops, and recruitment efforts; arranges visits and tours for prospective students and parents.
4. Serves independently as the point person for internal coordination of university student recruitment and enrollment management goals, utilizing specific knowledge gained of admissions, registration criteria and financial aid and/or scholarship information and deadlines.
5. Coordinates and implements various recruitment programs and marketing strategies for territorial or local on-site admission programs and special events relating to targeted freshman, transfer, or under-represented groups in the fulfillment of recruitment efforts.
6. Provides career and academic counseling, planning, and advising to potential students utilizing specific knowledge gained of the University divisions, educational programs, and degrees.
7. Serves independently as territorial (assigned area) manager to develop and maintain partnerships between the University and local school systems throughout the assigned territory.
8. Serves as the point person for oversight of assigned recruitment goals and promotional and public relations accountability.
9. Trains and assists student recruiters in the process of advising students and families concerning admission requirements, financial aid and scholarships, alternative educational opportunities, and University policies and procedures.

10. Participates in the development of operating goals and objectives for the admissions department; recommends, implements, and administers methods and procedures to enhance operations, as appropriate.
11. Follow guidelines for professionalism and punctuality provided in the vision and goals of the University President and Chief Academic Officer.
12. Be prompt for work and a good steward of time.
13. Communicate when things go wrong.
14. Always make customer service a priority.
15. Attend weekly chapel services.
16. Performs miscellaneous job-related duties as assigned.

The Recruiter is responsible for performing general duties expected of all faculty and staff members as described on page 11. Also, he/she may be assigned additional duties as necessary.

DIRECTOR OF RECORDS AND REGISTRATION

The registrar is responsible for supervising the Office of Records and Registration and reports directly to the Chief Academic Officer. The Office of Records and Registration is responsible for academic and classroom scheduling, student registration, enrollment verification, grading and academic records maintenance, transfer credit articulation, degree audits, monitoring undergraduate general education requirements, degree awarding, course evaluations, student data/statistical analysis, FERPA compliance, and transcript services. These responsibilities, assignments and services are completed within institutional policies and standards as well as related state and federal laws and regulations.

Registrar Duties:

1. Stay abreast of all duties and responsibilities and communicate clearly and frequently with your immediate supervisor any concerns that may adversely affect your ability to carry out school policies and procedures as written or otherwise communicated.
2. Work collaboratively as part of the primary staff to ensure that all school policies and procedures are properly implemented.
3. Carefully review the University Policies and Produces for your staff position and ensure that you develop or revise written guidelines and procedures that accurately describe your office operations as part of the University's mission.
4. Provide quality customer service and care that demonstrate to students and cadre members that Selma University is the school of "**Choice,**" for creating servant leaders. Specific duties in this area include:

- Coordinating the Student Information System, planning for and conducting preregistration, registration and Drop/Add.
 - Ensure compliance with the University's Student Records Policy.
 - Act as the official guardian of student records.
 - Review, process, and record transient credit forms, transfer credit, comprehensive examination results and grade changes.
 - Maintain security of student records in files and on electronic systems to prevent unauthorized access.
 - Attend weekly chapel services and other school programs/events as directed.
5. To demonstrate the University's commitment to providing “**choice**” services and accuracy in transcription requests by:
- Facilitating timely access to official transcripts via use of a third party, electronic means or local production and mailing services.
 - Giving the official release of all transcripts from the University.
 - Archiving and securing student academic records and inactive student folders for a prescribed period as determined by school policy and regulations.
 - Recording and maintaining copies of the course descriptions for all courses offered at the University over a prescribed period as determined by school policy and regulations.
6. To demonstrate the University's commitment to providing the “**choice**” atmosphere conducive to retaining students by producing timely and accurate statistics, class rosters, grades, certifications, and other reports. This will be achieved by:
- Producing official student enrollment lists, reports, statistics; certifying student enrollment.
 - Producing student graduation and retention rates.
 - Producing student withdrawal list and each student's reason for leaving.
 - Producing grade sheets and collecting grades from faculty.
 - Recording grades, producing, and mailing and/or electronically distributing grade reports.
 - Producing probation and suspension list and sending official notices to respective students.
 - Preparing IPEDS & CORE statistical reports as required by the U.S. Department of Education and ABHE.
 - Interpreting and enforcing academic regulations.
 - Evaluating students for graduation to include conducting audits of transcripts, processing graduation applications, and listing students who eligible for graduation.
 - Ranking graduates for graduation based on student grade point averages.
7. To demonstrate the University's commitment to providing choice amenities in academic services by producing registration schedule booklets, assigning classrooms, and designing and making available to students and faculty the various forms needed to

request academic services. These tasks include:

- Preparing, publishing, and distributing each semester a course schedule booklet.
 - Assigning and publishing classroom locations for each course listed in the course schedule booklet.
 - Resolving classroom conflicts.
8. Make customer service a priority at all times.
 9. Attend weekly chapel services.
 10. Follow all school policies and directives.

The Director Records and Registration prepares the Dean's List and other academic honor rolls, advise the Chief Academic Officer on the progress of students on probation as well as those who should be placed on academic probation or suspension, and prepares reports to governmental agencies as required and/or requested by the institution. The Director of Records and Registration reports to the Chief Academic Officer.

The Registrar is responsible for performing general duties expected of all faculty and staff members as described on page 11. Also, the Registrar may be assigned additional duties as necessary.

DIRECTOR OF STUDENT AFFAIRS

The Director of Student Affairs cooperates with the Chief Academic Officer in coordinating academic and other institutional programs as they relate to student life. The Director of Students Affairs provides administrative supervision for Counseling, Career Development and Placement, and Campus Ministerial Services. The Director supervises the activities of residence life, campus activities and health services. The Director of Students reports to the Vice President.

The Director of Student Affairs is responsible for performing general duties expected of all faculty and staff members as described on page 11. Also, the Director may be assigned additional duties as necessary.

ACADEMIC COUNSELOR

The Academic Counselor provides leadership and guidance to the student population at large. She/he is primarily responsible for identifying academically at-risk students and intervening to ensure that they receive proper guidance regarding their status and options available to help them. She/he is available to help identify student academic problems and helps to plan a course of action to resolve student academic problems. The Counselor works with the faculty members to establish and oversee a system to track failing students' progress in accomplishing their academic goals as established in their student academic plans. Additionally, the Academic Counselor works with student advisors to help students determine how to fulfill academic requirements, create degree objectives, and decide on a major. The Academic Counselor plays a critical role in the *Initiation to Graduation* plan for Selma University students. She/he is responsible to the Chief Academic Officer for carrying out her/his duties.

Responsibilities

1. Supervise Capps lab by ensuring the following activities are carried out in a professional manner.
 - Post and supervise CAPS lab hours for general use.
 - Post hours for tutoring (date and times tutors will be available and by subject)
 - Supervise tutors to ensure that they are present and helping students during the appropriate times.
 - Ensure lab computers, printers, and other resources are well maintained and secured.
 - Actively seek to acquire and implement tutorial software and resources that will assist student's ability to improve academic skills.
2. Complete Academic Plans for all students required to have a plan for financial aid purposes as described in the University's catalog.
3. Counsel with students on probation.
 - a. At the end of each semester, the Academic Counselor will coordinate with the registrar to receive an updated list of students on academic probation for that semester.
 - b. Students on academic probation will be required to complete academic counseling prior to enrolling in further courses. The counseling session should include the following: written and oral communication to ensure that students are aware of services available through the CAPS lab and provide them with the hours of operation, availability of tutors by subject matter, their responsibility for visiting the lab, and other services offered by your office.
 - c. The Counselor should maintain a copy of counseling records and sessions with students who visit the Academic Counselor's office.
4. Coordinate placement testing to include: monitoring and ordering test units, organizing and administering the test to students required to take it, and working with developmental course instructors who may need diagnostic information or have other issues regarding testing.
5. Implement and oversee a system to track students' progress in accomplishing their academic goals as established in their academic plans.
6. Plan for and oversee placement testing, which includes:
 - Ordering test units in a timely manner
 - Ensuring a plan is place for testing students who require the placement test
 - Maintaining the integrity of the testing site and conditions
 - Ensuring that test scores are properly input into Campus Anywhere, the University's database.
 - Staying abreast of testing updates regarding Accuplacer and recommending program adjustments to the Chief Academic Officer as necessary.
7. Work as a member of the team to make Selma University the school of Choice for students who want to become servant leaders.
8. Always make customer service a priority.
9. Attend weekly chapel services.

10. Follow all school policies and directives.
11. The Counselor is responsible for performing general duties expected of all faculty and staff members as described on page.
12. Also, he/she may be assigned additional duties as necessary.

CHIEF FINANCIAL OFFICER

The Chief Financial Officer of the University reports to the President and is responsible for the management of all business affairs at the Institution. All federal and non-federal financial transactions related to Selma University are the responsibility of the CFO. She/he is responsible for providing executive level direction and management oversight for financial planning, budgeting and budget analysis, accounting and business operations, finance controls and reporting, investment oversight, campus maintenance and development, risk management and insurance, space planning and construction, human resources management, facilities, and grounds operations, purchasing and contracts, and auxiliary enterprises.

Also, the CFO is responsible for the preparation of annual fiscal reports to external funding agencies and also for the preparation and presentation of the Selma University annual financial report at the annual meetings of the Alabama State Missionary Baptist Convention. CFO assists the President in preparing the institutional budget each year. The CFO provides a daily financial statement to the President and monthly statements to all institutional personnel having budgetary management responsibilities.

Job Responsibilities:

1. Serve as treasurer/custodian of funds for the University.
2. Be responsible for the financial analysis, planning and management of the university's resources in order to facilitate and support its mission and strategic plan.
3. Coordinate efforts with directors and managers who are responsible for the daily operations of finance, human resources, safety and security, and building and facilities.
4. Serve as the financial advisor to the President and executive staff.
5. Lead the budget process and the development of the annual operating and capital budgets of the University.
6. Be responsible for oversight of Human Resources, payroll, and benefits.
7. Assist the President and other administrators in gathering, collating, and analyzing data relative to the financial operations of the University.
8. Be responsible for the accurate and timely reporting of financial information to the Board, the President, and outside agencies, groups and third parties.
9. Coordinate and oversee the contracts and services of the campus auxiliary enterprises including oversight and management of bookstore and food service operations contracts.
10. Initiate and maintain relationships with other colleges and

universities, professional organizations, state and federal agencies, civic organizations, and relevant groups.

11. Oversee the fiscal management of contracts and grants.
12. Be responsible for development, management, and oversight of the University's investment plan to ensure that the funds are invested in accordance with state law and to achieve the greatest return with proper risk assessment.
13. Work with the President and the Provost/Chief Academic Officer to plan and coordinate the use of university facilities and to work with other University personnel in the development and maintenance of a campus facilities master plan.
14. Coordinate capital projects with the Director of Physical Plant to ensure that contracts are issued in accordance with state and federal guidelines and that the purchase of materials and services are done in accordance with state bid law requirements.
15. Be responsible for the purchase and acquisition of university property, construction projects and renovation projects.
16. Serve on the President's Cabinet, Administrative Council and other committees as needed.
17. Be responsible for risk assessment in the areas of finance, facilities, and human resources and for securing adequate insurance for the University.
18. Perform other duties as delegated by the President.
19. Always make customer service a priority.
20. Attend weekly chapel services.
21. Follow all school policies and directives.

You are responsible for performing general duties expected of all faculty and staff members as described on page 11. Also, you may be assigned additional duties as necessary.

BUSINESS OFFICE MANAGER

The business office manager is responsible to the CFO for managing the day-to-day staff operations of the business office to ensure that fiscal affairs services and functions for students, faculty and staff are well coordinated and run smoothly.

Additionally, she/he interacts with other primary staff officers to ensure compliance with Institutional policies and procedures. Staff who report to the Business Officer Manager, includes the Book Store Manager and Cafeteria Supervisor.

Business Manager Duties

1. Stay abreast of all duties and responsibilities and communicate clearly and frequently with your immediate supervisor any concerns that may adversely affect your ability to carry out school policies and procedures as written or otherwise communicated.
2. Work collaboratively as part of the primary staff to ensure that all school policies and

- procedures are properly implemented.
3. Carefully review the University Policies and Produces for your staff position and ensure that you develop or revise written guidelines and procedures that accurately describe your office operations as part of the University's mission.
 4. Provide quality customer service and care that demonstrate to students and cadre members that Selma University is the school of "**Choice,**" for creating servant leaders.
 5. Always make customer service a priority.
 6. Attend weekly chapel services.
 7. Follow all school policies and directives.

Additional Responsibilities:

- Meet routinely as a member of the primary staff to collaborate to ensure that University policies and procedures are effectively carried out throughout campus operations.
- Ensure that quality and responsive customer service to students, faculty and staff is consistently demonstrated by business of personnel.
- Serve as a member of the compliance team to ensure that the business office meets and follows all policies and procedures as required by the University and other governing bodies.
- Ensures that office staff have the necessary tools to perform their jobs by ordering and tracking office supplies.
- Actively participate in required staff and professional development training as required by the University's Administrative Team.
- Updates job knowledge by participating in educational opportunities.
- Provides supervisory responsibility for the following personnel:
 - Book Store Manager
 - Cafeteria Supervisor

The Business Manager is responsible for performing general duties expected of all faculty and staff members as described on page 11. Also, he/she may be assigned additional duties as necessary.

ACCOUNTS PAYABLE ASSISTANT

The Accounts Payable Assistant provides financial, administrative and clerical support by ensuring payments are completed and expenses are controlled by receiving payments, processing, verifying and reconciling invoices according to established policies and procedures in an efficient, timely and accurate manner.

Job Responsibilities:

1. Match purchase orders to invoices and enter invoices into computer.
2. Reconcile processed work by verifying entries and comparing system reports to balances.

3. Charge expenses to accounts and cost centers by analyzing invoice/expense reports and recording entries.
4. Pay vendors by monitoring discount opportunities, verifying federal id numbers, scheduling and preparing checks, resolving purchase order, contract, invoice, or payment discrepancies and documentation; insuring credit is received for outstanding memos, issuing stop-payments or purchase order amendments.
5. Pay employees by receiving and verifying expense reports for advances and preparing checks.
6. Maintain accounting ledgers by verifying and posting account transactions.
7. Verify vendor accounts by reconciling monthly statements. Enter new or update vendor names and data.
8. Report sales taxes by calculating requirements on paid invoices.
9. Provide accurate and effective document preparation and records management relative to the AP function in accordance with records retention policies and procedures.
10. Protect organization's value by keeping information confidential.
11. Update job knowledge by participating in educational opportunities.
12. Protects organization's value by keeping information confidential.
13. Actively participate in required staff and professional development training as required by the University's Administrative Team.
14. Updates job knowledge by participating in educational opportunities.
15. Always make customer service a priority.
16. Attend weekly chapel services.
17. Follow all school policies and directives.

You are responsible for performing general duties expected of all faculty and staff members as described on page 11. Also, you may be assigned additional duties as necessary.

DIRECTOR OF FINANCIAL AID

The Director of Financial Aid reports to the Chief of Staff for all matters relating to student financial aid. However, he/she also maintains a close working relationship with the Chief Financial Officer to ensure the proper processing, disbursement, and reconciliation of student financial assistance. The Director of Financial Aid is responsible for interpreting Federal and State rules and regulations concerning financial aid, administering the system of application for and dissemination of financial aid awards and services, and coordinating all student financial aid efforts with the efforts of the other student service offices.

Financial Aid Director Duties:

1. Stay abreast of all duties and responsibilities and communicate clearly and frequently with your immediate supervisor any concerns that may adversely affect your ability to carry out school policies and procedures as written or otherwise communicated.
2. Work collaboratively as part of the primary staff to ensure that all school policies and procedures are properly implemented.

3. Carefully review the University Policies and Procedures for your staff position and ensure that you develop or revise written guidelines and procedures that accurately describe your office operations as part of the University's mission.
4. Provide quality customer service and care that demonstrate to students and cadre members that Selma University is the school of “**Choice**,” for creating servant leaders.
5. Always make customer service a priority.
6. Attend weekly chapel services.
7. Follow all school policies and directives.

Job Responsibilities:

- Takes the lead in developing and routinely updating a manual of financial aid policies and procedures that accurately reflects Federal, State, and University regulations for administering student financial aid.
- Serve as a point of contact receiving and appropriately responding to queries regarding Title IV from the Department of Education.
- Gain access to and properly use the Common Origination and Disbursement (COD) web site to perform functions related to student awards, disbursement data for Pell, Direct Loan and Teach Grant programs.
- Gain access and properly use the National Student Loan Data System (NSLDS) to view student loan data from schools, agencies that guaranty loans, the Direct Loan program, the Pell Grant program, and other U.S. Department of Education programs to help properly administer Selma University's financial aid program.
- Coordinate and manage all financial aid programs, ensuring compliance with all federal, state, and institutional financial aid regulations, policies, and procedures.
- Develop, implement, and revise policies and procedures to ensure compliance with federal and state laws, regulations and university policies related to financial aid and scholarships.
- Monitor, approve, and/or revise all financial aid packaging for all qualified applicants in accordance with federal, state, institutional, and other policies and procedures.
- Oversee the Satisfactory Academic Progress (SAP) and Return of Title IV Funds processes.
- Oversee coordination of student loan processing between students, federal government, and the institution as well as Title IV refunds and repayments, including U.S. Department of Education and National Student Loan Data System notifications.
- Develop, modify, implement, and maintain the application intake and tracking process for proper documentation of all awards for audit trail. Maintain fund control records in accordance with funding level limitations.
- Complete federal, state, and institutional reports including applications for federal funding and reports of the expenditures of funds allocated, such as the Fiscal Operations Report and Application to Participate (FISAP).
- Coordinate internal reconciliation efforts and report to reviewing entities, such as auditors, program reviewers and accreditation teams.
- Oversee the development, design, revision, and update of all publications (website, college catalog, and other media) relating to financial aid, such as financial aid applications, forms used for tracking applications, correspondence forms, and

brochures.

- Oversee all communication between respective departments as they relate to the Financial Aid Office's role in creating a positive educational experience for students.
- Maintain research and submit information regarding budget as needed.
- Possess an extensive working knowledge of the regulatory requirements in providing Title IV student loan programs.
- Trains other student service staff, managers and provides recommendations to Executive leadership on the requirements and compliance for Title IV loan programs.
- Maintain accurate and up to date knowledge of financial aid policies, procedures, and programs.
- Attend trainings/conferences as necessary to keep knowledge current.
- Maintain liaison with Federal, state, county, and other agencies to answer questions, resolve problems, provide data, interpret, and apply changes in rules and regulations concerning financial aid.
- Resolve and/or assist in the resolution of problems and/or complaints and initiate corrective action as appropriate.
- Protects organization's value by keeping information confidential.
- Actively participate in required staff and professional development training as required by the University's Administrative Team.
- Updates job knowledge by participating in educational opportunities to include use of the Information for Financial Aid Professionals (IFAP) website, which consolidates guidance, resources, and information related to the administration and processing of Title IV federal student aid into one online site for use by the entire financial aid community.
- Perform all other job-related duties as required or assigned.

The Director of Financial Aid is responsible for performing general duties expected of all faculty and staff members as described on page 11. Also, he/she may be assigned additional duties as necessary.

DIRECTOR OF BUILDING AND GROUNDS MAINTENANCE

The Director of Building and Grounds Maintenance coordinates the activities of workers engaged in ground care and building maintenance at the University to ensure that the campus environment is attractive and clean. Also, he/she ensures that all ground keeping equipment, materials and supplies are secured when not in use. The supervisor participates in planning and evaluating activities to promote the improvement of programs and University services. The Supervisor of Grounds reports to the Chief of Staff.

Job Responsibilities:

- Responsible for general maintenance, repair and upkeep of agency property and facilities.
- Maintains heating and air conditioning systems for agency properties, performing necessary maintenance and repairs, when possible, in lieu of utilizing outside contractors at a cost savings.

- Responsible for grounds keeping including mowing, weed eating, and snow removal of parking lot and sidewalks.
- Ensures that the property is safely maintained for all students, staff and visitors. This includes inspection and maintenance of fire safety equipment and security systems.
- Schedules and assigns work activities of maintenance staff.
- Assists in the procurement of maintenance services, equipment, and supplies; maintains records and inventory of all materials and equipment utilized by department; and oversees materials and equipment storage in proper locations, under suitable conditions.
- Provides guidance and training for staff in proper work procedures and implements applicable policies and regulations. Provides input into staff development activities to ensure necessary training. Communicates policy and procedural changes to staff.
- Reviews work orders regularly and schedules requested repairs and/or maintenance based upon need, priorities, resources, and current workload.
- Consults with, secures quotes, schedules, and monitors the work of outside contractors, maintaining effective work relationships.
- Performs other duties as assigned by supervisor which are consistent with the position, and in compliance with the agency policies and procedures.
- Always make customer service a priority.
- Attend weekly chapel services.
- Follow all school policies and directives.

The Director of Building and Grounds Maintenance is responsible for performing general duties expected of all faculty and staff members as described on page 11. Also, he/she may be assigned additional duties as necessary.

CAMPUS SECURITY CHIEF

The Campus Security Chief oversees the University's security team to promote a compliant campus atmosphere, where students, faculty and staff feel safe teaching and learning. The Campus Security Chief reports to the Chief of Staff.

Job Responsibilities:

- Maintain a visible presence during hours of operation.
- Performs foot and vehicle patrols of the campus community to monitor behavior.
- Promptly respond to campus emergency or disturbance to assist with restoring a compliant campus atmosphere.
- Investigate disturbances, maintain order during events and enforce regulations.
- Monitor the physical safety of campus buildings by locking and unlocking doors, patrolling or monitoring using surveillance systems, and reporting suspicious behavior.
- Where summoned respond to classroom disturbances, which may include escorting unruly persons off campus.
- In emergency situations, campus security officers respond to the scene, provide first aid, and alert additional police or emergency personnel as appropriate. They maintain

radio communication with other safety personnel and officers on campus, helping to coordinate emergency plans.

- Write logs or when necessary, incident reports regarding confrontations with students or others and submit them to the Vice President of Student Affairs in a timely manner.
- Other duties include monitoring alarm systems and responding to alerts, training additional security officers, and serving as crowd control at special events.
- Make customer service a priority at all times.
- Attend weekly chapel services.
- Follow all school policies and directives.

The Security Chief is responsible for performing general duties expected of all faculty and staff members as described on page 11. Also, he/she may be assigned additional duties as necessary.

DIRECTOR OF DEVELOPMENT

Director of Development, in cooperation with the President and the Board of Trustees has the responsibility for raising funds for the various developmental and improvement activities of the institution. The Director of Development is also responsible for alumni, church relations, publications, and public relations. The Director of Development is also responsible for coordinating all public relations activities of the University. The Director of Development reports to the President.

The Director of development is responsible for performing general duties expected of all faculty and staff members as described on page 11. Also, He/she may be assigned additional duties as necessary.

COORDINATOR OF PUBLIC RELATIONS

The Coordinator of Public Relations prepares news releases and public services announcements for the media and is responsible for the Selma University Chronicle newsletter.

The Coordinator of PR is responsible for performing general duties expected of all faculty and staff members as described on page 11. Also, he/she may be assigned additional duties as necessary.

COORDINATOR OF ALUMNI AFFAIRS

The Coordinator of Alumni Affairs serves as a liaison between the University and the Alumni Association. The coordinator interprets the mission and goals of the University to the Alumni chapters and to individual members, alumni, and is a vital participant in the business of the Alumni Association.

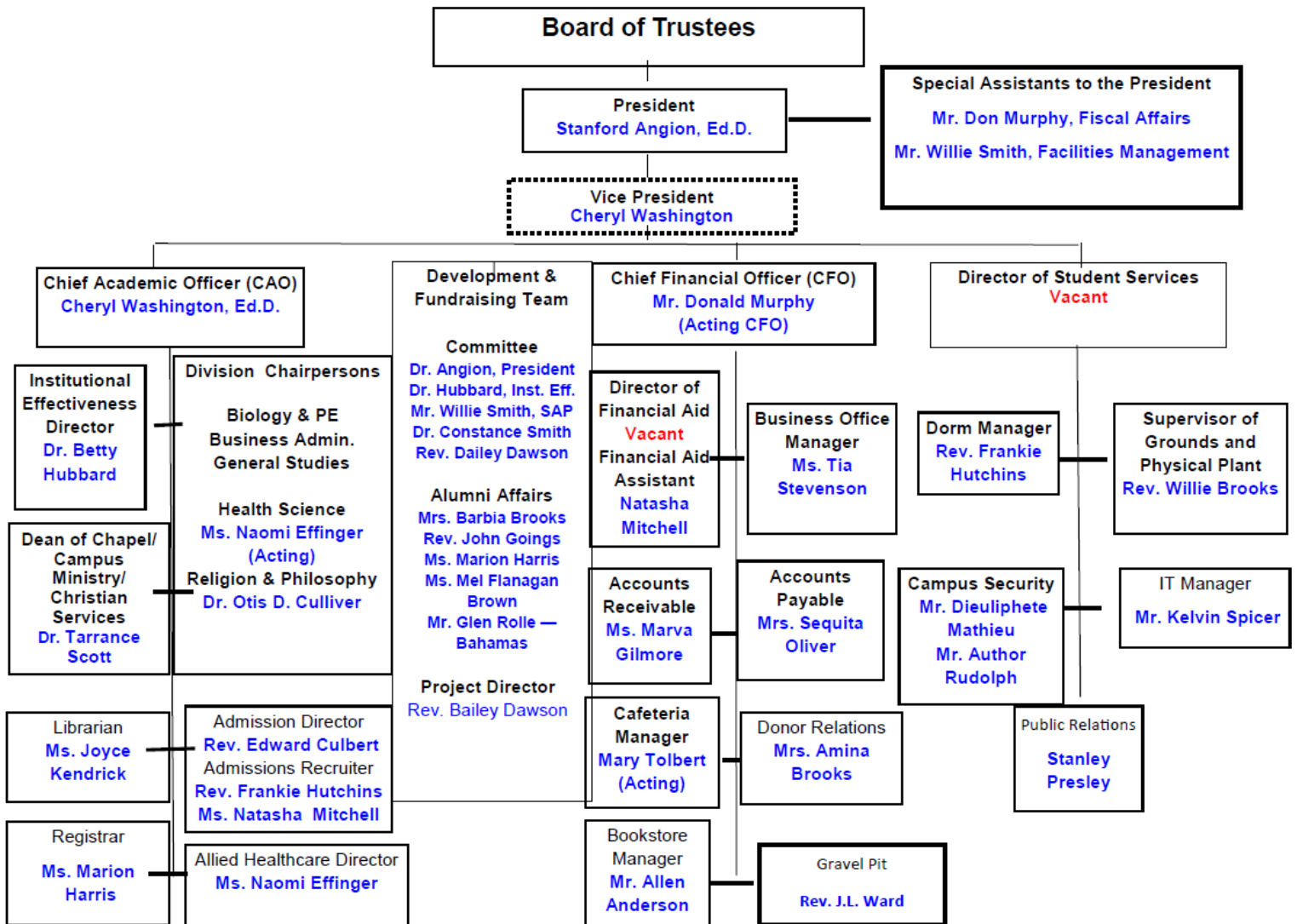
The coordinator works closely with the Director of Development in fund raising efforts among alumni and with the Recruiter in recruiting prospective students.

The Coordinator of Alumni Affairs reports to the Director of Development.

The Coordinator of Alumni Affairs is responsible for performing general duties expected of all faculty and staff members as described on page 11. Also, he/she may be assigned additional duties as necessary.

Selma University Organizational Chart

As of 7/7/2023



GOVERNANCE STRUCTURE

FACULTY COMMITTEE

Membership includes all personnel with instructional and research responsibilities. The committee will elect its officers consisting of a President, Secretary, and three executive members. This committee will have the responsibility to review and discuss all matters that affect the welfare of faculty.

Recommendations are made to the Chief Academic Officer.

STAFF COMMITTEE

Membership includes all non-instructional staff members. This committee will elect its officers consisting of a President, Secretary, and three executive members. This committee will have the responsibility to review and discuss all matters that affect the welfare of staff. Recommendations are made to the President or appropriate senior administrators.

STUDENT GOVERNMENT ASSOCIATION (SGA)

The Student Government Association serves as a forum in which the students express themselves in a democratic manner. SGA officers, representatives, and their selected faculty and staff advisor meet regularly to express views and formulate proposals for improvement of student life and other matters to be presented to the administration, through the Director of Student Affairs for necessary action.

COMMITTEES

Faculty and appropriate staff members serve on all committees, with the exception of one committee which is comprised only of faculty members. This is the Curriculum Committee (no staff membership).

At least two students serve on all committees except the Faculty/Staff Grievance committee. The committees are of two categories. They are either policy making committees or committees concerned with service and information. Policy-making committees either report directly to the President's Council or Vice- President for Academic Affairs' Councils or a responsible senior administrator.

Committees share information and report their activities directly to faculty and staff during faculty and staff meetings.

PRESIDENT'S CABINET (ADMINISTRATIVE)

The President's Cabinet consists of the President (Chairman), 1. Chief Academic Officer, 2. Vice President of Student Affairs, 3. Vice President of Development and the Vice President for Fiscal Affairs. Other members may be included by the President as needed. This group assists and advise the President regarding matters relating to the operation of the Institution. Meetings are held as appropriate.

PROVOST/VICE-PERSIDENT-CHIEF ACADEMIC OFFICER COUNCIL (ADMINISTRATIVE)

The Provost/Chief Academic Officer (senior academic officers) is composed of the Chief Academic Officer (Chairman), Division Chairs, Program Directors, Admissions, Recruitment and Retention, Registrar, Librarian.

This council assists and advises the Chief Academic Officer on matters relating specifically to the academic program. This council will also be responsible for formulating, administering, and reviewing the data of faculty and student evaluation. Meetings are held once a month, with more frequent ones called at the discretion of the Chief Academic Officer.

ACADEMIC PROGRESS COMMITTEE

The Academic Progress Committee interprets and implements policies and regulations regarding academic progress, probation, and suspension as outlined in the catalog. Together with the Chief Academic Officer, the Committee also handles suspension appeals. It meets regularly in December and May but may be convened as deemed appropriate.

ADMISSIONS/RECRUITMENT/RETENTIONCOMMITTEE

The Admission Committee is responsible for reviewing, interpreting, and implementing policies which regulate the admission procedure as outlined in the catalog. This committee may be called upon as needed to review individual applications for admission to the university, using established admission criteria and present its reports to the Chief Academic Officer.

CURRICULUM COMMITTEE

The Curriculum Committee is responsible for the overall quality and effectiveness of the curricular offerings of the academic programs of the University. This includes the approval of new courses and majors, changes and revisions in the general education core curriculum, reorganization and revision of existing courses and curricula, the creation and completion of courses, and recommendations to avoid undue proliferation.

of courses and programs. The membership consists of the Chief Academic Officer, Division Chair and Programs Directors, Librarian, and one faculty representative from each division. This committee reports to the Chief Academic Officer.

BUILDING AND GROUNDS COMMITTEE

The Building and Grounds Committee, composed of faculty, staff and student members, is responsible for making recommendations for improvements, development of buildings, grounds improvements and general campus beautification. The committee presents its reports to the President when needed.

FACULTY/STAFF GRIEVANCE COMMITTEE

The Faculty/Staff Grievance Committee formulates and updates procedures for hearings of Faculty and Staff concerns unresolved through the existing chain of command. This bi-component committee shall be composed of faculty and staff members. The committee also functions to hear grievances referred to it by any authorized person(s), faculty, staff or administrator. Concerns of a staff-related nature will be referred to the staff component while faculty concerns are handled by the faculty component. Concerns of an interrelated nature involving faculty and staff shall be referred to the entire committee. The committee makes recommendations to the President.

FINANCIAL AID COMMITTEE

The Financial Aid Committee assists the Financial Aid staff in addressing the student financial aid programs at the institution. The committee members are selected from faculty, staff and students.

STUDENT JUDICIAL/DISCIPLINARY COMMITTEE

The Student Judicial/Disciplinary Committee hears cases referred to by the Director of Student Affairs and determines the outcome of the cases. Representatives of faculty and staff are elected as members. Two members will be selected by the Student Christian Government Association.

STUDENT APPEALS COMMITTEE

The Student Appeals Committee reviews and makes recommendations on appeals by students of decisions handed down to them by the Judiciary/Disciplinary Committee. These recommendations are forwarded to the Chief Academic Officer, Director of Student Affairs and President for implementation and/or other appropriate action. The membership consists of representatives of faculty, administration, and students.

LIBRARY COMMITTEE

The Library Committee reviews and recommends the policies of the library and assists the library staff with various projects designed to improve the services of the library. The Committee consists of a chair, four faculty members, library staff, and one or two students.

LONG-RANGE PLANNING COMMITTEE

The Long-Range Planning Committee is responsible for developing a course of action for the University over a period of 5-10 years. This planning involves all components of the University, including the academic programs, fiscal affairs, student life, buildings and grounds, development, and administrative actions. Each year this committee updates the planning document. The chairman is appointed by the President of the Institution.

LYCEUM/CULTURE ENRICHMENT AND HELLENIC/SOCIAL CLUBS COMMITTEE

The Lyceum/Culture Enrichment Committee plans and presents films, artists and exhibitions, speakers, and performances (dance, music, poetry, and theater), for the college community throughout the academic year. The committee reports to The Chairperson of Humanities and The Director of Student Affairs.

THE FACULTY HANDBOOK

FULL-TIME FACULTY

The Selma University faculty consists of full-time, part-time and subject-matter specialists with various academic functions. The faculty comprises members who have nine-month or twelve-month appointments as professors, associate professors, assistant professors, and instructors.

The nine-month appointments consist of faculty with full-time teaching loads (12-18 semester hours), and/or Division Chairs with reduced loads (9 to 12 semester hours).

The twelve-month appointment consists of faculty with other duties and includes Program Directors, Librarians, Admissions and Records, Recruitment Offices, Vice Presidents, Research Faculty, and the President.

PART-TIME AND TEMPORARY FACULTY

The part-time faculty has temporary appointments, (3 to 9 semester hours each semester). Visiting scholars will also be eligible for temporary faculty appointments.

SPECIAL ACADEMIC SUPPORT STAFF

Special Academic Support Staff who serve in a non-teaching capacity are not appointed to a faculty rank unless the minimum qualifications for a given academic rank has been met. Faculty in this category must teach at least three semester hours during the academic year.

QUALIFICATONS FOR APPOINTMENT TO RANK:

The selection, development, and retention of competent faculty are of major importance. All faculty employed by Selma University shall show evidence of competence in their teaching fields and interest in professional growth.

It is the policy of Selma University that all full-time and part-time faculty teaching at the Baccalaureate degree level in each of the following areas-humanities, social and behavioral sciences, natural sciences, mathematics, computer science, business administration and religion must have completed at least 18 graduate-semester hours in their teaching field and must hold a master's degree or demonstrate exceptional experience in the instructional area. Furthermore, the institution also strives to hire candidates with terminal degrees, preferably earned doctoral degrees.

Selma University is concerned with the development of the whole student. Accordingly, Selma University requires of its faculty a level of moral responsibility, physical and mental health, and adherence to personal practices, which will exert a wholesome influence upon students who, may seek to emulate them.

The minimum qualifications for appointments to each academic rank are given below:

A. Lecturer

- Outstanding contributions to teaching discipline, but academic preparation being less than a master's degree, with 18 graduate semester hours in the teaching discipline.
- Demonstrated potential to be a good teacher.
- Appointments to this rank are limited to individuals in the creative and performing arts, professionals from industry, remedial or special services programs, and those who teach in the college core curriculum but who are in the process of completing the minimum academic requirements for the rank of instructor.

B. Instructor

- An earned master's degree in the assigned teaching discipline from an accredited College or University or exceptional experience in their discipline.
- Promise of productive scholarships, leadership and demonstrated excellence in teaching at the college level.

C. Assistant Professor

- An earned doctorate (or terminal degree) in the assigned teaching-field from an accredited College or University.
- An earned master's degree in the discipline plus 3 years successful college teaching at an accredited College.
- Promise of productive scholarships, leadership and demonstrated excellence in teaching at the college level.

D. Associate Professor

- An earned doctoral degree in the teaching discipline. If a faculty member does not have an earned doctorate degree, he/she must have completed a minimum of thirty semester hours of graduate work above the master's level in a doctoral program in his/her area of expertise or teaching discipline.
- Faculty with a master's degree and who has been continuously employed at Selma University for at least 7 years with outstanding contribution to the growth of the institution *as* judged by the President and the Board of Trustees will also be eligible for promotion to Associate Professor rank.
- Membership and participation in professional organizations and learned societies.
- Professional contributions, such *as* scholarly publications in the discipline area or creativity and performances in the arts.

E. Professor

- An earned doctoral degree in the teaching discipline plus eight (8) years of successful college teaching at an accredited College or University. If a faculty member does not have an earned doctorate degree, he/she must have completed a minimum of thirty semester hours of graduate work above the master's level in a doctorate program in the teaching discipline.
- Faculty with a master's degree and who has been continuously employed at Selma University for at least seven (7) years with outstanding contribution to the growth of the institution as judged by the President and the Board of Trustees will also be eligible for promotion to rank of Professor.
- Membership and participation in professional organizations and learned societies.
- Superior scholarship as demonstrated through referred publications, regional or national recitals or exhibitions, and honors as a result of scholarly achievement.
- Courtesy Rank
- This ranking is intended for full-time administrators who do not hold full-time teaching positions.
- The academic rank designation for the President is University Professor.
- Courtesy rank is also extended to those administrative and research staff persons who have earned doctorate degrees.

FACULTY SALARY

Academic ranking is primarily used to indicate the faculty member's professional and academic status at Selma University and in the world of academia. In addition, ranking is used to bring the institution in line with the general practices of other accredited Bible colleges and universities. A faculty member with lower rank may earn a salary higher than the one with higher rank. Expertise in more than one area, length of service, higher job responsibilities, competitive earning power, or his/her potential to attract external grant funds are some reasons which merit a higher salary.

Selma University is neither a state-supported school nor an institution with large endowments or contributions. However, the institution strives to provide salaries that are competitive to other private, Bible colleges in Alabama and neighboring states.

The salary scale is for full-time faculty with nine months academic year appointments. Upon recommendation by the Chief Academic Officer, the President will determine the base salary of each faculty at the time of his/her employment or promotion to a higher rank.

Like many other private colleges in the nation, Selma University adopts a policy of awarding financial incentives for faculty who perform various developmental activities that support positive growth of the institution.

Before a prospective faculty member is hired, the Chief Academic Officer will discuss in detail all matters pertaining to base salary, salary increases and opportunities for growth." A letter of appointment clearly mentioning yearly salary will be issued by the President. The institution will keep a letter of financial obligations committed in the letter of appointment signed by the Chief Executive Officer.

FACULTY SEARCH AND APPOINTMENT

(See procedures for Employment in Personnel of Academic Affairs).

The Chief Academic Officer and the Division Chairperson have the basic responsibility for identifying and recruiting faculty. However, final approval and authorization rest with the President and Board of Trustees.

It is the goal of Selma University to recruit and employ the best qualified people available for teaching. To fulfill this objective, all faculty appointments are made on a competitive basis. Based on a thorough divisional assessment for the need of a new faculty member, the Chairperson will forward a request to the Vice- President of Academic Affairs for new faculty appointments.

PROCEDURES FOR EMPLOYMENT OF PERSONNEL IN ACADEMIC AFFAIRS

The following employment procedure is to be followed in the employment of all personnel in instruction and/or research, administration, clerical and other staff positions, including externally or internally funding vacancies. All appointments, irrespective of funding sources, are authorized by the Chief Academic Officer and approved by the President.

THE POSITION VACANCY

- A. The Chairperson/Director prepares the job description.
- B. The Chairperson/Director submits the job description, salary range, and salary source for approval to the Chief Academic Officer.
- C. The Chief Academic Officer recommends the new position to the President. After approval, by the President the Chairperson/Director will be authorized to search and recruit appropriate persons for the position.
- D. An appropriate Search Committee will prepare a position announcement with all the details of the position. Announcements will

be made using appropriate print media including the Chronicle of higher Education. In addition, position announcements will also be posted on the bulletin boards in Dinkins Hall and in other appropriate accessible places to employees on campus and will be sent to the other colleges and universities in the region.

The Application and Interview

The Chairperson/Director secures the application from each applicant. The complete dossier shall consist of:

1. A letter of interest.
2. A complete resume, including previous employment history, where applicable.
3. Transcripts of all post-high school education (unofficial records may be accepted until the position is filled; afterwards, official transcripts should be mailed from the institution directly to the Chief Academic Officer, within one month of employment or before the first check is issued). At the end of the interview process, the chairperson/director shall submit to the Chief Academic Officer the following items:
 - Recommendations for employment.
 - The complete dossier of the applicant chosen.
 - Summary of the interview.

Employment Procedure

1. The Chief Academic Officer reviews the recommendations, the dossier, and the interview evaluations.
2. The Chief Academic Officer shall discuss any concerns about the candidate with the Chairperson/Director.
3. The Chief Academic Officer reaches decisions, relying upon the judgment of the Chairperson/Director.
4. The Chief Academic Officer shall forward the recommendations to the President for final approval, together with supporting documents.
5. The Chief Academic Officer shall notify the person chosen regarding the effective date of employment.
6. The President's Office issues a contract to the new faculty-staff person.

After the selection is completed, the Chairperson/Director sends a letter to each unsuccessful applicant stating that the position has been filled. A special letter will be sent to those applicants who were interviewed.

If a position is filled by a candidate who is currently on Selma University's staff, item 5 and 6 should also be followed.

EMPLOYMENT PROCEDURES FOR STAFF PERSONNEL UNDER FEDERAL OR NON-FEDERAL PROGRAMS

Employed positions such as secretary, research technician, research assistant, research associate, and other non-faculty staff members with full salary support from a grant will follow the same procedures as outlined above.

Appointments made under a grant budget are temporary in nature and will be terminated at the end of the grant period.

POLICY STATEMENT ON EXTERNAL FUNDING, GRANT, AND PROPOSALS

Selma University encourages faculty and staff to seek research and development funds through grants...from external sources (federal and private) for activities which have a direct impact on the quality of education at the institution.

This direct impact specifically involves development of facilities, academic and/or general institutional services, equipment and supplies, and support salaries and benefits for personnel. Selma University strongly discourages external funding which narrowly focuses on individual faculty and staff interests, and which has no relationship to the mission and goals of the institution.

Selma University encourages faculty members who are interested in submitting grant proposals to include current faculty and staff in grant applications if the faculty qualifications match the needs of the grant application. The institution also encourages each faculty when applying for a grant to pay more attention to the development of the facilities and resources in the faculty's specialty. This aspect is vital for the development of institutional resources.

All proposals, (including narratives and budgets) must be reviewed and approved by the Division Chair and the Chief Academic Officer before the President signs. When funded, the approved programs description and negotiated budget must be on file in the office of the Chief Academic Officer, Chief Financial Officer, Division Chair. A copy of the proposal must also be placed in the folder of the respective faculty in the Chief Academic Officer's Office.

FACULTY PERSONNEL RECORDS

Each full and part-time faculty and administrative staff member has a personnel folder which is housed in a locked, confidential file in the office of the Chief Academic Officer. Each folder must include (1) A completed Selma University application for employment, (2) an updated resume, (3) official transcripts, (4) performance evaluations, (5) all other items included in the dossier upon employment, including letters of reference and (6) other pertinent documents and correspondence. The Chief Academic Officer is responsible for maintaining these personnel folders. The faculty folder will be available for review by the respective faculty member upon request during the normal operating hours of the office of the Chief Academic Officer, provided there shall be no undue interference with the normal routine of the office.

GRIEVANCE FILE

All documents, minutes, tapes, and correspondence relating to the deliberations of the Grievance Committee are housed in a locked, confidential file in the office of the Chief Academic Officer. Access to this file is limited to the President, Chief Academic Officer, the committee chairman and (committee members while in session) and the person who filed the grievance.

PROMOTION

All documents, minutes, and correspondence relating to the promotion process are housed in a locked, confidential file in the office of the Academic Dean. Access to this file is limited to the President, Chief Academic Officer, the Chairman of the promotion and Tenure Committee (committee members while in session) and to the individual faculty upon request.

FACULTY EVALUATIONS

Selma University believes that a change in the academic status of a faculty member, either by promotion to a higher rank or salary increases, is the result of the faculty member's achievements. Therefore, neither promotion, nor salary increases shall be awarded automatically to a faculty member.

All faculty members shall be considered for such, reconsidered for such recognition based on an on- going, thorough, and objective evaluation of the faculty member's record of achievements. The institution employs a multi-source assessment approach derived from evaluation by students, peers, administrators, and faculty self- appraisals.

The schedule of evaluations is given below:

1. Student assessment during the last week of classes each semester.
2. Peer assessment during April-May.

3. Administrative assessment during April-May.
4. Faculty self-appraisal during April-May.

All records evaluation will be made available to the concerned individual faculty. The performance of all administrators from the President through Division Chairpersons will also be evaluated in the same manner described above.

FACULTY PROMOTION

When a faculty member below the rank of professor has met the qualifications for the next rank; he/she may apply for promotion. The steps in the promotion process are given below:

1. The faculty member shall submit a letter of request for consideration of his/her promotion to the Division Chair. Along with the letter, the faculty should provide an updated vita or resume, copies of scholarly work or evidence of significant achievements in the discipline and/or teaching, evaluation/assessments summaries over a two or three-year period, and other material as evidence of proof that requirements have been met for promotion to the next rank.
2. The Division/Department Chair forwards the material submitted by the faculty along with his/her recommendations, to the Chief Academic Officer who will immediately forward this field to the Chairperson of the Promotions Committee.
3. The Promotions Committee reviews the faculty member's letter and dossier, and the Division or Department Chair's recommendations. After careful consideration and deliberation, the Committee forwards these documents along with its recommendation, to the Chief Academic Officer.
4. The Chief Academic Officer reviews these materials and forwards the recommendations to the President who reviews the supporting materials and recommendations.
5. The President notifies in writing the faculty member if the recommendation is an unfavorable recommendation. The President secures approval of the Board of Trustees for the recommendation.

SEPARATION/DISCONTINUED EMPLOYMENT WITH THE INSTITUTION

Non-reappointments

Faculty members are employed on a year-to-year basis. In cases of financial exigency or the phasing out of a department or course offering, and/ major area, the faculty member will be given a written notice.

1. Faculty members with less than two years of service will receive a written notice at

the end of the year of service.

2. Faculty members with a maximum of four years of service will be given notice in December of that year of service.
3. For faculty members with more than five years of service, the faculty member will receive written notice at least one full calendar year in advance of the effective separation date.

Resignation by Faculty

Faculty members are expected to give at least (30) days written notice of resignation, addressed to the President, with copies sent to the Chief Academic Officer, Business Manager, and Division Chair.

Dismissal for Cause

Upon recommendation by the President and approval by the Board of Trustees, a faculty member may be released from all obligations with the institution before the end of the contract period and without regard for the written notice guidelines specified in 2.11.1. The causes for immediate dismissal may include:

1. Falsification of student's and/or employee's academic work.
2. Gross dereliction of duty or failure to execute contractual obligations.
3. Incompetence.
4. Moral turpitude.
5. Prolonged mental or physical illness which makes the faculty member incapable of carrying out assigned duties for an extended period of time, or permanently.
6. Personal conduct which is considered detrimental to the welfare of the University.
7. Dual full-time employment at Selma University and another institution or agency.
8. Insubordination.
9. Gross non-compliance with prescribed University policies which results in the disruption of university operations.
10. Unauthorized possession of firearms, knives, explosives, or any lethal objectives.
11. Conviction of criminal offense in a Court of Law.

This dismissal notice for cause shall be in writing from the President with copies to all concerned parties, including the Academic Dean. The notice shall clearly state the cause(s) for dismissal. However, should be noted that the administration should explore every possible means of resolving the matter before initiating the final procedure.

A. Rights to Appeal

The individual who receives a written notice of dismissal has a right to appeal such decision before an ad-hoc Institutional Hearing Committee. This Hearing Committee

shall consist of two faculty members elected by the full faculty, two faculty members appointed by President, and one faculty member chosen by the faculty member concerned.

B. Conduct of the Hearing

The Hearing Committee meetings will be closed. The concerned member shall be permitted to have an advisor who may act as counsel. However, the hearing Committee's processes will not be bound by strict rules of legal procedures and evidence.

C. Advisory Opinion of the Committee

The ad-hoc Hearing Committee shall submit a written advisory opinion to the president. This opinion must state whether or not there is cause for dismissal.

D. The President's Recommendation and Final Decision

The President shall transmit the hearing Committee's written opinion and his own recommendation to the Board of Trustees. If the President's recommendation is for dismissal, the faculty member may request a hearing view by the Board or a special committee of the Board. The decision of the board of trustees will be final and shall be given in writing to the faculty member. If the faculty member is suspended, pending the final decision of the case, the faculty member's salary will be continued until the date of the decision or effective date, as set by the Board of Trustees.

Retirement

Selma University does not have a mandatory age for retirement. Appointments may be renewed one year at a time after age 70. A faculty member expecting to retire should notify the President, Chief Academic Officer, Division/ Chair, and Business Manager in writing at least four (4) months in advance.

Severance Salary

The severance pay equivalent to one month's salary will be issued to that faculty member who has been terminated on the next pay period.

FACULTY RIGHTS

Academic Freedom

Selma University endorses and recognizes much of the information in the *1940 Statement of Principles of the American Association of University Professors on Academic Freedom*. However, because the institution is a private Christian Bible College, we have made some modifications.

A teacher at Selma University is entitled to full freedom in research and in the publication of

the results as long as the findings are in line with the Mission Statement of the school.

The teacher is entitled to freedom in class to discuss his subject, but he should be careful not to introduce into his teaching controversial matters which

have no relation to his subject which will cause disharmony in the class. Also, the teacher must not embrace a doctrine which is not Christian in nature. The teacher may use other doctrines in comparison to the Christian doctrine.

The full range of Academic Freedom must respect the fact that Selma University is a Christian college and a member of the Baptist denomination. Selma University will hire faculty of other denominations but expect them to be Christian and willing to sign a statement of the Christian faith.

The college teacher is a citizen, a member of a learned profession, and an officer of an educational institution. When he speaks or writes as a citizen, he is free from institutional censorship or discipline, but his special position in the community imposes special obligations. As a man of learning and an educational officer, he should remember that the public may judge his profession and his institution by utterances. Hence, he should at all times be accurate, should exercise appropriate restraint, should have respect for the opinion of others, and should make every effort to indicate that he is not an institutional spokesman.

Professional Ethics

Selma University subscribes to the basic meaning of the statement of Professional Ethics (1966) adopted and approved by the American Association of University Professors. This statement serves as a guide for Selma University faculty members. It is reproduced below:

"The professor, guided by a deep conviction of the worth and dignity of the advancement of knowledge recognizes the special responsibilities placed upon him. His primary responsibility to his subject is to seek and state the truth as he sees it. To this end he devotes his energies to developing and improving scholarly competence."

He accepts the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. He practices intellectual honesty. Although he may follow subsidiary interests, these interests must never seriously hamper or compromise his freedom of inquiry.

As a teacher, the professor encourages the free pursuit of learning in his students. He holds before them the best scholarly standards of his discipline. He demonstrates respect for the students as individuals and adheres to his proper role as intellectual guide and counselor. He makes every reasonable effort to foster honest academic conduct and to assure that this evaluation of students reflects their merit. He respects the confidential nature of the relationship between professor and student. He avoids any exploitation of students for his private advantage and acknowledges significant assistance from them. He protects their academic freedom.

As a colleague, the professor has obligations that derive from common membership in the community of scholars. He respects and defends the free inquiry of his associates. In the exchange of criticism and ideas he shows due respect for the opinion of others. He acknowledges his academic debts and strives to be objective in his professional judgment of colleagues. He accepts his share of faculty responsibilities for governance of his institution. As a member of this institution, the professor seeks above all to be an effective teacher and scholar. Although he observes the stated regulations of the institution, provided they do not contravene academic freedom, he maintains his right to criticize and seek revision. He determines 'the amount and character of work he does outside his institution with due regard to his paramount responsibilities within it. When considering the interruption or termination of his service, he recognizes the effect of his decision upon the program of the institution and gives due notice of his intentions.

As a member of his community, the professor has the rights and obligations of any citizen. He measures the urgency of these obligations in the light of his responsibilities to his subject, to his students, to his profession, and to his institution.

As a citizen engaged in a profession that depends upon freedom for its health and integrity, the professor has a particular obligation to promote condition of free inquiry want to further public understanding of academic freedom."

FACULTY DEVELOPMENT

Attendance at Professional Meetings, Research Trips, and College Travel

Faculty members are urged to join and attend the meetings of professional organizations and learned societies. Depending on the availability of funds, the University will pay the expenses for one meeting per year for a faculty member, provided the meeting is held within the State of Alabama. Other professional meetings of a reasonably "local" nature may be attended with the approval of the Academic Dean and the President. All trips must be approved by the Business Manager and the Chief Academic Officer in advance.

If the source of funds for travel is from a grant, then approval from the director of the grant is also needed before the travel. Within a week after the said travel is completed, all expense vouchers should be submitted in duplicate to the program director and the business manager for reimbursement. Official travel forms are to be used for this purpose. Whenever a faculty is away from Selma University, an "Absence Request Form" shall be filed in the Office of the Division Chair and/or Academic Dean's office.

Travel Request for Conferences and/or Research-Related Activities

Faculty and staff are strongly encouraged to schedule their travel to attendance at conferences, workshops, and meetings and to research sites during times other than official calendar dates when their attendance to duties and responsibilities at the University is expected. These calendar dates include:

1. The faculty and staff conference for each semester;
2. The registration period before classes begin each semester;
3. The first two class meeting of each semester;
4. The monthly University faculty and Staff meeting throughout the academic year (dates are announced well in advance);
5. The duration of the final examination period during each semester;
6. The University convocations (Opening Convocation of each semester, Founders' Day, Honors and Awards, Theological Day, Baccalaureate, and Commencement. As a rule, travel/absence requests will not be approved for periods, which include the dates above. However, exemptions will be made on the basis of merit. In each case written reports of the benefit accrued from date at professional and research conferences shall be submitted to the Chief Academic Officer.

University Travel and Meal Reimbursement

Appropriate travel costs incurred in connection with an assignment are completely reimbursable. If a faculty member conducts Selma University business concurrently with the other activities, the amount charged to Selma University must be prorated fairly. Air travel is to be on U. S. Carriers using tourist or economy class rates.

However, by careful planning of travel arrangements, faculty members are expected to seek the least expensive fares. Private cars may be used, but the cost may not exceed that of a common carrier. Road and bridge tolls, and taxi or limousine service, including up to 15% for tips, are reimbursable.

Car rentals are not reimbursable unless such arrangements are less expensive than alternate means of travel which is more advantageous to Selma University. Except under unusual circumstances, however, car rentals must have prior approval by the Business Manager. When renting a car, care must be used in selecting an agency and model that are most economical; available discounts should be considered.

For all meals purchased while away from the campus on school business, the staff employee/faculty member will be allowed meals expenses up to a maximum of \$50.00 per day or per diem approved under the program if the funds come from a funded program. Upon completion of the travel, a travel expense form should be completed and submitted to the concerned grant or program official along with all vouchers.

Educational Opportunities

Selma University has an educational assistance program which is available to faculty members desiring to go further their education. Three courses may be taken at Selma University during the academic year without the assessment of tuition and fees.

Workload

All faculty at Selma University will have responsibilities of work consisting of teaching, student advising, research and service to the University and the community.

Full-Time Faculty

All full-time faculty, whose primary responsibility is teaching, are expected to teach fifteen semester credit hours each semester. Science and music faculty members may teach up to eighteen (18) or more contact hours because of laboratories and rehearsals. Each faculty member will be responsible for both lecture and laboratory period, where applicable. Full-time faculty members with administrative responsibilities (Division Chairs, Coordinators, etc.) are expected to teach from nine (9) to twelve (12) semester hours of courses each semester depending upon the nature of the other responsibilities.

Faculty Release Time

Any faculty who receives a research or development grant award from an external federal or nonfederal agency will be entitled to release time. The institution will release the faculty from his/her duties equivalent to the percentage of the time he/she is committed to the project. The institutional salary will be prorated accordingly.

The instructional responsibilities of the released faculty will be delegated to another faculty. In deserving cases, a part-time or new faculty will be hired to replace the teaching assignments of the faculty with release time in a grant or contract.

Outside Employment

Request for approval to engage in off-campus employment or extra off-campus teaching must be filed with the Chief Academic Officer and include the recommendation of the Division Chair. Approval is usually granted when such activities do not conflict or interfere with the academic responsibilities at Selma University.

Student Advising and Conference Hours

All full-time faculty members are expected to be available on Selma University campus from 8:00 a. m. until 5:00, Monday through Friday. Exceptions to this policy are made for faculty members who are assigned classes which meet during evenings and Saturdays. For such cases, appropriate adjustments can be made in the individual faculty's schedule. Faculty members are expected to use this time for teaching, student advising, conference hours, research/planning, committee work, and service to the University.

This restriction will not be mandatory for faculty members in charge of research or development grants who have to work more than regular hours to accomplish the work

stipulated in the research/development program.

Attendance of Official Conventions, Chapels, and Meetings

All faculty members of Selma University, both full and part-time, are expected to attend all official Convocations held throughout the year, including Opening Conventions, Founders' Day, Honors Day, baccalaureate, and commencement. In addition, attendance is expected at all chapel services or convocations held during the workday.

All full-time faculty are expected to attend meetings of the general faculty and staff and assigned committees. Part-time faculty are also strongly encouraged to attend chapel, athletic events and other activities held on campus during the evening hours.

LEAVES OF ABSENCE

All requests for leave of absence should be made on the official faculty/staff absence form at least five working days before the effective date.

Exceptions to this policy are "cases of sudden illness, death of a family member, or other justifiable reasons. For each of these cases, the faculty member should notify the Division Chair and/or the Chief Academic Officer at the very first opportunity. However, the faculty absence report form should be executed upon the faculty member's return to campus.

Sick Leave

Full-time faculty members will earn one sick day every two months for a maximum of six (6) working days (Monday through Friday), with no loss of pay. In addition, a full-time faculty member with four to seven years of service to the college will be compensated for absences due to illness during an academic year equal to two months or the unused sick days accumulated at the rate of one day a month of employment, whichever is greater.

Payments are never made in lieu of sick leave. If the absence due *to* sickness exceeds more than five (5) working days, the faculty member should be prepared to produce medical evidence verifying the absence that was necessary.

Sick days can be accumulated and carried from one year to the next. The record of sick days and time off from work will be recorded in the Vice President's office.

The duties of the absent faculty member shall be discharged, as far as possible, by another faculty member within his/her division. In cases of a prolonged absence beyond a two-month period, the Chief Academic Officer may direct the Chairperson of the respective division to recommend a temporary appointment until the faculty member returns to Selma University.

In any case of illness which necessitates that a faculty member be absent from academic responsibilities, the Division Chairperson and/or the Chief Academic Officer should be

notified in advance, if at all possible.

Maternity/Paternity Leave

Maternity/Paternity leave-pregnancy-related conditions shall be treated same as any other illness, injury, or inability to work. A faculty member must make a request in writing for maternity leave at least three months in advance of the requested date of leave. This letter must be submitted through the division chair and Vice- President for Academic Affairs to the President. This request should also state the date that the faculty member expects to return to work.

Vacation Periods

All full-time faculty members will observe the same vacation periods that are scheduled for the student body as indicated on the official academic calendar.

All full-time faculty members and academic administrators who have contracts for twelve months are entitled to paid vacation periods during the summer month. For faculty members and academic administrators at Selma University, two weeks of vacation time is granted.

Academic administrators observe the same vacation periods of the students and are given two weeks' vacation time during the summer.

Scholarly or Professional or Study Leave

Scholarly/professional/study leave shall be defined as that leave which furthers the advancement of the faculty member, consequently increasing his/her value to himself and to Selma University through study, research, and/or travel.

Scholarly/professional/study leave shall be considered leave with or without pay.

1. With Pay:

A full-time faculty member who has five years of continuous employment at Selma University shall be considered eligible to apply for scholarly/ professional/study leave with pay. The length of time and compensation arrangements will be influenced by the availability of the funds and the recommendation of the Division Chairperson, and the Chief Academic Officer. Applications for this type of leave shall be submitted at least three months prior to the beginning of the requested leave. The faculty shall also submit any other information that will help in evaluating the relative value of the leave and will be expected to return to the University for at least one academic year following the leave. Faculty members who do not or cannot return to the University for one year immediately following the

scholarly/professional/study leave with pay are expected to reimburse the school for funds received during the scholarly/professional/study leave. The date of return to the school may be delayed at the request of the faculty member with approval of the President upon recommendation by the Chief Academic Officer.

2. Without Pay:

After two years of service at Selma University, a faculty member may apply for scholarly/professional/study leave without pay. Scholarly/professional/study leaves without pay shall be granted at the discretion of the President upon recommendation by the Division Chairperson and the Chief Academic Officer.

Leave for Participation in the Community Affairs

A faculty member may participate in the following community affairs without loss of pay:

1. Subpoena or Jury Service
2. Voting
3. Military Leave

FRINGE BENEFITS

1. Insurance Coverage

Group Hospital, Surgical, Dental and Major Medical Insurance is available on voluntary basis to all full- time employees, with coverage currently being provided by Blue/Cross Blue Shield. New employees are eligible for coverage immediately upon employment with the University and must enroll within a 30-day period if coverage is desired. Upon request, the Business Manager will provide a complete description of benefits and/or inclusion in this plan.

At Selma University, fringe benefits include leaves, contributions to Social Security, health insurance, and employment insurance. Retirement is available to those who qualify.

2. Salary Administration

The primary purpose of the University's salary policy is to attract, retain, and motivate faculty members and promote quality productivity. The University endeavors to provide salary payments to all faculty members at the end of each month unless another arrangement is authorized by the President.

GRIEVANCE PROCEDURES

Selma University recognizes that problems involving employer-employee relations will arise from time to time. Selma University believes that it is in the best interest of both the University and the faculty members to resolve these matters as soon as possible. The institution provides all faculty members an opportunity to express grievances without fear of coercion, discrimination, or reprisal. The channels for reporting and resolving grievances will be as follows:

1. The faculty member should first attempt to adjust the grievance informally by discussing it with his/her Division Chair.
2. If the matter is not adjusted to the faculty member's satisfaction, through informal discussion, the faculty member may proceed to the formal grievance stage by presenting the grievance, in writing, to the Academic Dean with a copy to the Division chair describing the problem and the suggested adjustment desired.
3. If the faculty member is not satisfied with the answer given by the Chief Academic Officer, the faculty member may take the grievance to the Faculty Grievance Committee. The grievance must be presented in writing within five days from the time the answer is received from the Chief Academic Officer.
4. The Faculty Grievance Committee will have ten (10) working days in which to provide the faculty member with a hearing and the proceedings such hearing in writing.
5. If the faculty member is not satisfied with the Committee's resolution of the problem, he/she may take the grievance to the President. It must be presented in writing. The President will have ten (10) working days in which to respond in writing to the faculty member. The President's decision will be final and binding.
6. Filing of multiple grievances will not be considered detrimental to the employment record of faculty members.

ACADEMIC POLICIES, SERVICES, AND STUDENT RELATIONS

Formal Academic Ceremonies

At a formal convocation, when required, the faculty participates in full academic regalia. All people holding faculty status are expected to participate. Individual participants are required to wear regalia appropriate for symbolizing the highest degree held. This provision must be adhered to in order that correct protocol procedures are executed in convocational ceremonies. An excuse from participation can be granted only by the Academic Dean. Individuals who do not own the appropriate regalia of the highest degree held may make arrangements to rent the same through the Business Office.

Orientation

Members of the faculty and staff are expected to attend and support the new students' orientation program each semester. The Dean of Students may request faculty members to lead seminars, sponsor social events, and/or to assist in other ways.

Office Hours

Faculty are expected to be in their offices and be available to students at regularly scheduled times between 8:00 a. m. and 5:00 p. m. Office hours should be posted on the office door and a copy of office hours and class schedules should be submitted to the Division Chair and the Chief Academic Officer as soon as possible after the registration period is closed. The mechanism for *this* report is the faculty data form.

Faculty Office Assignments

Faculty office assignments are made by the divisional chairperson who also issues keys.

Library

The Librarian and the faculty work together in matters related to acquisition, rebinding, replacing, and withdrawing of materials. Division budgets are recommended by the Librarian to the Chairs based on the total budget and division needs. The responsibility for divisional acquisition rests jointly upon the faculty and the Librarian.

Faculty members may check out for a reasonable period of time those volumes needed for personal use in their classes and study. When faculty members need books not available in this library, an attempt will be made to secure them through Interlibrary Loan. The Library Policy Manual includes other services and regulations.

Textbooks

The faculty is responsible for selecting the textbooks and related materials required for each of the courses offered. Individual faculty members should submit textbook requisitions for any books that are to be provided through the campus bookstore to the Division Chair, who approves and forwards it to the Chief Academic Officer. The CAO submits the requisition to the Business Manager, who makes every effort to ensure that textbooks are available before the start of classes each semester. Instructors must provide ISBN numbers for textbooks on their syllabi so that students have the option to purchase books for other sources.

Class Rolls

When registration is completed, the Registrar will provide each faculty member with a class roll for each course. If unregistered students are in attendance or if students fail to report to class,

faculty members should notify the Registrar's Office.

Grade Book and Grades

Grade Books are issued free of charge to each faculty member. If an instructor leaves the University with an "Incomplete" grade on student's records, the instructor shall provide the Chief Academic Officer Office a final examination and/or methods whereby final grades can be determined. All grade books are turned into the Registrar's Office. Forms are available in the Academic Dean's Office for the submission of Incomplete Grades, removal of the same and changes in grades.

Academic Professionalism Responsibility

As citizens, faculty and students have freedom and responsibilities guaranteed by the Constitution and laws of the United States and will be honored by the University.

Classroom Freedom and Responsibility

1. Students shall have protection through orderly procedures against prejudicial or capricious academic evaluation. Class performance should be judged solely on academic performance. Faculty members shall not consider it their prerogative to go beyond established academic policy.
2. Students are free to take reasonable exceptions to the data or views offered in any course of study and to reserve judgment about matters of opinion. Students are, however, responsible for learning the course content required for successful completion of the course.
3. Cases of dishonesty in academic work are considered to be serious violations of the University's regulations; therefore, students risk incurring the penalty of failure in the course and/or dismissal.
4. The academic program of Selma University is the basis for all college activities; therefore, each student is expected to attend all classes. Class attendance is a requirement for the successful completion of courses. Adherence to this requirement is the responsibility of the student.
5. Information concerning students' views, beliefs, and political associations, which professors may acquire in the course of their work shall be considered confidential.
6. Students whose academic freedoms may have been abridged have the right to seek redress.

Faculty Responsibility

Each faculty member shall develop and maintain an academic atmosphere conducive to the spirit of free inquiry and academic integrity. In this regard, the faculty member shall:

1. Clearly state the course goals and inform students of testing and grading systems; moreover, these systems should be consistent with the rules and regulations of the academic division and the University.
2. Remain available to students, announce, and keep office hours that are convenient to both students and teachers.
3. Strive to develop among students' respect for others and their opinions by demonstrating his/her own respect for each student as an individual.

Meeting Classes and Absences from Classes

Faculty members are expected to conduct classes in the assigned areas for the full periods as scheduled and to insist upon punctuality by students. Classes should be dismissed promptly at the end of the prescribed period. In the event that a class is not held or is dismissed before the close of the class period, the instructor must file a report with the Division Chair. Faculty must obtain written approval by the Division Chair and Chief Academic Officer. Forms are available for such absences in the Office of the Academic Dean. Emergency absences should be reported as soon as possible to the Division Chair and/or the Academic Dean.

Classroom Procedures

At the beginning of a course, each faculty member should make sure that students who attend his/her classes are properly registered. A copy of the course syllabus must be given to students at the beginning of each course/semester. Such a syllabus must contain a legible explanation of the instructor's instructional procedures, methods of grading, an outline of the course, an attendance policy, and an explanation of the academic performances expected of students. Faculty are expected to conduct their classes in a professional manner observing the tenets of proper decorum and classroom management.

Failure to follow the classroom procedures in an orderly fashion will be considered as dereliction of instruction responsibility.

Academic Records and the Marking System

Each instructor is expected to keep a permanent record of student's grades and attendance each semester in a class roll book, which must be submitted at the end of every academic year to the Registrar. Faculty members are expected to plan their work so that they can report grades to the registrar by the published deadlines for such reports.

Final examinations are to be given as scheduled. A teacher wishing to deviate in any way from

the published examination scheduled must obtain permission from the Division Chair and the Chief Academic Officer. Final examinations are to be kept on file for one year and should be made available to students who request you to review them.

Student Evaluation of Faculty

Student evaluation is conducted from the Office of the Chief Academic Officer using the forms for Student Evaluation of the Instructor. The forms are distributed once per semester to students enrolled in classes taught by each faculty member. Completed forms are to be returned by a student to the Dean's Office, without having been viewed by the faculty member. The results are tabulated and kept for faculty viewing in the Office of the Chief Academic Officer. Copies of the evaluation outcome will be sent to concerned faculty and the chairperson of the division.

Student Disciplinary Problems

Professional conduct on the part of teachers minimizes the occurrence of student related disciplinary problems. When disciplinary problems occur, they should be referred to the Division Chair for adjudication by the proper authorities.

FACULTY-STUDENT RELATIONS

Faculty-student relationships at Selma University have fostered an atmosphere conducive to the creative growth of students and the professional fulfillment of faculty.

Faculty members may be assigned to serve as academic advisors to students in their division and to student organizations which they sponsor. As academic advisors, faculty members assist students in choosing courses to meet the requirements of the curriculum and of the University. Whenever necessary, faculty members should hold conferences with individual students. A faculty must make all efforts to counsel students assigned to him/her at least two times in a semester. Selma University enjoys a good ratio of faculty to students. Circumstances are of such as to permit faculty members to know students as individuals and to encourage them in their development as persons.

By availing opportunities for out-of-class contact as well as classroom association with the students, the interested instructor can make a vital contribution to the student's overall educational experience. Faculty members are encouraged to be cordial to all students and take a special interest in their advisees and those registered for their classes. On the other hand, members of the faculty are cautioned against excessive fraternization with one student or group of students to the exclusion of others.

Disciplinary Procedures

Supervisor shall apply necessary and appropriate corrective actions whenever a person employed by the University fails to meet the required standards of conduct or performance. Supervisors, with the approval of the President, and Department Head, may take corrective

action when deemed it necessary.

Disciplinary action may be necessary due to employment-related problems, including, but not limited to, inattention to duty, insubordination, excessive absenteeism, tardiness, performance below acceptable standards, theft, misappropriation or misuse of institutional funds or property, instances of fighting on the job, acts endangering others, or other willful and/or gross misconduct.

Disciplinary action may include, but is not limited to, verbal warning, written reprimand, corrective demotion, suspension without pay, and termination.

1. **Verbal Warning-** For minor offenses, the Supervisor should explain the problem to the employee in private. At this time, a method to resolve the problem should be discussed. The employee should be appraised for what behavior is expected. The supervisor should make notes of the interview and keep a record so that if the violation is repeated, the next step in the procedure can be followed.
2. **Written Reprimand-** For repeated instances of minor offenses or for a more serious first-time offense, a written reprimand should be initiated. The written reprimand should take the form of a formal memorandum to the employees. Copies should be forwarded to the Office of the President to be included in the employee's personnel folder.
3. **Suspension Without Pay-This** measure shall be used as a step short of discharge and may be used to punish serious misconduct or repeated offenses. Suspension shall not exceed three working days.
4. **Termination-** This measure shall be used for extreme violation of rules or for infractions that continue after warnings and disciplinary actions have been issued. The final authority to terminate an employee rests with the President.

University Procurement Procedures

Organizational and Responsibility University Procurement

The Business Office is responsible for purchasing all supplies and materials bought by the University and for providing instructional and non- instructional support services. Authorization in the form of a purchase order number must be obtained from the business office before any purchases can be made. In order to obtain supplies and equipment, a

requisition should be approved by the Division Chairperson or Unit Supervisor and forwarded to the appropriate Administrative Officer for approval (Chief Academic Officer, Dean of Students, Director of Development or Business Manager). The requisition will then be forwarded to the Business Office for budgetary approval and processing. If the requested purchased is a major item costing more than \$ 100.00, then the President must approve such a requisition before forwarding to the Business Manager.

Sponsored Program Procurement

Procurement in a sponsored Federal or Non-Federal Program with budgeted and approved line items is the responsibility of the individual Project Director. The Business Office will be responsible for monitoring such procurement.

Each project or program manager must initiate procurement of instructional or non- instructional support services, supplies or equipment through appropriate purchase order system. Each purchase must be authorized by the Project Director. It is the responsibility of the project director or designated person to examine or evaluate and certify all procurement before forwarding the invoices to the Business Manager for processing.

Purchasing Procedures

For instructional and non-instructional supplies and equipment to be purchased through the institutional funds, requisition should be signed by the person initiating the requisition and approved by the proper chain of authority. In cases of a purchase out of grant funds the requisition must be approved by the individual project or program director. All requisitions must be made on a university approved purchased order form.

The Staff Handbook



THE STAFF HANDBOOK

FUNCTIONS OF THE MANUAL

For the purpose of this Handbook, a staff employee is a person employed at Selma University who does not have faculty status. The purpose of this handbook is to make the institution's personnel policies understandable to all staff employees.

EMPLOYEES SUPERVISION

The responsibility for accomplishing the objectives of any department rests with the department head and the supervisor. The staff employee has a distinct right, as well as a responsibility, to seek their guidance and support in matters related *to* the job assignment. Hence, when in doubt, an employee should not hesitate to seek clarifications regarding any aspect of his/her job. Each supervisor should know the duties of the staff member(s) under his/her supervision.

CODE OF EMPLOYER-EMPLOYEE RELATIONS

All non-academic personnel who primarily have executive, administrative, or professional responsibilities and whose positions require personnel or recognized professional achievement acquired by formal training or equivalent experience are classified as staff related.

This classification includes all non-academic personnel who are exempt from the over-time provisions of the Federal Wage and Hour Law. The services of each staff member are important to the College. A staff member should never doubt his/her contribution as a conscientious, reliable employee. Development of skill and proficiency in performing one's duties is vital. Selma University believes that the contributions of each person as an employee are vital to the realization of its mission of excellence in scholarships, service, and leadership. Belief in the institution's objectives and sincerity in his/her assigned duties is an essential ingredient for a successful employment at Selma University.

EMPLOYMENT

EQUAL EMPLOYMENT OPPORTUNITY

Selma University is an equal Opportunity Employer, and does not discriminate on the basis of race, color, sex, national origin, or physical handicap.

HIRING

- A. For each staff vacancy, the chairperson/director interviews at least two candidates who are obtained through appropriate sources (advertisements, referrals, etc.).
 - 1. A complete dossier of each candidate includes a letter of interest, resume' transcript(s) of post-secondary education, at least two letters or references from former employees, at least one letter of character reference, and a completed Selma University application for employment. The chairperson/director makes a follow-up inquiry by telephone with the immediate supervisor, the President, and one or two staff persons in the job- related area, each of whom submits written comments, which are included in the dossier.
 - 2. The chairperson/director arranges a campus interview, which includes the immediate supervisor, the President, and one or two staff persons in the job-related area, each of whom submits a written evaluation to the chairperson/director.
 - 3. The chairperson/director selects the candidate for the vacancy.
- B. The immediate Supervisor reviews the recommendation from the chairperson/director.
 - 1. The Supervisor discusses any reservations with the chairperson/director.
 - 2. The supervisor reaches a decision relying upon the judgment of the chairperson/director.
- C. The Supervisor forwards the recommendation together with supporting documents to the President for final approval.
- D. The supervisor notifies the chairperson/director of his approval.
- E. The chairperson/director completes the personnel action form and forwards it to his/her immediate supervisor.
 - 1. The supervisor secures the President's and Business Manager's approval and signature.
 - 2. Copies of the completed form are forwarded to the President's Office, Academic Dean, Business Manager (the original), and the chairperson/director.
- F. The immediate Supervisor authorizes the chairperson/director to notify the person chosen regarding the effective date of employment.

- G. The President's Office issues a contract or a letter of appointment to the new staff person within one week of employment.
- H. The Supervisor forwards the completed dossier folder to the Office of the President, where all staff personnel folders are kept.

After the selection is completed, the chairperson/director sends a letter to each applicant stating that the position has been filled. A special letter is sent to those applicants who were interviewed. These two procedures must be completed within one week after the position has been filled.

NEPOTISM

Selma University does not employ any persons in the same immediate family in the same area or division in which there would be a supervisory relationship. This refers to husband, wife, father, mother, father-in-law, mother-in-law, son, daughter, niece, nephew, son-in-law, daughter-in-law, brother, sister, grandfather, grandmother, grandson, and granddaughter.

PROBATIONARY/ORIENTATION PERIOD

The first three calendar months of employment for staff employees are considered a probationary period. During this time, employees will have an opportunity to learn more about the assignments and to determine whether or not they are satisfied with their position. At the same time, the supervisor will have an opportunity to determine whether the employee has the ability and desire to perform the job assigned.

Under unusual circumstances, this period may be extended for three additional months to give the supervisor more time to evaluate an employee's work performance. Whenever a decision is made to extend the probationary period, the supervisor should send a written notice to the employee and to the President with an explanation for extending the probationary period.

Since this probationary period also serves *as* an orientation period, counseling session will be held between the supervisor and the employee. Performance evaluation conducted by the supervisor should take place by the end of the fifth month of service.

At any time during the probationary period, if an employee decides that he/she is unhappy with his/her position or feels he/she cannot adjust properly to the work assignment, he/she may resign with two weeks' notice. Resignations must be submitted in writing to the President through the department head or supervisor. Similarly, the employee may be terminated with two weeks' notice if he/she is not suited for a particular position. Supervisors are required to document the counseling efforts, the termination itself, and the terminal evaluation and forward all pertinent information to the President's Office. All

terminations are not final until the President sends an official termination letter to the employee.

EMPLOYEE BENEFITS

All full-time employees who are on the clock should receive the same benefits as all employees after one year of continued service.

TRAVEL EXPENSES, INSURANCE, AND RETIREMENT PLANS:

For each mile traveled on official school business, a staff employee receives a predetermined mileage allowance. This mileage should be reported to the Business Manager for reimbursement. For all meals purchased while away from the campus on school business, staff employees limited to \$50.00 per day this amount will be reimbursed by the Business Manager upon the submission of appropriate receipts. All travel and anticipated expenses must be approved by the business manager and the supervisor before beginning actual travel.

Group Hospital, Surgical, Dental and Major Medical Insurance is available on a voluntary basis to full-time employees with coverage currently being provided by Blue Cross/Blue Shield. To lower the premium cost to employees, Selma University pays 60% of the premiums for permanent employees. New employees are eligible for coverage immediately upon employment with the University and must enroll within a 30-day period if coverage is desired.

The Business Manager should be contacted for a complete description of benefits and/or inclusion in this plan.

VACATIONS

Vacation benefits are provided for the rest and relaxation of permanent, full-time staff employees and are necessary for the proper fulfillment of employment. Vacation salary/pay will equal the regular compensation. All full-time staff employees are entitled to paid vacation periods.

A full-time staff employee shall be eligible for paid vacation after twelve (12) months of continuous employment. Vacation time can be taken each year upon reaching the employee's service date of employment. Staff persons will observe the same vacation periods of the students and after working one year will be given two weeks' vacation during the summer.

Vacation time is not earned during leaves of absences, but vacation time will be earned while serving on jury duty. Vacation allowance must be taken during the fiscal year in which it is earned. Vacation days may be taken as outlined above and scheduled during the fiscal year (August 1 - June 30), with the approval of the employee's immediate supervisor, the area senior administrator, and the President.

HOLIDAYS

In observance of religious, patriotic, and other customary events, the following workdays are designated as official holidays:

- Christmas and New Year's Break
- Good Friday
- Memorial Day
- Juneteenth
- Independence Day
- Dr. Martin Luther King's National Holiday
- Labor Day
- Veterans Day
- Thanksgiving Break

The President may also designate other holidays. When a holiday falls on Saturday, the preceding Friday will be observed as a holiday. When the holiday falls on Sunday, the following Monday will be observed as a holiday. A non-exempt employee asked to work on an official holiday will be given an additional day to be used as holiday leave.

Staff employees on vacation status during the time a holiday occurs may exclude that day in calculating the number of vacation days used. In order to receive holiday pay, an employee must have worked the last regularly scheduled workday preceding and the day following the holiday, unless excused by your supervisor.

Holidays are considered to extend over 24-hour period. Hourly employees are compensated for the holiday, but not the holiday break period. Observance of special religious holidays may be permitted by the President.

STAFF DEVELOPMENT

Selma University has an educational assistance program, which is available to staff employees desiring to further their education. Three courses can be taken at Selma University during the year without paying tuition and fees.

ABSENCE FROM WORK

ATTENDANCE AND PUNCTUALITY

In case of illness or anticipated absence from work, the employee should notify the immediate Supervisor or Department Head within the first hour of the beginning of the working day.

SHORT-TERM ABSENCES

All short-term absences, less than a day, must be notified and approved by the respective supervisors. Attempts must be made to get approval before the absence rather than after the absence.

LEAVES OF ABSENCE

Leave is considered any time off from regular duties with or without pay. There are several types of leave with pay, but the two kinds most commonly used are Vacation Leave, and Sick Leave. Absence from work which is not approved is known as "absence without leave" or AWOL. Part-time employees are not eligible for paid leave.

1. **Maternity/Paternity Leave/Pregnancy Related Conditions** shall be treated the same as any other illness, injury, of inability to work. All accrued sick leave/vacation, or both, may be used for maternity/paternity leave. One year's continued service is required in order for an employee to receive a maternity/paternity leave of absence of one month's duration. An employee must make a request in writing for maternity/paternity leave at least three months in advance of the requested leave date. This letter must be submitted through the immediate supervisor to the President.
2. **Personal Leave-Three** days off with pay for each fiscal year will be given in the case of the death of a spouse, parent, child, stepchild, grand-parent, grandchild, brother, sister, daughter-in-law, and parent-in-law. A worker cannot earn Personal Leave days. However, sick days may be used as personal leave days.
3. **Sick Leave** -All permanent full-time staff employees earn six (6) days paid sick leave per year prorated after six (6) months employment and retroactive to the date of employment. Sick leave should be conserved and used only in cases of personal illness, disability or medical and/or dental appointments impossible to schedule during non-working hours. The maximum accumulation of sick leave of sixty (60) days. A worker earns one sick day every two months.

LUNCH AND REST BREAK

A maximum of one (1) hour for lunch should be taken between 12:00 and 1:00 p.m. unless otherwise indicated by the Supervisor.

ATTENDANCE AT OFFICIAL CONVOCATIONS AND CHAPELS

Every faculty and staff employee of Selma University, both full and part-time, is expected to be in attendance at all official Convocations held throughout the year, including Opening Convocations, Founders' Day, Honors Day, Theological Day, Baccalaureate, and Commencement.

In addition, attendance is expected at all chapels/convocations held during the workday. Staff members are also encouraged to attend athletic events and other activities held on the campus during evening hours.

PERSONAL CONDUCT OF EMPLOYEES

BEHAVIOR OF EMPLOYEES

All members of the University staff are expected to conduct themselves in a professional manner. They should respect the privacy and reputation of co-workers and others. When answering the telephone, the Department and person answering should be identified in a calm and professional voice.

Respect for authority and one another is basic to general welfare and personal dignity. To all people with whom an employee comes in contact, he/she represents Selma University.

PERSONAL APPEARANCE OF EMPLOYEES

Every individual's attire and grooming should be appropriate to his/her job requirement and environment. Clothing should be both attractive and comfortable. The wearing of jeans and overalls is discouraged for those who work in Administrative Offices. Jeans may be worn on Friday which is a casual day.

CONFIDENTIAL NATURE OF COLLEGE AFFAIRS

In the process of performing work at the institution, employees should not speak of any overheard or read information regarding other employees of the University or details of the institution's business which might be considered confidential.

Employees are advised, therefore, not to discuss the information outside of the University or with other co-employees of the University. Even casual conversation with other people might be overheard and thereby violate the right or privacy of others.

It is further required that persons employed by the University not use confidential information for personal gain and not pass along such information to someone who has no work related need to know.

Disclosure of confidential information, either inside or outside the institution or the unauthorized reproduction of reports or other papers is prohibited. It is further required that employees must not reveal the content or nature of any conversation or communication except to authorized persons who have a professional need to know. Failure to maintain the confidentiality of information may be grounds for termination.

DISCIPLINARY PROCEDURES

The supervisor shall apply necessary and appropriate corrective actions whenever a person employed by the University fails to meet the required standards of conduct of performance. Supervisors, with the approval of the President, and Department Head, may take corrective action when deemed necessary.

Disciplinary action may be necessary due to employment-related problems, including, but not limited to, inattention to duty, insubordination, excessive absenteeism, tardiness, performance below acceptable standards, theft, misappropriation or misuse of institutional funds or property, instances of fighting on the job, acts endangering others, or other willful and/or gross misconduct.

Disciplinary action may include, but is not limited to, verbal warning, written reprimand, corrective demotion, suspension without pay, and termination.

1. **Verbal Warning-** For minor offenses, the Supervisor should explain the problem to the employee in private. At this time, a method to resolve the problem should be discussed. The employee should be apprised of what behavior is expected. The supervisor should make note of the interview and keep a record so that if the violation is repeated, the next step in the procedure can be followed.
2. **Written Reprimand-** For repeated instances of minor offenses or for more serious first-time offenses, a written reprimand should be initiated. The written reprimand should take the form of a formal memorandum to the employee. Copies should be forward to the office of the President to be included in the employee's personnel folder.
3. **Suspension Without Pay-** This measure shall be used as a step short of discharge and may be used to punish serious misconduct or repeated offenses. Suspension shall not exceed three working days.
4. **Termination-** This measure shall be used for extreme violation of rules or for infractions that continue after warnings and disciplinary actions have been issued. The final authority to terminate an employee rests with the President.

UNIVERSITY PROCUREMENT PROCEDURES

Organizational and Responsibility

University Procurement

The Business Office is responsible for purchasing all supplies and materials bought by the University and for providing instructional and non-instructional support services. Authorization in the form of a purchase order number must be obtained from the business office before any purchases can be made. In order to obtain supplies and equipment, a requisition should be completed by the faculty or staff persons initiating the request. This requisition should be approved by the Division Chairperson or Unit Supervisor and forwarded to the appropriate Administrative Officer for approval. The requisition will then be forwarded to the Business Office for budgetary approval and processing.

Sponsored Program Procurement

Procurement in a sponsored Federal or non- Federal Program with budgeted and approved line items is the responsibility of the individual Project Director. The business office will be responsible for monitoring such procurement.

Each project or program manager must initiate procurement of instructional or non-instructional support services, supplies or equipment through appropriate purchase order system. Each purchase must be authorized by the project director. It is the responsibility of the project director or a designated person to examine or evaluate and certify all procurement before forwarding the invoices to the Business Manager for processing.

Purchasing Procedures

For instructional and non-instructional supplies and equipment to be purchased through the institutional funds, requisitions should be signed by the person initiating the requisition and approved by the proper chain of authority. In case of a purchase out of grant funds the requisition must be approved by the individual project or program director. All requisitions must be made on a university approved purchase order form.

In the case of grants and contracts, all supplies and equipment will be supplied by the vendors directly to the designated place on the purchase order form. It is the responsibility of the project/program director or designated person to inspect or evaluate all deliveries from the vendors and approve that procurement is in order and good shape as listed in the purchase order. After this, the program director will forward to the Business Manager the following documents for payment: (1) Original copy of the purchase, (2) Original copy of the invoice from the vendor, (3) a letter from the Program Director requesting the payment with information on the line item the expense to be accounted for. The Business Manager will verify all information and make checks to the vendors for payments of services or goods.

MISCELLANEOUS STATEMENTS OF POLICY

PERSONNEL RECORDS

Selma University safeguards the privacy of persons in its employment and the confidentiality of records. Each full and part-time staff member has a personnel folder, which is housed, in a locked confidential file in the Office of the President. Each folder must include (1) a completed application for employment form, (2) an updated resume, (3) official transcripts, (4) evaluations, (5) all other included in the dossier upon employment, including letters of reference; and (6) other pertinent documents and correspondence. The President's Office is responsible for maintaining these personnel folders.

PARTICIPATION IN COMMUNITY AFFAIRS

A staff person may participate in the following community affairs without loss of pay:

1. Subpoena or Jury Service
2. Voting
3. Military Leave

GRIEVANCE PROCEDURE

This institution recognizes that problems involving employer-employee relations will arise from time to time. We believe that it is in the best interest of both the University and the employee to resolve these matters as soon as possible. This University provides all staff personnel the opportunity to express grievances without fear of coercion, discrimination or reprisal.

The channel for reporting and resolving grievances shall be as follows:

1. The employee should first attempt to adjust the grievance informally by discussing it with his/her immediate Supervisor.
2. If the matter is not resolved to the employee's satisfaction, through informal discussion, the employee may proceed to the formal grievance staged by presenting the grievance, in writing to the immediate Supervisor, describing the problem and the suggested adjustment desired.
3. If the employee is not satisfied with the response given by the immediate Supervisor, the employee may take the grievances to the Staff Grievance Committee. The grievance must be presented in writing within five days from the time the answer is received from the immediate Supervisor.

4. The Staff grievance committee will have ten working days to provide the employee with an answer in writing.
5. If the employee is not satisfied with the Committee's resolution of the problem, the employee may take the grievance to the President. It must be presented in writing. The President will have ten working days in which to respond in writing to the employee. The President's decision will be final and binding.
6. Multiple grievance procedures shall not be considered detrimental to the employment record of employees.

SELMA UNIVERSITY
1501 BOYNTON STREET
SELMA AL 36701
334-526-1718
SELMAU.EDU