

Faculty Manual
2015-16



WINTHROP UNIVERSITY PURPOSE OF THE FACULTY MANUAL

The Winthrop University *Faculty Manual* serves as a source of information for faculty about a number of areas, including employment, campus governance, academic policies and procedures, and campus facilities and services. The *Faculty Manual* links users to the appropriate sites for academic, institutional, and employment policies developed by, among others, the Faculty Conference and Graduate Faculty Assembly, Academic and Graduate Councils, recommended to and approved by the President and approved by the Board of Trustees.

Winthrop University's policies, benefits and procedures are subject to applicable state and federal law.

1. Winthrop University and its Governance

- 1.01 [Mission Statement](#)
- 1.02 [Board of Trustees](#)
- 1.03 Organizational Charts
 - 1.031 [Office of the President](#)
 - 1.032 [Division of Academic Affairs](#)
 - 1.033 [Division of Student Life](#)
 - 1.034 [Division of Finance and Business](#)
 - 1.035 Division of Access and Enrollment Management
 - 1.036 [Division of Institutional Advancement](#)
- 1.04 [Faculty Governance](#)

2. Faculty Appointments

- 2.01 [Academic Appointments including Academic Rank](#)
- 2.02 [Adjunct Appointments](#)
- 2.03 [Emeriti Faculty](#)
- 2.04 [Visiting Scholars and Artists](#)
- 2.05 [Lecturers](#)
- 2.06 [Academic Freedom](#)
- 2.07 [Faculty Recruitment](#): Policy and Procedure for Hiring
- 2.08 Employment of International Faculty (policy to be developed)
- 2.09 [Fluency in English](#)
- 2.10 [Letter of Appointment](#)
- 2.11 [Salary – Summer Session and Summer Session Pay](#)

3. Faculty Roles and Responsibilities

- 3.01 [General Standards for Evidence of Faculty Student Intellectual Development, Scholarship, and Professional Stewardship](#)
- 3.02 [Academic Freedom](#)
- 3.03 [Academic Advising](#)
- 3.04 [Ethics](#)
- 3.05 [Evaluation of Faculty Performance](#)
- 3.06 [Evaluation and Grading](#)

- 3.07 [Program Review](#)
- 3.08 [Annual Report](#)
- 3.09 [Academic Procession and Regalia`](#)
- 3.10 [General Conduct Policy](#)

4. Tenure and Promotion

- 4.01 [Calendar for Tenure and Promotion](#)
- 4.02 Tenure: Old Conditions and Procedures
- 4.03 [Tenure: Conditions and Procedures](#)
- 4.04 Promotion: Old Document
- 4.05 [Promotion: Student Intellectual Development, Scholarship, Professional Stewardship](#)
- 4.06 Post-tenure Review – Effective through 2013-14
- 4.07 [Post-tenure Review – Effective 2014-15](#)
- 4.08 [Evaluation of Faculty Performance](#)
- 4.09 [Termination of Appointment](#)
- 4.10 [Summer Session and Summer Session Pay](#)

5. Teaching

- 5.01 [Cancelling Classes](#)
 - 5.011 [Weather](#)
- 5.02 [Classroom Assignment](#)
- 5.03 [Classroom Attendance](#)
- 5.04 [Final Examination](#)
- 5.05 Grading
 - 5.051 [Posting Grades](#)
 - 5.052 [Grade Reports](#)
 - 5.053 [Change of Grades](#)
- 5.06 [Office Hours](#)
- 5.07 [Student Complaint Procedures Process](#)
- 5.08 [Student Handbook](#)
- 5.09 [Syllabus Policy](#)
- 5.10 [Tablet Policy](#)
- 5.11 [Teaching Load](#)

6. Research-Related Policies

- 6.01 [Research and Grant Proposal](#)
- 6.02 [Intellectual Property](#)
- 6.03 [Protection of Human Subjects](#)
- 6.04 [Copyright Policy](#)
- 6.05 [Appropriate Use of Information Technology Resources](#)

7. Workplace Policies

- 7.01 [ADA Complaint Procedure](#)
- 7.02 [Equal Opportunity Statement](#)
- 7.03 [Campus Smoking Policy](#)

- 7.04 [Drug-free Workplace](#)
- 7.05 [Employee Assistance Referral Program](#)
- 7.06 [Hazardous Weather](#)
- 7.07 [Leave of Absence](#)
- 7.08 [Family Medical Leave Act](#)
- 7.09 [Reporting Workplace Injuries and Workers Compensation](#)
- 7.10 [SC Ethics \(Anti-nepotism\)](#)
- 7.11 [Sexual Harassment and Discrimination Policy](#)
- 7.12 [Workplace Violence Policy](#)
- 7.13 [Grievance and Appeals - Faculty](#)

8. Faculty Governance

- 8.01 [Faculty Conference and Constituent Faculty Assemblies](#)
- 8.02 [Academic Council](#)
- 8.03 [Graduate Faculty Assembly](#)
- 8.04 [Graduate Council](#)
- 8.05 [Faculty Committees](#)
 - 8.041 [Academic Conduct](#)
 - 8.042 [Academic Freedom and Tenure](#)
 - 8.043 [Faculty Leadership Committee](#)
 - 8.044 [Faculty Personnel](#)
 - 8.045 [Financial Exigency](#)
 - 8.046 [Rules](#)
 - 8.047 [Undergraduate Petitions](#)
 - 8.048 [University Curriculum](#)
 - 8.049 [University Life](#)
 - 8.050 [University Priorities](#)
- 8.05 University Committees
 - 8.051 [Biosafety Committee](#)
 - 8.052 [Board of Student Publications](#)
 - 8.053 [Council of Student Leaders](#)
 - 8.054 [DiGiorgio Student Union Advisory Board](#)
 - 8.055 [Faculty Advisory Committee on University Athletics](#)
 - 8.056 [Institutional Animal Care and Use](#)
 - 8.057 [Institutional Review Board \(IRB\)](#)
 - 8.058 [Judicial Council](#)
 - 8.059 [Research Council](#)
 - 8.060 [Scholarship Committee](#)
- 8.06 [Faculty Bylaws](#)
- 8.07 [Curriculum Revision](#)

9. Facilities and Services

- 9.01 [Academic Success Center](#)
- 9.02 [Writing Center](#)
- 9.03 [Counseling Services / Office for Students with Disabilities](#)
- 9.04 [Traffic, Parking, and Registration of Vehicles](#)

- 9.05 [Center for Career and Civic Engagement](#)
- 9.06 [University Bookstore](#)
- 9.07 [Identification Card](#)
- 9.08 [Instructional Technology](#)
- 9.09 [Teaching and Learning Center \(TLC\)](#)