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
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)