FACULTY POLICIES AND OTHER RESPONSIBILITIES

A. Office Assignments Faculty offices are assigned by the following policies and procedures. The Dean of the Division or College should make requests for faculty offices to the Vice-President for Academic Affairs prior to the beginning of the academic year and as early as possible.

Policies
1. Teaching faculty at Pfeiffer University require office space for study, class preparation, advising of students, and other activities related to their professional responsibilities at Pfeiffer University. It is the goal of Pfeiffer University to provide private offices, whenever possible, for all full-time teaching faculty, and these offices should be as attractive and comfortable as the institution can make them.
2. Part-time/adjunct may be provided office space whenever space is available. However, part-time faculty should arrive early enough to prior to the start of class in order to secure a dedicated space to meet with students. At each campus location (Charlotte, Misenheimer and RTP), the part-time faculty member should consult with the Dean/Director of the discipline specific program where they are teaching in order to ensure that appropriate arrangements are made to accommodate needs.
3. Retired faculty who continue to teach on a limited basis are provided office space when available, however office space may be shared.
4. Faculty are assigned to offices as convenient to their colleagues and teaching classrooms as possible.

Note: Office furniture should not be moved from the assign offices.

B. Faculty Identification

Badges

The purpose of the Identification Badge Policy is:

• To provide standards and requirements for the display of identification
• To provide a consistent method of identification
• To provide additional means of establishing a safe community for staff, faculty, and students.
• All staff and faculty will be issued a picture identification badge upon being hired.
• All staff and faculty must wear their badges on the provided lanyard or clip while University buildings, Cohort Site Locations or on any campus property.
• The badge must be fully visible and not obstructed by clothing.

C. Telephone Calls

• Long distance calls charged to the University are made by the faculty using assigned access codes. The access code determines the department to which the call is charged. Access codes are
D. Accidents

- On-the-job accidents resulting in injury must be reported to the Health Services Department within 24 hours. This is a requirement of our insurance. Please call extension 3011.

E. Faculty Absences

It is expected that ALL faculty will attend each class during the contracted time. It for any reason (travel, illness, etc.) the faculty member must be absence; a Faculty Absence Form must be submitted to their immediate Dean/Director two weeks prior to the anticipated absences from class. This form is located on the website under the Provost webpage.

Emergency:

- Occasionally, a medical or personal emergency arises which necessitates your canceling a class at the last minute. It is critical that the faculty member notify their Dean/Director immediately. If the Dean/Director cannot be reached, then the faculty member should notify the Associate Vice President for Academic Affairs (Graduate) and the Office of Academic Affairs (Undergraduate).

Notifying Students:

- Proactive plans should be made at the beginning of each term to ensure that students will be properly notified of unplanned/planned faculty absences. Examples of immediate cancellation notification for students to be used include: email, text or phone calls. At all times, a cancellation notice should be placed on the classroom door. In every case, the Dean/Director must be notified immediately. If faculty are teaching at a cohort location, arrangements should be made to notify the Cohort Site Contact regarding the absence, in addition to notifying Dean/Director.

Medical or Family Related Absences:

- When faculty are absent from the University due to health or other personal concerns for at least 3 days, both the Office of Academic Affairs and Human Resources should be notified immediately. Please refer to Appendix R for the policy/procedures for FMLA.

F. Faculty with Secondary Employment

Full-time faculty who are serving as consultants or who are employed by someone other than Pfeiffer University must file a form on Secondary Employment with the Vice-President for Academic Affairs in addition to the Dean/Director. ALL secondary employment applications MUST be approved prior to beginning secondary employment. The University reserves the right to limit participation in secondary employment if it is perceived that such activities will affect primary employment. The form for Secondary Employment can be located on the website under the Provost webpage.

G. Faculty Development

Goals and Objectives Faculty Development funds are provided to enhance the scholarship, service and teaching of full-time faculty. The goals and objectives of funding are to:

1. Allow faculty members to enhance their contributions to the University as teachers, scholars, and advisers;
2. Allow faculty to acquire and to develop skills for instruction and pedagogy;
3. Allow faculty to stay current or to advance their proficiency in areas of competency or related disciplines;
4. Support faculty in professional programs to provide professional services which will enhance teaching and learning in the classroom;
5. Encourage and support faculty creativity in professional activities;
6. Provide retraining for faculty to address new areas of instruction.

Note: Funds are not currently available to cover the costs of tuition/fees associated with advancing degree status of faculty.

Guidelines:

1. Complete Faculty Development Form and Forward to Dean/Director for approval, prior to submission to Faculty Development Committee.
   - For Cash Advance: Turn in Cash Advance Form to Office of Academic Affairs at least 2 weeks before cash advance is needed.
   - For Reimbursement: Turn in original receipts attached to check request form to Faculty Development Committee.
2. No more than ten (10) after the completion of faculty development experience, a brief summary (see description on form) of professional experiences MUST be completed and submitted to the Office of Academic Affairs.

H. H. Overload Policy

Pfeiffer University holds as its highest priority excellence in teaching. In order to assure high standards of academic excellence, the university does not require its faculty to teach overloads during the regular academic year. However, in cases of program and student needs, faculty may be asked to teach an overload. In all cases, overloads should not be used to supplement faculty pay or serve as a reward, nor should overloads be considered an entitlement. Overloads are only allowable if they are essential to deliver quality education to our students. The process for overloads is as follows:

1. Dean/Director present request for overload to Provost for approval.
2. Faculty requested to teach overload classes must be in good standing with the university (i.e. positive teaching evaluations and annual departmental evaluations).
3. Faculty overloads may not exceed one overload course during a semester.
4. Faculty may be asked to teach an overload and either bank the credit hours to be used during another semester or receive additional pay. Specifically, once hours are banked, faculty will be given course reduction in future teaching assignments.

I. Teaching Loads

Faculty are expected to teach up to 26 Instructional Units (IU) per year.

Procedures

1. All group instruction is assigned IUs according to the following table:

   Type of Class Number of IU
   
a. Lecture/Seminar Courses (2-3-4 SH) 2-3-4.0
   b. Accounting Courses 3.0 Labs taught separately (1 SH) 0.5
Activities (1 SH) 1.0  
Music  
Class Piano (1 SH) 1.3*  
Ensembles (1 SH) 2.0*  
Psychology Courses with Lab (4 SH) 4.0  
Sciences  
Courses with Labs (4 SH) 5.0  
Labs taught separately (1 SH) 2.0  
Labs taught separately (2 SH) 2.5  
Service Learning Courses (3 SH)  
Team taught courses are determined individually  

2. All individual instruction is assigned IU’s according to the following table:  

| Number of IU Per Student Enrolled | Teaching Mode |  |
|-----------------------------------|---------------|  |
|                                   | a. Applied Music | 1 SH .33  |
|                                   |               | 2 SH .67  |
| b. b. Fieldwork (CE, SOCY, PSYC, CJ, SMGT, EXSC) with .33 required, scheduled weekly meetings with the instructor |  |
| c. c. Fieldwork and internships without required weekly .2 meetings with instructor |  |
| d. d. Student Teaching .67 |  |
| e. e. Independent/Directed Study .1 per SH |  |
| f. f. Undergraduate Independent Research *** .5 |  |
| g. g. Honors **** .5 |  |
| h. h Art Studio, Theatre Applied Tech. .1 |  |
| i. i. Graduate Applied Field and Research Project .1 |  |
| Applied Research (690 and 695) |  |

* 2/3 IU per 1 clock hour  
*** Independent Research courses must be listed in the catalog and must involve weekly supervision by the instructor and culminate in a paper  

J. Required Faculty Events In an effort to effectively advance academics at Pfeiffer University, faculty are required and expected to attend the following events, Commencement, Convocations, discipline specific department meetings, school specific department meetings, Faculty Assembly, Graduate Council Assembly, Faculty Conferences (fall, winter, spring) and any such meetings that enhance the overall academic operations. Attendance will be taken at all meetings and reported accordingly.  

- Commencement:  
  Pfeiffer University holds two commencements each academic year (May and August). Pfeiffer faculty are encouraged and expected to be in attendance at each event.  
- Convocation:  
  Pfeiffer University holds convocation exercises during early fall each academic year. All faculty are required to attend these events and dress in appropriate academic regalia.
K. Guidelines for Academic Dress and Procession During Commencement and Convocation

The following guidelines concerning the wearing of academic costumes for academic ceremonies are based on the Academic Ceremony Guide prepared by the American Council on Education.

- **Caps**

Caps are worn in academic processions and during the ceremony of conferring degrees. Men may remove their caps during prayer, the playing of the National Anthem and Alma Mater, and at other specified times (e.g., during the baccalaureate sermon or the commencement address). It is traditional that all such actions be done in unison.

The presiding officer gives the cues for removing and replacing the caps.

Women wear caps at all times.

Caps are worn straight and on top of the head (not at an angle or on the back of the head) with the tassel on the left side of the cap.

- **Gowns**

Gowns should be in keeping with the degree held or the degree to be conferred.

- **Hoods**

Hoods are worn with the color-edging showing in the proper manner.

- **Processional Line-up**

The faculty is divided into groups, according to rank. Within the ranks, the order follows the length of service at Pfeiffer University. Those who entered in rank in the same year are arranged alphabetically.

1. The chief marshal leads the procession.
2. The color guard follows the chief marshal.
3. The divisions of the procession following the color guard are in the order as designated below:
4. The candidates for the degrees  
   a. The faculty  
   b. The faculty emeriti  
   c. The trustees  
   d. The platform participants
5. Student marshals will precede each division.

- **Seating Arrangements**

1. The faculty, faculty emeriti, and the trustees are on the right side of the aisle, facing the platform.
2. The candidates for degree are seated on the left side of the aisle, facing the platform.

- **Recessional Line-up**
  1. The chief marshal leads the recession.
  2. The color guard follows the chief marshal.
  3. The divisions of the procession following the color guard are in the order as designated below:
     a. The platform participants
     b. The trustees
     c. The faculty emeriti
     d. The faculty
     e. The graduates

- **Processional and Recessional**

All persons (platform group, faculty, degree candidates, color guard, and student marshals) remain in place until the appropriate signal to move is given by the chief marshal.

- **Chief Marshal** shall be appointed for a renewable term of three (3) years by the Vice-President for Academic Affairs to work in cooperation with the President and the Vice-President for Academic Affairs to coordinate all academic convocations at Pfeiffer University. The Chief Marshal shall hold the rank of Professor or Associate Professor or the status of Faculty Emeriti and, during the term of the appointment, shall receive either appropriate compensation or a reduction in student load.

- **Faculty Marshal** shall be appointed by the Vice-President for Academic Affairs for a renewable term of three (3) years to arrange the proper faculty line of march for all academic processions. The position shall normally be held by the faculty member with the longest full-time service at Pfeiffer University.

**L. Financial Services Information**

A budget is developed for each defined academic cost center. Budget requests are developed through consultation with the Department Chair/Program Director and Dean of the School and approved by the Vice-President for Academic Affairs before submission to the Vice-President for Financial Affairs by the Vice-President for Academic Affairs for inclusion in the University budget. For all updated policies/procedures relating to travel or reimbursement, please go to: http://www.pfeiffer.edu/campus-resources/business-office/internal-forms

**M. Student Assistant Programs**

- To the extent that funds are available, the University provides part-time student assistants who may be used for routine clerical duties or laboratory work. Student assistants are grouped in two categories: Work Study and Pfeiffer Assistants. Applications for such assistance should be made to the appropriate Dean, who presents the School or College request to the Director of Financial Aid. Applications should be made by May 1 prior to the next academic year.

- **Federal Work Study Program**

  In order to request a Work Study student please submit a job description including the following information to the Financial Aid Office – Work Study Coordinator:
  - Name of the Department
  - Name of the Direct Supervisor and any additional staff that can approve time cards
  - Title, Job description and qualifications (a minimum of 5 key responsibilities)
- Number of positions available and approximate number of hours to be worked
- Work Study students are limited to 7 hours a week and cannot work during breaks and other times when the University is closed.
- Requests for work study positions can be made prior to the start of each semester and for further information please contact the Office of Financial Aid - 704-463-3045.

- Pfeiffer Graduate Assistants
  - The Pfeiffer University Assistantship Program is available to qualified full-time degree seeking students enrolled in graduate programs at the university. As graduate assistants, students work a number of designated hours within a particular department or program in exchange for tuition credit towards the cost of attendance. Graduate assistantships are assigned individual duties consistent with the needs of a department and the quality and experience of the student. Graduate students have a role as a professional in the university, and the duties of a graduate assistant are consistent with the mission and vision of Pfeiffer University. All graduate assistants should become familiar with the Pfeiffer University Staff Handbook and participate in mandated university-wide training and development.
  - Most assistantships at Pfeiffer University are part-time, with a limited amount of full-time assistantships. Assistantships are considered to be tuition scholarships and are subject to evaluation by the Office of Financial Affairs. Therefore it is important that all students understand that the tuition scholarship (assistantship) may affect other forms of financial assistance. Please contact the Office of Academic Affairs for more information.