

## **DISCLAIMER**

THE CONTENTS OF THIS HANDBOOK ARE PRESENTED AS GUIDELINES FOR SOME OF LIMESTONE COLLEGE'S CURRENT POLICIES, PRACTICES, RULES, BENEFITS, AND PROCEDURES. THE HANDBOOK AND ALL ITS CONTENTS SUPERSEDE, REPLACE AND MAKE NULL AND VOID ALL PREVIOUSLY ISSUED, COMMUNICATED OR DISTRIBUTED HANDBOOKS, MANUALS, POLICIES, RULES, PRACTICES, BENEFITS, OR PROCEDURES. THIS HANDBOOK AND THESE POLICIES, RULES, BENEFITS, PRACTICES OR PROCEDURES ARE NOT CONTRACTS, AND MAY BE CHANGED, AMENDED, MODIFIED OR DISCONTINUED WITH OR WITHOUT NOTICE BY THE COLLEGE WHEN IT, IN ITS DISCRETION, DEEMS IT NECESSARY. THIS HANDBOOK DOES NOT CREATE NOR SHALL IT BE DEEMED TO CREATE A CONTRACT, EITHER EXPRESS OR IMPLIED, BETWEEN THE COLLEGE AND ANY EMPLOYEE. NOTHING IN THIS HANDBOOK BINDS THE COLLEGE OR ANY EMPLOYEE TO A SPECIFIC OR DEFINITE PERIOD OF EMPLOYMENT OR TO ANY SPECIFIC POLICIES, PROCEDURES, BENEFITS, GUIDELINES, WORKING CONDITIONS, OR PRIVILEGES OF EMPLOYMENT. AS AN EMPLOYEE, YOU ARE AN AT-WILL EMPLOYEE COMPLETELY FREE TO LEAVE THE COLLEGE AT ANY TIME YOU CHOOSE, AND THE COLLEGE HAS THE SAME RIGHT TO END THE EMPLOYMENT RELATIONSHIP AT ANY TIME IT CHOOSES.

STAFF MEMBERS ONLY: NO MEMBER OF MANAGEMENT, EXCEPT THE PRESIDENT, HAS THE AUTHORITY TO BIND THE COLLEGE TO ANY EMPLOYMENT CONTRACT FOR ANY SPECIFIED PERIOD OF TIME WITH ANY STAFF MEMBER. EMPLOYMENT BETWEEN THE COLLEGE AND A STAFF MEMBER MUST BE IN WRITING, SIGNED BY BOTH THE EMPLOYEE AND THE PRESIDENT, AND BE ENTITLED "EMPLOYMENT AGREEMENT."

FOR FACULTY MEMBERS ONLY: PROBATIONARY FACULTY ARE AT-WILL EMPLOYEES EXCEPT THAT THEY ENJOY APPEAL RIGHTS AS ARE SET FORTH IN SECTION VI.A.9.a. OF THIS HANDBOOK, AS IT MAY BE AMENDED FROM TIME TO TIME. NON-TENURED, NON-PROBATIONARY FACULTY ARE AT-WILL EMPLOYEES EXCEPT THAT THEY ENJOY THE PROVISIONS ESTABLISHED BY SECTION VI.A.9.b. AND c. OF THIS HANDBOOK, AS IT MAY BE AMENDED FROM TIME TO TIME. TENURED FACULTY ARE GOVERNED BY MANY OF THE PROVISIONS OF THIS HANDBOOK, WITH THE EXCEPTION THAT THEY ENJOY CONTINUOUS EMPLOYMENT WITHIN THE TERMS OF SECTION VI.A.9d. OF THIS HANDBOOK, NOTWITHSTANDING ANY PROVISION CONTAINED ELSEWHERE IN THIS DISCLAIMER OR ANY OTHER COLLEGE DOCUMENT. ALL FACULTY MEMBERS ARE SUBJECT TO THE PROVISIONS OF SECTION VI.A.9.e., d. AND f.

I HEREBY ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND THIS DISCLAIMER; AND THAT THIS DISCLAIMER APPEARS ON THE FIRST PAGE OF LIMESTONE COLLEGE'S FACULTY AND STAFF HANDBOOK, WHICH MAY BE ACCESSED ON THE EMPLOYEE PAGE OF THE LCPORTAL.

EMPLOYEE \_\_\_\_\_ DATE \_\_\_\_\_

Please print name \_\_\_\_\_

## **Limestone College is an Affirmative Action/Equal Employment Opportunity Employer.**

Consideration for positions on the faculty and staff of Limestone College is given to all qualified applicants without regard to race, color, religion, sex, national origin, age, disability, veteran status, or genetic information.

Under South Carolina law, unless there is an agreement to the contrary, employment is “at will.” This means that either the employer or the employee may end the employment relationship without giving notice or reason. However, it is expected that contractual agreements between Limestone College and employees established in strict conformity with the requirements set forth in the Disclaimer located at page 1 of this *Handbook*, will be honored.

## Table of Contents

<b>DISCLAIMER.....</b>	<b>1</b>
<b>TABLE OF CONTENTS.....</b>	<b>3</b>
<b>I. INTRODUCTION.....</b>	<b>10</b>
a. Purpose of the Handbook.....	10
b. Handbook Revision .....	10
<b>II. LIMESTONE COLLEGE MISSION AND PURPOSE STATEMENT .....</b>	<b>11</b>
a. Mission Statement.....	11
b. Essential Beliefs and Values .....	11
c. Students.....	11
d. Statement of Purpose.....	12
<b>III. INSTITUTIONAL EFFECTIVENESS ASSESSMENT.....</b>	<b>13</b>
a. Institutional Goals.....	13
b. Procedures.....	13
c. Standard.....	13
d. Notifications.....	13
<b>IV. COLLEGE GOVERNANCE .....</b>	<b>14</b>
<b>A. The Board of Trustees.....</b>	<b>14</b>
<b>B. The Administrative Officers .....</b>	<b>14</b>
1. The President.....	14
2. Provost.....	14
3. Vice President for Financial Affairs .....	14
4. Vice President for Institutional Advancement.....	14
5. Dean of Student Life.....	15
6. Dean of Student Success .....	15
7. Chief Information Officer.....	15
8. Vice President for Enrollment Services.....	15
9. Dean of Faculty .....	15
10. Vice President for Intercollegiate Athletics.....	15
11. Vice President for Communications & Marketing .....	15
12. President's Cabinet .....	16
<b>C. Faculty.....</b>	<b>16</b>
<b>D. Administrative Staff.....</b>	<b>16</b>
<b>E. Support Staff .....</b>	<b>16</b>
<b>F. Organizational Chart.....</b>	<b>17</b>
<b>G. Administrative Committees .....</b>	<b>17</b>
1. The Teacher Education Committee .....	17
2. The Information Technology Committee.....	18
3. The Judicial Board.....	18
4. Library Advisory Committee.....	18

5. Institutional Review Board .....	19
6. Online Course Quality Committee .....	20
7. Environmental Management System (EMS) Committee .....	20
8. Crisis Response Team .....	21
9. Committee for Title IX Compliance .....	21
10. Faculty and Staff Benefits Committee .....	22
11. ADA Committee .....	22
12. MBA Committee .....	23
13. Honor's Program .....	24
<b>V. FACULTY GOVERNANCE.....</b>	<b>24</b>
<b>A. Faculty Meetings.....</b>	<b>24</b>
<b>B. Faculty.....</b>	<b>25</b>
1. Membership .....	25
2. Governance Duties of the Faculty.....	25
<b>a. Curriculum .....</b>	<b>26</b>
<b>b. Academic Policies.....</b>	<b>26</b>
<b>c. Student Life.....</b>	<b>27</b>
<b>d. Personnel Policies .....</b>	<b>27</b>
<b>e. Faculty Organization and Governance .....</b>	<b>27</b>
3. The Faculty and the Board of Trustees.....	28
<b>C. The Role of the Vice President for Academic Affairs in Faculty Governance .....</b>	<b>28</b>
1. Responsibility .....	28
2. Evaluation of Faculty .....	28
3. Faculty Development Committee.....	29
<b>D. Divisions .....</b>	<b>29</b>
1. Membership .....	29
2. Responsibilities .....	29
3. Division Chairpersons.....	30
4. Division Chairperson's Duties.....	30
<b>E. Department Chairpersons .....</b>	<b>30</b>
<b>F. Faculty Committees .....</b>	<b>31</b>
1. Structure.....	31
2. Classification of Committees .....	32
3. Memberships.....	32
4. Selection Procedures .....	32
5. Committee Reporting Procedure.....	33
6. Faculty Standing Committees.....	33
<b>a. Coordinating Committee.....</b>	<b>33</b>
<b>b. Student Life Committee .....</b>	<b>34</b>
<b>c. Curriculum Committee.....</b>	<b>35</b>
<b>d. Academic Life Committee.....</b>	<b>36</b>
<b>e. Faculty Development Committee .....</b>	<b>36</b>
<b>f. Faculty Advisory Committee on Intercollegiate Athletics .....</b>	<b>37</b>
<b>g. Achieving Writing Excellence (AWE) Committee.....</b>	<b>38</b>

h. General Education Assessment Committee.....	39
<b>VI. FACULTY AND STAFF POLICIES.....</b>	<b>39</b>
<b>A. Faculty.....</b>	<b>39</b>
1. Method of Initial Appointment .....	39
a. Full-Time Faculty.....	39
b. Adjunct Faculty .....	41
2. Criteria for Initial Rank.....	41
a. Non-tenure Track Rank .....	41
b. Tenure-track Ranks.....	42
1. Instructor .....	42
2. Assistant Professor .....	42
3. Associate Professor.....	42
4. Professor .....	42
5. Terminal Degrees .....	42
3. Graduate Faculty.....	43
4. Contracts and Notification Dates .....	45
5. Faculty Rights and Responsibilities .....	45
a. Academic Freedom .....	45
b. Public Responsibilites.....	45
c. Professional Responsibilities .....	46
6. Faculty Development.....	46
a. Hopper Fund.....	46
b. Fullerton Foundation Faculty Awards .....	46
c. Faculty Development Fund.....	46
d. Faculty/Staff Tuition Benefit.....	47
e. Academic Discipline Travel Funds .....	47
f. Faculty Leaves .....	47
1. Application Procedures .....	47
2. Sabbatical Leaves .....	48
3. Leaves of Absence .....	48
7. Evaluation of Faculty .....	49
a. Criteria for Faculty Evaluation and Salary Increases.....	49
b. Procedure for Evaluation of Faculty .....	49
c. Failure of Performance .....	50
d. Procedure for Evaluation of Department and Division Chairpersons .....	51
e. Procedure for Faculty Salary Increases.....	51
8. Official Personnel File.....	52
9. Promotion and Tenure.....	52
a. Eligibility for Promotion .....	52
b. Eligibility for Tenure.....	54
c. Guidelines for Promotion and Tenure Portfolios .....	54
d. Procedures for Promotion and Tenure .....	56
e. Appeals Process:Promotion and Tenure.....	57
10. Termination .....	58
a. Full-Time Tenure Track Faculty (first three years of service).....	58
b. Tenure Track Faculty (more than three years of service).....	58
c. Non-tenure Track Faculty .....	59
d. Tenured Faculty.....	59
e. Addition or Elimination of a Faculty Position.....	59
f. Financial Exigency .....	60
11. Due Process and Appeals Procedures. ....	60

12. Faculty/Staff Grievance Process.....	61
13. Resignation of Faculty.....	61
14. Teaching Load and Equivalencies.....	62
15. Other Faculty Employment.....	62
<b>B. Staff Employment Policies.....</b>	<b>63</b>
1. General.....	63
2. Hours of Work.....	63
3. Absenteeism and Tardiness.....	64
4. Holidays.....	64
5. Vacation Policy.....	64
a. General.....	64
b. Vacation Eligibility Criteria.....	65
6. Workers' Compensation.....	67
7. Work Related Personal Injuries.....	67
8. Leave of Absence.....	67
a. General.....	67
b. Family and Medical Leave Act (FMLA).....	67
c. Faculty Extended Medical Leave Policy.....	69
d. Paid Sick and Bereavement Leave.....	69
<b>C. Faculty/Staff Benefits.....</b>	<b>70</b>
1. General.....	70
2. Retirement Program (Pension Plan).....	70
3. Salaries, Wages, and Withholding.....	71
4. Group Life Insurance.....	71
5. Performance Appraisal (Administrative Officers/Administrative Staff/Support Staff).....	71
a. Objectives.....	71
b. Annual Performance Appraisal Policy.....	71
6. Employee Tuition Assistance Programs.....	72
a. Undergraduate Tuition Remission for College Employees.....	72
b. MBA Tuition Remission for College Employees.....	73
c. Tuition Exchange Program.....	74
d. Graduate School Reimbursement Benefits.....	74
<b>VII. COLLEGE REGULATIONS AND POLICIES.....</b>	<b>76</b>
<b>A. Academic Regulations and Policies.....</b>	<b>76</b>
1. Academic Regalia.....	76
2. Campus Store.....	76
3. Classroom Management.....	76
4. Class Schedules and Procedures.....	77
a. Class Schedules.....	77
b. Class Attendance.....	77
c. Class Periods.....	77
5. Faculty Advising.....	77
6. Faculty Offices and Hours.....	78
7. Absence of Faculty Members.....	78
8. Grades, Examinations, and Grade Reports.....	78
9. Evening & Online Faculty Expectations.....	79
10. Academic Conduct Policy.....	81
a. Statement of Beliefs.....	81
b. Responsibility.....	81

1. Student Responsibilities .....	81
2. Faculty Responsibilities .....	82
3. Administration Responsibilities .....	82
c. Defining Academic Misconduct .....	83
d. Procedures of Accusations of Academic Misconduct .....	83
e. Appeals .....	84
f. Selection of Members of the Appeals Committee .....	86
11. Disruptive Student Conduct in the Classroom or other Learning Environment .....	86
12. Off-Campus Trips .....	88
13. Students Assistants/Work-Study .....	88
14. Textbook Requests .....	88
<b>B. Social and Informational Policies .....</b>	<b>88</b>
1. Athletic Events .....	88
2. Campus Hours .....	88
3. College Directory .....	89
4. Intellectual and Cultural Activities .....	89
5. Career Services .....	89
6. Publicity .....	89
7. Student Government and Activities .....	90
8. "The Campus Network" (Calendar) .....	90
<b>C. Business Office Customer Services .....</b>	<b>90</b>
1. Check Cashing and Petty Cash Services .....	90
2. Requests for Payment .....	90
3. Requests for Purchase .....	90
4. Requests for Travel Expense .....	91
5. Travel Expense Report .....	91
6. Time Sheets .....	91
7. Medical/Dental Insurance Information and Claims Assistance .....	91
8. Student Accounts Management .....	91
9. Budget Process, Controls, and Purchasing Policies .....	92
a. Budget Process .....	92
b. Budget Control .....	92
10. Purchasing Policies .....	93
a. Other Policies Regarding Purchases .....	93
b. Purchasing Procedures - Paying for Purchases .....	94
11. College Facilities .....	95
a. Renting College Facilities .....	95
b. College Facilities Coordinating Responsibilities .....	95
c. Accommodations for Guests .....	96
d. Fees .....	97
12. College Travel .....	97
13. College Vehicles .....	97
14. Fund Raising .....	97
15. Keys .....	98
<b>D. General Policies and Information .....</b>	<b>98</b>
1. Dress and Behavior Code .....	98
2. Employee-Student Relationship .....	98
3. Stephenson Center Dining Hall .....	98
4. Maintenance and Service Requests .....	98
5. Parking .....	99

6. Postal Services.....	99
7. Tobacco Free Campus Policy.....	99
8. Drug and Alcohol Policy .....	100
<b>a. Drug and Alcohol Policy</b> .....	100
<b>b. Regulations Concerning Use of Alcohol and Drugs</b> .....	100
<b>c. Violations of the Alcohol and Drug Policy</b> .....	101
<b>d. Drug-Free Workplace Awareness Program</b> .....	101
<b>e. Drug and Alcohol Employee Assistance Program</b> .....	101
9. Information Technology.....	101
10. Data Deletion Policy .....	102
11. Respect for Privacy .....	102
12. Workplace Threats and Violence.....	102
13. Title IX at Limestone College.....	103
14. Mandatory Reporting Policy for Title IX .....	103
15. Harassment Policy .....	104
<b>a. Purpose</b> .....	104
<b>b. Policy</b> .....	104
16. Weapons Ban Policy .....	104
17. Nepotism Policy.....	105
18. Intellectual Property Policy .....	105
<b>a. Faculty</b> .....	106
<b>b. Students</b> .....	106
<b>c. Staff</b> .....	106
19. Digital Title Copyright Policy.....	106
20. Limestone's College Affirmative Action/Equal Employment Opportunity Policy.....	106
21. Notice of Non-Discrimination .....	107
22. Emeritus Status for Senior Administrative Officers Policy.....	108
<b>a. Introduction</b> .....	108
<b>b. Eligibility</b> .....	108
<b>c. Criteria</b> .....	109
<b>d. Procedures</b> .....	109
<b>e. Privileges of the Status of Senior Administrative Office Emeritus</b> .....	109
23. Appointment of Emeriti Faculty Policy .....	110
<b>a. Introduction</b> .....	110
<b>b. Eligibility</b> .....	110
<b>c. Criteria</b> .....	111
<b>d. Procedures</b> .....	111
<b>e. Privileges of the Status of Professor Emeritus</b> .....	111
24. Termination of Employment for Misconduct and/or Making False Statements .....	113
25. Student Recruitment Policy .....	113
26. Faculty Recruitment Policy .....	113
<b>VIII. LIBRARY</b> .....	113
<b>A. The Library's Collection</b> .....	113
1. Acquisitions.....	113
2. Circulation .....	114
3. Materials on Reserve.....	114
4. Non-Book Materials .....	114
<b>B. Other Library Functions</b> .....	114
1. Audio-Visual Equipment .....	114
2. Conference Room .....	114
3. Gifts.....	114



4. Interlibrary Loan .....	115
5. Library Instruction.....	115
6. Photocopying .....	115
<b>IX. APPENDICES .....</b>	<b>116</b>
<b>A. BOARD OF THE TRUSTEES BYLAWS .....</b>	<b>117</b>
Article One – Name of Corporation and Location .....	118
Article Two – Board of Trustees.....	118
Article Three – Meetings .....	120
Article Four – Officers of the Board .....	120
Article Five – President of the College .....	122
Article Six – Committees of the Board.....	123
Article Seven – Duties of the Committees .....	123
Article Eight – Conflict of Interest.....	128
Article Nine – General Matters.....	128
<b>B. COLLEGE MEMBERSHIPS IN PROFESSIONAL ORGANIZATIONS .....</b>	<b>131</b>
<b>C. WHISTLEBLOWER POLICY.....</b>	<b>134</b>
<b>D. CONFLICT OF INTEREST POLICY .....</b>	<b>137</b>
<b>E. RED FLAGS RULE .....</b>	<b>139</b>
<b>F. HIRING PROCEDURE/BACKGROUND INVESTIGATION PROCEDURE.....</b>	<b>143</b>
<b>G. LIMESTONE COLLEGE POLICY ON TITLE IX COMPLIANCE .....</b>	<b>149</b>
<b>H. WEAPONS POLICY .....</b>	<b>192</b>
<b>I. WEAVE INSTRUCTIONS .....</b>	<b>195</b>
<b>J. REQUEST FOR PAYMENT, PURCHASES, TRAVEL, &amp; TRAVEL EXPENSE REPORT ...</b>	<b>199</b>
<b>K. LIMESTONE COLLEGE ORGANIZATIONAL CHART .....</b>	<b>218</b>
<b>L. HISTORY OF LIMESTONE COLLEGE .....</b>	<b>220</b>

## **I. INTRODUCTION**

### **a. Purpose of the Handbook**

The purpose of the *Limestone College Faculty and Staff Handbook* is to acquaint all employees of the College with the rules, regulations, policies, and procedures of the College. Responsibilities, rights, obligations, and opportunities are made manifest in its pages. Copies of this handbook will be distributed by the Business Office to all employees of the College at the time of their initial employment.

For information on academic programs, degree requirements, and curricula, consult the annual Limestone College academic catalog. For information regarding student conduct and student affairs, consult the *Gaslight Student Handbook*.

### **b. Handbook Revision**

The *Handbook* is subject to amendment by formal action of the faculty, staff, and/or administration. Recommendations of the faculty and staff are subject to approval by the administration and major revisions recommendations must receive final approval from the Board of Trustees.

This handbook of policies for employees of Limestone College should be reviewed and revised periodically. When a major revision is undertaken, at the discretion of the president, a handbook committee consisting of members of each full-time employee group (administrative officers, faculty, administrative staff, and support staff) may be appointed from recommendations from each of these employee groups. Major and/or significant revisions to the *Handbook* that result from these deliberations are subject to review but not approval of the faculty, staff, and administration. Major/significant changes to the *Handbook* require approval of the Board of Trustees.

## **II. LIMESTONE COLLEGE MISSION AND PURPOSE STATEMENT**

### **a. MISSION STATEMENT**

The mission of Limestone College is to educate students from diverse backgrounds in the liberal arts and selected professional disciplines. By providing degree programs throughout South Carolina and by way of the Internet, Limestone College offers opportunities for personal and professional growth to individuals who may find access to higher education difficult.

In a nurturing, supportive environment based on Christian ideals and ethical principles, students are challenged to become critical thinkers and effective communicators who are prepared for responsible citizenship, successful careers, and graduate study.

The College's faculty and staff, academic and co-curricular programs, financial resources, and support services are dedicated to an educational climate that upholds high academic standards and fosters respect for learning and beauty, creativity and hard work, tolerance and personal integrity, vigorous activity and spiritual reflection.

### **b. ESSENTIAL BELIEFS AND VALUES**

Limestone expects its students to be concerned with two closely related types of development: that of the productive citizen and that of the person working toward intellectual maturity and self-awareness. The undergraduate experience serves as a catalyst for the student's intellectual development and as a means by which each student may reach his or her potential.

Limestone College values excellent teaching and supportive student-faculty interaction, encourages faculty to promote active learning in face-to-face and internet classrooms, and seeks to cultivate the intellectual curiosity of each member of the College community.

Because our society presents continuing challenges to values, students are encouraged to cultivate respect for other individuals and cultures. Limestone College is a diverse community of women and men of different races, religions, geographic origins, socioeconomic backgrounds, personal characteristics, and interests. It aspires to be a community of learners that is harmonious in its differences, just and compassionate in its transactions, and steadfast in its commitment to an educational program of the highest quality. The College respects each student's religious liberty and provides an environment consistent with the institution's non-denominational Christian heritage.

### **c. STUDENTS**

Limestone College primarily serves students from South Carolina and other Eastern Seaboard states. Limestone students generally major in fields directly related to career preparation; at the same time, they receive a strong foundation in the liberal arts.

The day program offers a traditional college setting for students with diverse backgrounds. Students are active in campus and community life through social and service fraternities and

sororities, athletics, and student government. The Honors Program challenges those with exceptional intellectual ability, and the Program for Alternative Learning Styles fosters academic success for those with documented learning disabilities.

The Evening Program attracts hardworking, goal-oriented men and women who aspire to attain their degrees to increase opportunities for personal growth and career advancement. The College offers this program on campus and at off-campus sites throughout South Carolina.

The Online Program has been offering courses through the internet since 1996. The College offers this program as an avenue of learning to those who cannot attend traditional or non-traditional classroom programs. The course content for these courses is the same as that which is taught in the day program. All lectures, labs, and assignments are delivered to the student via the Internet and e-mail. The Extended Campus Internet program provides the opportunity for students from all walks of life and geographic locations to have access to a quality education.

#### ***d. STATEMENT OF PURPOSE***

The major functions of the College are to:

- Offer undergraduate instruction in accordance with approved liberal arts curricula.
- Encourage students to participate in a wide variety of student activities including student government, publications, clubs and professional organizations, intramurals, and social fraternities and sororities. It is the College's intent not only to provide a sound academic foundation, but also to provide the cultural, social, and ethical background for success in daily life.
- Encourage curricula-related work experiences for enrolled students.
- Provide career development assistance for students and alumni.
- Provide opportunities for students who want to enhance their understanding of Christianity, learn more about the concept of Christian service, and develop the ability to lead a productive Christian life.
- Provide students and the community with athletic, recreational, and cultural enrichment programs, and lifelong learning experiences.
- Provide a program of services and recognition for alumni that fosters a spirit of fellowship and encourages continued involvement in the life of the College.
- Recruit and retain a faculty, staff, and student body committed to supporting the academic mission and social culture of the College.
- Provide the faculty, staff, and student body with a safe and supportive environment.

- Offer training and educational programs to help employees remain current in their intellectual and skill areas.
- Acquire and maintain facilities, equipment, and financial resources necessary to support the educational mission of the College. Acquire and effectively manage institutional resources to maintain and improve course offerings, facilities, equipment, and support services.
- Serve as a community resource for information and expertise in the academic disciplines presented in the curriculum.
- Encourage faculty, staff, and student involvement in community projects which enhance the quality of life for area residents.

### **III. INSTITUTIONAL EFFECTIVENESS ASSESSMENT**

#### **a. Institutional Goals**

To fulfill its mission and purpose, Limestone College is dedicated to the implementation of a Comprehensive Strategic Development Plan and to a regular program of effectiveness assessment.

#### **b. Procedures**

To keep its Comprehensive Strategic Development Plan current, the College will periodically revise the Plan through involvement of the Board of Trustees, administrative officers, faculty, staff, alumni, and students. The goal of the College is to update its Comprehensive Strategic Development Plan every two years.

#### **c. Standards**

Limestone College is dedicated to maintaining the high standards of the Commission on Colleges of the Southern Association of Colleges and Schools (SACS). To accomplish this, Limestone College is dedicated to maintaining a comprehensive program of regular assessment, and timely reporting of substantive changes to SACS.

The Dean of Accreditation and Institutional Data (who is also the SACS Liaison) is designated as the individual responsible for ensuring compliance with the SACS-COC Substantive Change policy. At the beginning of each academic year, Cabinet members and Division Chairs receive current copies of the SACS-COC Substantive Change Policy, and each individual is charged with the responsibility of informing the College's SACS Liaison when any action is being considered that might be a Substantive Change.

#### **d. Notifications**

Limestone College will also report pertinent changes (new majors, address changes, etc.) to other agencies (South Carolina Commission on Higher Education, Department of Education, Department of Veterans Affairs, and departmental accrediting bodies).

## **IV. COLLEGE GOVERNANCE**

### ***A. The Board of Trustees***

The authority of the Board of Trustees of Limestone College is set forth in the Charter of the College; the operating policies of the board are the bylaws of the Board. (See Appendix A)

### ***B. The Administrative Officers***

#### **1. The President**

The president of the College shall be elected by the Board of Trustees at its annual meeting, and an agreement shall be made between the president and the Board at that meeting.

The president of the College shall be the chief executive officer for the Board in the management of the College. As the administrative head, he/she shall exercise complete and general management and supervision over the College in all business and professional matters, subject to the bylaws of the Board of trustees. The president shall act as the medium of communication between the trustees and all persons in the service of the College. All communications from persons engaged by the College to the Board of trustees shall be presented through the office of the president.

In the absence of the president and the provost will be responsible for administrative decisions.

#### **2. Provost**

The Provost is responsible for teaching, research, registration, the library, educational media service, advising. In addition, the Dean of Faculty, Dean of Student Life, and Chief Information Officer, Office of Accreditation & Institutional Data, Registrar, and Dean of Student Success all report to the Provost.

#### **3. Vice President for Financial Affairs**

The vice president for financial affairs is responsible for the business and financial affairs of the College. Areas included under this office are purchasing, physical plant management, property management, auxiliary enterprises, budgeting and accounting, legal affairs, parking, campus security, and non-academic personnel.

#### **4. Vice President for Institutional Advancement**

The vice president for institutional advancement is responsible for the development program, alumni affairs, and public relations of the College. This includes the supervision of fund-raising activities, institutional development, public relations, and summer and special programs.

## 5. Dean of Student Life

The Dean of Student Life is responsible for student activities, discipline, health services, Student Government Association, housing, student organizations, career services, student center, and campus ministry.

## 6. Dean of Student Success

The Dean of Student Success develops, implements, and coordinates retention-based outreach and student success initiatives through engagement and partnerships with the campus community. This includes supervising and supporting the Office of Accessibility Services, Office of Professional Development, Office of First-Year Programs, Academic Support Services, Writing Center, Testing Center, Math Lab, Honor's Program, and International Student Liaison.

## 7. Chief Information Officer

The Chief Information Officer is responsible for the academic and administrative computer services, network services, Intranet and Internet Web services, and telecommunications of the College. Areas under this office are computer hardware, software, and services in administrative offices, computer labs, library, and classrooms on and off campus; network hardware, software, and services throughout the college on and off campus; Web hardware, software, and services throughout the college on and off campus.

## 8. Vice President for Enrollment Services

The Vice President for Enrollment Services is responsible for all admissions and retention services of the College for day, evening and online programs, both undergraduate and graduate. Student financial aid reports to this office.

## 9. Dean of Faculty

The Dean of Faculty will assist the Provost with issues related to the academic programs of the College. Primary areas of responsibility will include working with division chairs, department chairs, and faculty members; resolving student requests for exceptions and appeals; and assuring college-wide academic quality. The Dean of Faculty represents the faculty perspective to the administration and the administration perspective to the faculty.

## 10. Vice President for Intercollegiate Athletics

The vice president for intercollegiate athletics oversees the athletic programs of the College and reports directly to the president.

## 11. Vice President for Communication and Marketing

The Department of Communications & Marketing creates and implements a strategic, multi-faceted communications, public relations, and marketing program designed to build and strengthen Limestone College's role and reputation as a leader in higher education.

The Vice President devises program guidelines and policies, oversees implementation process, and provides quality control for communications and marketing programs, media activities, and special publications.

The Department of Communications & Marketing brings Limestone's story to the world through excellent storytelling, brilliant design, and unique marketing. It develops and maintains a strong brand by relying on consistent messaging and set standards for Limestone communications and marketing.

## **12. President's Cabinet**

The President's Cabinet is composed of the administrative officers of the College who report directly to the President. The cabinet meetings provide an opportunity for the president and the other administrative officers to exchange information concerning developments in all segments of the College community. Periodically, other college employees will be asked to meet with the cabinet to discuss specific issues. The cabinet is an advisory body, assisting the president in providing day-to-day leadership of Limestone College.

The President's Cabinet will be evaluated with an electronic survey in May of each year. Individual surveys will be sent for each Cabinet member to all faculty, staff, and administrators. Following data collection, the data will be erased from the system and stored electronically to protect confidentiality. Cabinet members will each receive a copy of his/her own evaluation.

## **C. Faculty**

The faculty are the teachers, the facilitators of learning, in the college community. The faculty consists of all full-time preceptors, instructors, assistant professors, associate professors, professors (including professional librarians in any of these ranks), the vice president for academic affairs, and the associate vice president for academic affairs.

## **D. Administrative Staff**

The administrative staff includes the office of accreditation and institutional data, the director of social work, director of alumni/development, director of advancement services, assistant athletic director for development, director of communications, controller, director of student services, accounts payable/payroll administrator, campus store manager, director of human resources, director of the physical plant, director of computer service/telecommunications, chief of campus security, mail center manager, directors of the evening and online programs, the registrar/director of academic advising, director of the library, director of student accounts, director of career services, college chaplain, director of Christian Education and Leadership Program, director of financial aid, senior associate athletics director for compliance.



## **E. Support Staff**

Those employees reporting directly to a member of the administrative staff are classified as support staff for the purpose of wage and salary administration.

Full-time employees: Those who are employed on a regular weekly schedule. Remuneration may be on a salary or hourly wage basis, with pay periods being either on a bi-weekly or monthly basis for the purpose of wage and salary administration.

Part-time employees: Those who are employed on a regular weekly schedule, or who work less than thirty (30) hours per week. Remuneration may be on a salary or hourly wage basis, with pay periods being either on a bi-weekly or monthly basis for the purpose of wage and salary administration.

Temporary employees: Those who are employed for a specific period of time on a temporary basis. Remuneration will be on an hour wage basis or a contract agreement, with pay periods being either bi-weekly or the next monthly pay period after completion of employment.

## **F. Organizational Chart**

The organizational chart is shown in Appendix K. The organization and governance structures are reviewed on a regular basis in conjunction with the strategic planning process.

## **G. Administrative Committees**

### **1. The Teacher Education Committee**

The Teacher Education Committee has the primary responsibility for development and implementation of the teacher education curriculum. In addition to its responsibility in curriculum development, implementation, evaluation, and revision, the Teacher Education Committee has the following responsibilities.

- a. to establish admission requirements (in accordance with State Standards), and to accept each candidate into the Teacher Education Program according to the established criteria,
- b. to review and act upon special requests of students pertaining to course certification in their major disciplines,
- c. to maintain a current teacher education handbook,
- d. to review periodically standards required for reaccreditation,
- e. to collect, analyze, and use in program improvements information from recent graduates of the teacher education program,
- f. to review continually the teacher education program to determine strengths, weaknesses, and needed revisions.

Membership is composed of faculty representatives from each area of teacher certification, Teacher Education Program graduates, at least two administrators, or teachers from area schools, the Director of Teacher Education, and two education students selected by the Teacher Education Committee.

In the case of the Teacher Education Program, the Teacher Education Committee makes recommendations pertaining to curriculum matters directly to the Curriculum Committee.

## 2. The Information Technology Committee

The Information Technology Committee is an advisory committee to the Chief Information Officer for information technology. The Committee helps the Chief of Information Officer identify academic and administrative computer services support requirements for the entire College community. The Committee assists in identifying available hardware and software and sources of funding. The Committee will keep minutes of its meetings and at the end of the spring semester the Committee is encouraged to develop projected computer support plans for the next fiscal year.

Membership of the Committee consists of the chief information officer (chairperson), the director of computer services, telecommunications, the director of server services, one representative from each academic division, the Provost, a representative from enrollment services, a librarian, a representative from institutional advancement, and a representative from the evening program.

## 3. The Judicial Board

The purpose of the Judicial Board is to offer students charged with a violation of the Student Code of Conduct a fair and impartial hearing and to deliver a judgment based on that hearing.

The Judicial Board shall be composed of five members: two faculty, one administrator or staff member, and two students. The president of the college shall appoint all members of the Board. Appointments are for one school year.

## 4. Library Advisory Committee

**Membership:** The Library Advisory Committee shall consist of the Director of the Library, the Outreach/Public Service Librarian, two full-time day faculty, three full-time Evening/Online Campus faculty, one-day program student, and one Evening/Online student. Each of the five academic divisions shall be represented by at least one faculty member. The Director of the Library shall chair the committee. Faculty and student members shall be appointed by the president.

**Terms of Office:** Faculty members shall serve staggered two-year terms. Student members shall serve one-year terms.

**Duties:** The Library Advisory Committee serves as a forum for discussing library issues, including ways to improve library services, collections development and short/long range planning. The Committee is charged with the following responsibilities:

1. Advise the Director of the Library and proposed politics.
2. Recommend to the Director resources, facilities, and services needed for teaching and learning. Assess the adequacy of the library materials and services for new curriculum offerings.

3. Serve as a liaison among faculty, staff, and students on library-related issues.
4. Encourage library usage among faculty, staff, and students.
5. Advocate for the library in college-wide planning.

Meetings: The library Committee shall meet a minimum of once each semester. The Director of the Library will circulate an agenda prior to the meeting.

## 5. Institutional Review Board

The Institutional Review Board (IRB) serves to support the research of Limestone College faculty and students. The policy is meant to serve the current needs of faculty and students. It may be modified as their needs change and programs expand.

The IRB may approve, request revisions or deny research conducted on the Limestone College campus, Evening Campus sites, or through the Limestone College Internet programs (via e-mail, Blackboard, or WebCT).

If the IRB does not approve a particular research protocol, then no one else may approve that research. The research protocol may, however, be resubmitted to the IRB with modifications for reconsideration.

### **Membership:**

The membership of the IRB shall consist of:

Dean of Assessment & Institutional Data

(Chair: Authorized Institutional Officer)

Chair, Department of Psychology

Chair, Department of Criminal Justice, Political Science, and Sociology

Chair, Institutional Animal Care and Use Committee (in development)

Chair, Department of Business, Economics, and International Studies.

Chair, Department of Education, or Chair, Division of Education and Physical Education.

Member, Department of Social Work

Member, A.J. Eastwood Library Staff

College Counselor

One member from outside Limestone College (invited for 1-year terms)

Any Departments where research is conducted may have representation on the IRB. At least one member must be an evening/online faculty member. Members of other departments may join as their research needs require.

Department Chairs may send a request for IRB representation to the Office of Accreditation and Institutional Data. Members will be added to the official roll as seen in the Limestone College Institutional Review Board Policy Manual.

Records of IRB applications, minutes, IRB Certificates, Protocol Completion Certificates, and abstracts will be filed in the office of the Office of Accreditation and Institutional Data who will serve as the Authorized Institutional Officer (AIO).

Members need to be familiar with the U.S. Department of Health and Human Services Code of Federal Regulations (<http://www.hhs.gov/ohrp/humansubjects/guidance/45cfr46.html#46.115>).

## **6. Online Course Quality Committee**

**Membership:** The Committee will consist of five full-time faculty members, one representing each division. Ex officio members shall include the Director of the Online and the Director of the Evening Classroom programs, the Chair of the Faculty Development Committee, and the Blackboard Trainers.

**Terms of Office:** Faculty members shall serve three-year staggered terms. Members may serve more than one term.

**Nomination Procedure:** Faculty representatives will be nominated by divisions and submitted to the Provost for approval.

**Officers:** The Committee will elect one member to serve as chair, one member as vice-chair, and one member as secretary. Minutes of the Committee will be maintained and filed with the Faculty Secretary.

**Voting:** Each member of the Committee will have one vote, including ex-officio members. Additions to or changes in policies regarding online courses, hybrid courses, and online instruction and teaching approved by the Committee will be submitted to the Coordinating Committee for approval.

**Responsibilities:** The purpose of the Online Course Quality Committee is to develop and maintain policies and procedures that reflect current technology and pedagogy to ensure that Limestone's online and hybrid courses meet high standards for instructional design and delivery. The Committee will also recommend training needs to the Faculty Development Committee, thereby ensuring faculty development opportunities for faculty engaged in online teaching. The Committee will meet no less than once each semester.

## **7. Environmental Management System (EMS) Committee**

Limestone College is committed to providing healthy and safe facilities for its students, employees, and visitors, minimizing its impacts on the environment, and maintaining compliance with applicable federal, state and local regulatory requirements, agreements, and permits. Limestone College has implemented an environmental management system (EMS) based on the ISO 14001 standard as a way of demonstrating environmental leadership, commitment to continuous improvement and environmental responsibility to all stakeholders.

The EMS Committee consists of senior faculty and senior administrators and is responsible for setting environmental policies and overseeing the implantation of the EMS and all laboratory safety matters. EMS goals and objectives are established annually by the EMS Committee. The Committee reviews progress toward these goals no less often than once a year and records its results in a written report.

The EMS Director (Vice President for Financial Affairs) chairs the EMS Committee and has as his/her first responsibility establishing, operating and maintaining the EMS. The EMS Director ensures that the resources (e.g., budget and personnel time) required for implementing and controlling the EMS are provided. The EMS Director reports directly to the President.

## **8. Crisis Response Team (CRT)**

The purpose and mission of the Crisis Response Team, composed of employees from the various departmental areas of the College and chaired by the Vice President for Financial Affairs, are to anticipate, and provide guidelines for, and to manage **emergency** circumstances that could potentially occur to the College community or events which are transpiring real-time. The definitions and protocols for the Committee are found in the *Limestone College Crisis Response and Emergency Plan*. Timely alerts and warnings are provided through a formal campus-wide alert system, which includes mobile phone alerts, office phone alerts, email alerts, College website alerts, digital signage alerts, and posted flyers (as deemed necessary). Any employee witnessing or involved in an emergency situation should call Limestone College Campus Security IMMEDIATELY at ext. 8344.

Membership of the Crisis Response Team: President, Provost, Vice President for Financial Affairs, (Chair), Dean of Student Life, (Vice Chair), Director of Campus Security, Environmental Health and Safety Compliance Officer, Dean of Faculty, Director of Social Work, Chief Information Officer, Vice President of Communications and Marketing, Manager for Telecommunications, College Chaplain, Campus Nurse, College Counselor, Coordinator of Athletic Training, Assistant Athletics Director for Media Relations.

## **9. Committee for Title IX Compliance**

Limestone College's Committee for Title IX Compliance assists the College in promoting a campus culture of equity, respect and responsibility and in identifying and deploying effective measures to prevent and address sex discrimination and sexual misconduct in accord with the provisions of Title IX of the Education Amendments of 1972, 20 U.S.C. §1681. The Committee also works closely with other College offices and committees to ensure compliance with Title IX regulations and with related federal regulations, specifically the Campus SaVE Act (2013), section 304 of the re-authorized Violence Against Women Act (VAWA) 20 USC § 1092(f)(8)(B)(i)(I) amendments to the Clery Act.

Specifically, the Committee for Title IX Compliance updates as needed the College's policy on Title IX, ensures consistent application of the policy, and aids the college in responding promptly and equitably to eliminate sexual discrimination or misconduct, prevent its recurrence, and address its effects. The Title IX Committee coordinates the review of the College's handling of Title IX investigations and resolutions and ensures that all appropriate measures are implemented.

### **Committee Charge**

1. Inform and provide feedback to the College on Title IX, Campus SaVE, and VAWA policies, initiatives, programming, and materials;
2. Provide oversight and quality assurance for sex discrimination and sexual misconduct reporting/response systems;
3. Ensure Title IX-related work is compliant and consistent with identified best practices;
4. Champion integrating the prevention of and effective response to sex discrimination and sexual misconduct throughout the College; and
5. Serve as a resource on Title IX and sex discrimination and sexual misconduct issues for all campus constituents.

### **Committee Membership**

The Committee shall consist of the Title IX Coordinator (Chair), the Title IX Co-Coordinator, the Deputy Coordinators, and the Dean of Student Life. The Chair of the Judicial Board will serve as well as representatives from Campus Security, the Counseling Office, Nurse's Office, Human Resources, and the Chaplain's Office. The Provost and the College Attorney serve as ex-officio members.

### **Committee Duties**

The Committee shall meet at least once each semester or more frequently as needed.

## **10. Faculty and Staff Benefits Committee**

The Faculty and Staff Benefits Committee serves to review and advise on current, future, and potential college benefits, to include but not be limited to the college's health care, retirement and insurance plans, and to investigate the feasibility of additional benefits as may occur to the committee or be suggested to the committee. The committee shall make any recommended changes in or additions to these benefits to the President's Cabinet.

**Membership:** Committee membership will include the Director of Human Resources, a representative from the business office appointed by the Vice President for Financial Affairs, two faculty members appointed by the Coordinating Committee, and two staff members appointed by the President's Cabinet. Two faculty members will be selected from two different divisions, and two staff members from two diverse areas of the college, excluding the business office. All members shall have one vote in making benefit recommendations to the President's Cabinet.

**Officers:** The committee will select a chair, vice-chair and secretary at its first meeting at the start of each academic year.

**Terms of Office:** Appointed members to the committee shall serve two-year terms. In the initial appointment of members, one staff member and one faculty member will be appointed to a one-year term so as to stagger future appointments and to provide continuity in the committee's membership.

**Reporting:** The committee will report to faculty and staff at least once per year.

## 11. ADA Committee

**Membership:** The ADA shall consist of the Director for Human Resources, the Director for Accessibility, the Vice President for Financial Affairs (Chair), the Director of the Physical Plant/Environmental Safety Officer, the Director of Residential Life and Housing, and an IT officer.

Duties:

1. Review potential barriers to equal access to the programs, services, and activities of Limestone College and recommend solutions
2. Develop appropriate timelines and review college programs, services, activities, policies and facilities regularly for ADA/Section 504 compliance and accessibility
3. Prepare an annual prioritization of projects and review progress made in the past year on resolving access barriers
4. Review cases where accommodations or modifications are likely to result in a fundamental alteration of a course, or impose an undue burden on the institution
5. Support staff and faculty knowledge and awareness of ADA/Section 504 legal requirements and issues in higher education
6. Review potential barriers to equal access and will recommend solutions

## 12. MBA Committee

**Membership:** The MBA Committee shall consist of five faculty and staff positions including: MBA Director and four approved MBA faculty members. The Provost in consultation with the Director of the MBA Program and Chair of the Business and Economics Department appoints the members of the MBA Committee.

**Terms of Office:** MBA Director is a permanent member. Faculty members shall serve one-year terms (faculty members can serve multiple terms).

**Duties:** The MBA Committee is charged with the following duties:

1. Review and make recommendations concerning admissions and readmissions applications, recruiting and marketing for the MBA program
2. Evaluate and initiate recommendations concerning program requirements, curriculum, policies, and program logistics for the MBA program
3. Review the operations of the MBA program and make recommendations for improvement
4. Review and approve proposals concerning the MBA program
5. Assist the MBA Director with implementing approved changes

**Procedures:** All proposals must be approved through the MBA Committee and then forwarded to the appropriate department for approval. The MBA Committee will meet on an as needed basis but no fewer than two times a semester. Admissions and Readmissions applications can be reviewed and approved via electronic voting methods.

### 13. Honors Program Committee

**Membership:** The Committee will consist of one full-time faculty member from each Division, a Librarian (ex-officio), the Online Director (ex-officio), along with the Honors Program Director (chair and ex-officio). Each faculty member will serve a three year term. The initial faculty members will be appointed with input from the Coordinating Committee, with divisions appointing their own representatives after the initial three year term.

Responsibilities include but are not limited to the following:

1. Reviewing applications to the Limestone College Honors Program
2. Assessing criteria for acceptance into the program
3. Proposing changes to the Honors Program Curriculum
4. Planning social and academic events for members of the Honors Program

## V. FACULTY GOVERNANCE

The faculty shall govern and control the educational affairs of the institution in the consultation with the provost and the president, subject to approval by the Board of Trustees. The faculty, in a properly called meeting, is the primary decision-making body of Limestone College in areas of academic concern. Faculty committees derive their authority from the faculty and are accountable to it for all actions. "Robert's Rules of Order (current edition) will apply to all matters of governance within Faculty Meetings, Standing Faculty Committee meetings, Faculty Division meetings and Faculty Department meetings."

### A. Faculty Meetings

Faculty meetings are scheduled on a monthly basis during the academic year. All full-time members of the faculty are expected to attend. Announcement of the faculty meeting will be provided at least seven days in advance. Should the faculty's business not be completed during the meeting, a special faculty meeting may be called to complete the agenda. At least seven days in advance of an upcoming faculty meeting, the faculty secretary will distribute the minutes of the last meeting and the Dean of Faculty will distribute the agenda for the pending meeting, which will include any motions on which the faculty will be asked to vote.

The Dean of Faculty will chair faculty meetings. Items for the agenda (committee reports, motions, etc.) should be submitted to the office of the Dean of Faculty by the second Friday of the month.

Before a meeting begins, the faculty secretary will determine that a quorum is present. A quorum is determined as 51 percent of the membership. An official set of minutes will be maintained by the faculty secretary and, at the conclusion of each academic year, will be sent to the library where it will be available for reference.

The College president is invited to attend all faculty meetings in order to hear faculty concerns and express his own. The president may address the faculty at any faculty meeting after being given the floor.



All motions approved by standing faculty committees must be approved by a majority vote of faculty members in attendance at the monthly meeting. No action affecting matters covered by a committee may be taken at a faculty meeting unless the faculty has been informed in writing of the motion to be acted upon at least seven days in advance. The faculty may move to waive this rule temporarily if two-thirds of those present vote in favor. Exceptions to this rule are 1) amendments, 2) substitute motions, 3) motions pertinent to committee reports, and 4) procedural motions.

Special meetings of the faculty may be called 1) by the faculty while in a faculty meeting, 2) by the provost, or dean of faculty, when requested by formal action of any standing committee of the faculty, or 3) by the president of the College.

## **B. Faculty**

### **1. Membership**

The voting faculty consists of all full-time preceptors, instructors, assistant professors, associate professors, professors (including professional librarians in any of these ranks), associate vice president for academic affairs, and the vice president for academic affairs. Ex officio non-voting members include the president, provost, vice president for financial affairs, vice president for institutional advancement, dean of student life, registrar, and director of the online/evening program.

Campus Program, vice president for enrollment services, and vice president for intercollegiate athletics.

Visiting full-time teaching faculty may be appointed with rank of preceptor, instructor, assistant professor, associate professor, or professor. Visiting full-time faculty with the rank of preceptor or above will share fully in all responsibilities of the faculty, with the exception of voting rights at meetings of the faculty at large.

Preceptors are full-time, non-tenure track teaching faculty. As such, they are expected to attend and participate in faculty meetings.

Adjunct faculty may attend and participate, but not vote, in faculty meetings.

### **2. Governance Duties of the Faculty**

The faculty shall govern and control the educational affairs of the institution in the consultation with the provost and the president, subject to approval by the Board of Trustees. The faculty, in a properly called meeting, is the primary decision-making body of Limestone College in areas of academic concern. Faculty committees derive their authority from the faculty and are accountable to it for all actions. A majority vote of the faculty may supersede the action of any faculty committee. Every faculty committee shall report at least once a term to the faculty at a faculty meeting. The faculty's responsibility shall include the following areas:

## **a. Curriculum**

The faculty will have primary responsibility for determining the curricular content of the academic program of the College, including:

1. the educational objectives of the College;
2. the structure of the curriculum, courses and course descriptions;
3. the requirements for graduation;
4. the establishment and continuation or discontinuation of majors and programs;
5. the structure and content of the Honors Program;
6. the determination of which disciplines make up which divisions.

Faculty will recommend changes in the academic program to the provost and the president for their approval.

Significant changes in the above areas will be subject to the final approval of the Board of Trustees. The president shall determine which actions of the faculty require Board of Trustees approval. The president is requested to communicate to the faculty the Board's disposal of an issue and, if the action of the faculty has not been sustained, the reasons for the decision by the Board of Trustees.

## **b. Academic Policies**

The faculty will have primary responsibility for determining academic policies of the College, including:

1. policies relating to academic standards and expectations, including the grading system, examinations, class attendance, academic probation, suspension, and expulsion;
2. advising;
3. use of the library;
4. admissions and scholarship;
5. teacher education;
6. foreign study and travel programs.

Faculty will recommend changes in the academic policies to the provost and the president for their approval.

Significant changes in the above areas will be subject to the final approval of the Board of Trustees. The president shall determine which actions of the faculty require Board of Trustees approval. The president is requested to communicate to the faculty the Board's disposal of an issue and, if the action of the faculty has not been sustained, the reasons for the decision by the Board of Trustees.

### **c. Student Life**

The faculty may make recommendations to the president, the provost and dean of student life, and the vice president for intercollegiate athletics regarding policies and procedures, including the following areas:

1. campus life and student behavior;
2. student publications;
3. campus lectures, concerts and convocations;
4. campus recreation;
5. athletic life;
6. religious life.

Significant changes in the above areas will be subject to the final approval of the Board of Trustees. The president shall determine which actions of the faculty require Board of Trustees approval. The president is requested to communicate to the faculty the Board's disposal of an issue, and, if action of the faculty has not been sustained, the reasons for the decision by the Board of Trustees.

### **d. Personnel Policies**

The faculty may recommend to the president or the provost changes in the personnel policies and practices of the College as they relate to faculty members, including:

1. evaluation systems for personnel decisions,
2. leaves of absence, sabbatical leaves, Hopper Fund awards, and faculty development grants,
3. promotion, tenure, contract renewal and non-renewal,
4. grievances and appeals procedures,
5. salaries and fringe benefits,
6. selection of divisional and department chairs.

Significant changes in the above areas will be subject to the final approval of the Board of Trustees. The president shall determine which actions of the faculty require Board of Trustees approval. The president is requested to communicate to the faculty the Board's disposal of an issue and, if the actions of the faculty have not been sustained, the reasons for the decision by the Board of Trustees.

### **e. Faculty Organization and Governance**

The faculty has responsibility for making changes in the faculty governance system, except in instances in which the change would involve an alteration of either the charter or bylaws of Limestone College. In such cases, the faculty may recommend changes to the dean of faculty or provost, who will give them with his/her recommendations to the president, who in turn will give them, together with his/her recommendations, to the Board of Trustees. The president is requested to communicate to the faculty the Board's disposal of an issue and, if the action of the faculty has not been sustained, the reasons for the decision by the Board of Trustees.

The faculty governance system includes the following specific responsibilities:

1. election of faculty officers,
2. definition of the faculty
3. organization of faculty meetings
4. faculty committee structure and charges.

### 3. The Faculty and the Board of Trustees

The faculty shall elect one of its members to represent it, without vote, at all meetings of the Board of Trustees and one member to represent it, without vote, at all meetings of each of the following committees of the Board of Trustees:

- a. Committee on Instruction, Academic Policy, and Enrollment Services
- b. Committee on Finance
- c. Committee on Institutional Advancement
- d. Committee on Student Life
- e. Committee on Buildings and Grounds
- f. Committee on Investments
- g. Committee on Athletics

These representatives shall be elected at large to two-year terms by vote of the faculty in a properly called faculty meeting after nominations from the floor.

### ***C. The Role of the Provost in Faculty Governance***

As the chief academic officer of the College, the provost has broad responsibilities for the effective operation of the academic program. The provost should provide leadership for the teaching faculty and the academic staff toward the goals and objectives of the College, maintain a college-wide perspective, seek cooperative functioning of all the various academic units, be an advocate for the highest possible quality in the academic program, and for the faculty, represent the views of the faculty in meetings of the Board of Trustees, and represent administrative views in faculty meetings.

#### 1. Responsibility

The provost will supervise the faculty, divisional and department chairpersons, and all who administer programs which support the overall academic program, including the librarian, the registrar.

#### 2. Evaluation of Faculty

The provost shares with the Faculty Development Committee the responsibility to maintain a fair and effective evaluation system. He/she will assure operation of the evaluation process and will provide administrative support for the system. Particularly, he/she will maintain in his/her office the College's official personnel file for each faculty member.

### 3. Faculty Development Committee

The provost has responsibility to cooperate with the Faculty Development Committee, but will have the separate responsibility to assess information and make personnel recommendations to the president.

## ***D. Divisions***

### 1. Membership

The academic programs of Limestone College are conducted within the framework of four divisions: Division of Arts and Humanities, Division of Natural and Health Sciences, Division of Business and Professional Studies, and Division of Education and Behavioral Sciences. The following disciplines are included in each division:

#### **Division of Arts and Humanities**

Art, English, Geography, History, Interdisciplinary Studies, Modern Languages, Music, Philosophy, Professional Communication, Religion, and Theatre

#### **Division of Natural and Health Sciences**

Athletic Training, Biology, Chemistry, Computer Science and Information Technology, Health Sciences, Mathematics, Nursing, Physical and Earth Science

#### **Division of Business and Professional Studies**

Business, Economics, and International Studies  
Human Resource Management & Health Care Administration, Sport Management

#### **Division of Education and Behavioral Sciences**

Criminal Justice, Education, Physical Education, Political Science, Psychology, Sociology, and Social Work

### 2. Responsibilities

Responsibilities of the division include:

- a. formulating courses and developing majors within that division,
- b. formulating the academic schedule,
- c. strengthening disciplines by curricular and budgetary planning, and by promotion,
- d. advising students regarding courses, College requirements, majors, minors, graduate schools, careers, etc.,
- e. supervising student teaching,
- f. recommending the creation of a new faculty position according to the guidelines in the faculty-staff handbook,
- g. cooperating with the Faculty Development Committee in implementing evaluation procedures,
- h. preparing a budget, controlling expenses, and selecting library materials
- i. promoting lectures, concerts, newsletters, plays, retreats, and special events, related to the discipline,
- j. supervising the purchase and care of equipment and use of facilities,

- k. cooperating with the Admissions Office in recruiting students,
- l. supervising student help,
- m. preparing divisional and/or degree program literature,
- n. selecting recipients of scholarships, honors, and awards,
- o. carrying out other activities which contribute to the effectiveness of the division.

### 3. Division Chairpersons

The provost, after considering the recommendations of the faculty, shall appoint divisional chairpersons. The chairperson is appointed for a two-year term and may be reappointed. If a vacancy occurs, the vice president for academic affairs will appoint another person to fill the remainder of the term. All full-time tenure-track faculty are eligible to serve as divisional chairpersons.

### 4. Division Chairperson's Duties

The division chair is an administrative position. The individual who holds this position must be a member of the division. In filling the position of division chair, the dean of faculty and provost will seek input from members of the division.

The following is a list of the responsibilities and duties of the division chair:

- a. serve as an advocate for the division and as a liaison between the division and the administration,
- b. be responsible to the dean of faculty and the provost for effective operations of the division (to be inclusive of, but not restricted to, appropriate delegation, maintenance of syllabi, and select duties during summer months, resolution of student and/or faculty complaints, consultation with the dean of faculty on grade appeals and other issues as needed. etc./),
- c. plan, preside, and report on division meetings,
- d. review class schedules with department chairs,
- e. oversee the management of department budgets as well as the processes for promotion and tenure, course scheduling, and curriculum review and change,
- f. recommend adding, replacing or eliminating faculty positions,
- g. make recommendations on contract renewal, termination, promotion, tenure, and other personnel matters,
- h. review department plans on ongoing recruitment activities annually,
- i. attend meetings and activities requested by the dean of faculty and/or provost
- j. perform other duties as assigned by the dean of faculty, provost or by the president,
- k. evaluate department chairs in accordance with established procedures,
- l. cooperate with the dean of faculty and the dean of accreditation and institutional data in planning and assessment processes and documentation. (e.g., WEAVE, Matrices, Curriculum Maps). (See *Appendix I*.)

### ***E. Department Chairpersons***

The Department Chair is an administrative position. The individual who holds this position must be a member of the representative academic area(s). In filling the position of department

chair, the dean of faculty and the provost will seek input from members of the academic area(s); however, the appointment is the responsibility of the provost. The following is a list of the responsibilities of the Department Chair:

- a. serve as an advocate for the department and serve as an advocate for the administration and the division to the department,
- b. be responsible to the division chair, the dean of faculty, and the provost for effective operations of the department (to be inclusive of, but not restricted to, appropriate delegation, maintenance of syllabi, and select duties during summer months),
- c. plan, preside, and report on department meetings,
- d. work with department faculty in preparing and submitting class schedules in a timely manner to division chairs,
- e. in conjunction with the department faculty, recommend curricular changes to the division.
- f. manage department budgets effectively,
- g. recommend adding, replacing, or eliminating faculty positions to the division chair,
- h. evaluate all faculty in the department and appropriate academic areas in all delivery formats of the College.
- i. Prepare the Department Annual Report as well as the appropriate academic assessments (e.g., WEAVE, Matrices, and Curriculum Maps) as described in (WEAVE Instructions pg. 195)
- j. monitor regularly department syllabi to ensure that Day, Evening, and Online syllabi are equivalent as well as appoint department members to serve as Course Coordinators responsible for preparing master syllabi and master courses in Blackboard or the approved LMS.
- k. insure that a standardized syllabus is in use for each department course in all delivery formats.
- l. make recommendations to the division chair on contract renewal, promotion, tenure , termination, and other personnel matters,
- m. plan and organize ongoing recruitment activities,
- n. attend meetings and activities requested by the division chair, the dean of faculty, the provost, or the president,
- o. perform other duties assigned by the division chair, the dean of faculty, provost, or the president.

## ***F. Faculty Committees***

### **1. Structure**

Each committee of the faculty will have:

- a. specific duties,
- b. a chairperson, vice chairperson, and a secretary, who are elected by the committee as a whole,
- c. authority to determine its own effective method of conducting business, whether in whole committee or subcommittee, etc.,
- d. a designated meeting time,
- e. authority to recommend to the Coordinating Committee changes in its charge, size, continuance, or discontinuance.

## 2. Classification of Committees

- a. standing Committees: Coordinating; Student Life; Curriculum; Academic Life, Faculty Development; Achieving Writing Excellence; Faculty Advisory Committee on Intercollegiate Athletics.
- b. subcommittees may be created by standing committees listed above to address specific and continuing issues.
- c. ad hoc Committees may be created by the provost, by the dean of faculty, by formal action of the faculty, or by the Coordinating Committee to address specific and continuing issues.

## 3. Memberships

Those eligible to serve on committees are:

- a. faculty members, as defined under “Faculty” in this governance document. Except for ex officio members, each faculty member may serve on no more than two standing committees or chair more than one standing committee each year. Faculty members who serve in an ex officio capacity on a committee are ineligible to be elected to that committee.
- b. students may serve and vote on committees where specified but are not eligible to serve as an officer.

The president shall be an ex officio member of all faculty committees. The provost and/or the dean of faculty shall be a voting member of all faculty committees with only one vote.

Subcommittees must be chaired by a member from the parent committee. Faculty, students, or administrators who hold administrative offices relevant to the work of the subcommittee may be assigned by the parent committee to serve as additional members. Members of the subcommittee who are not members of the parent committee have full voting rights in the deliberations of the subcommittee but not in the parent committee.

In cases of leaves of absence, sabbaticals, extended illness, or failure to carry out the duties of a committee position, the Coordinating Committee may select a substitute member to serve until the next regular election or until the regular member is able to resume his/her duties. Any faculty member who serves at least eight months of any academic year on a committee is considered to have served a full term when determining eligibility for subsequent service on that committee.

## 4. Selection Procedures

The following procedures govern the selection process of committee members:

- a. The Coordinating Committee shall function as the nominating committee for all committee memberships, except its own. It shall propose one nominee for each position. No faculty member may be elected to more than two committees. Nominations from the floor for each position are in order at the time each nomination is presented at the faculty meeting.



- b. Elections shall be completed for each committee before elections for the succeeding committee begins.
- c. Those receiving the most votes in initial elections will serve the longest terms. Thereafter, all members are normally elected to full terms.
- d. Ordinarily no faculty member may serve more than two full consecutive terms on any committee. Exceptions to this policy are faculty who serve on a committee as the result of their administrative role, for example, division chairpersons, director of teacher education, etc.
- e. The provost shall have the authority to grant an exemption from committee responsibilities for an individual in any particular year upon appeal by that individual.

## 5. Committee Reporting Procedures

Faculty Standing Committees meet the first week of the month. In order for a committee's motions to be included in the agenda for that month's faculty meeting, committees must approve their minutes and submit a copy of approved minutes and a list of approved motions to the dean of faculty by the second Friday of the month. The dean of faculty will distribute an agenda for the faculty meeting including committee motions and committee minutes to the faculty by the third Wednesday of the month.

## 6. Faculty Standing Committee

### a. Coordinating Committee

**Membership:** The Coordinating Committee will consist of the provost, the dean of faculty, the four division chairs, and one elected faculty member from each division. Those eligible for membership on the Coordinating Committee include all full-time teaching faculty members.

Faculty holding visiting appointments are not eligible to serve on the Coordinating Committee.

**Terms of Office:** Faculty members shall serve one-year terms.

**Duties:** The Coordinating Committee is charged with the following duties:

- 1. to bring matters related to the well-being of the College and academic life in particular to the attention of the faculty, the appropriate faculty committee, the provost, and the president,
- 2. to continually review college procedures and policies and to make recommendations to the appropriate entities,
- 3. to review the faculty governance structure and to recommend changes for faculty considerations,
- 4. to coordinate all college committees by establishing priorities and assuring that the charges of the committees are carried out,
- 5. to serve as a nominating committee for all elected positions on other committees elected by the faculty as a whole, and to assure that such nominations represent a mixture of divisional representation,

6. to nominate annually for election by the faculty a parliamentarian and a secretary.

Procedure: The process for nominating and electing members to the Coordinating Committee.

1. Division representatives will be elected at the April division meetings and serve a one-year term beginning July 1 of each year.
2. When a member of the Coordinating Committee cannot or does not fulfill the responsibilities of membership, the Coordinating Committee may appoint an alternate to serve until the next regular election or until the regular member is able to resume his/her responsibilities. After a temporary appointment, this specific position will then be considered a vacancy as of the next regular annual election.

## **b. Student Life Committee**

Membership: The Student Life Committee shall consist of five faculty and four student members. Two Day Program students will be chosen each year by the Student Government Association and two Evening/Online Campus Program students from Evening and Online, respectively, shall be appointed annually. All members of the Student Life Committee shall have equal voting power on issues properly brought before the Committee. A representative of the professional staff from the Office of Student Services, a librarian, the President of the Student Government Association, and the Vice-President of the Student Alumni Leadership Council are ex-officio members.

Terms of Office: Faculty members shall serve staggered three-year terms.

Duties: The Student Life Committee is charged with the following duties:

1. to examine and recommend ways to improve the living and learning environment for the College community – including areas of student behavior, resident hall life, commuter life, campus grounds, buildings and facilities, campus organizations, student publications, transportation, and parking;
2. to review the operation of the following and recommend appropriate changes to:
  - (a) the Judicial Board
  - (b) the College's intramural athletic programs;
3. to assist in alumni matters as requested by the alumni director.

## **c. Curriculum Committee**

Membership: The Curriculum Committee shall consist of seven faculty members with a minimum of one faculty member from each division, the provost, dean of faculty (sharing a vote), and two students (from the Day and Evening/Online Campus programs, respectively) appointed by the provost. The registrar, the director of the

Library, and the director of teacher education shall be ex-officio members of this committee.

Terms of Office: Faculty members shall serve for staggered three-year terms and students shall serve for one academic year.

Duties: The Curriculum Committee is charged with the following duties:

1. To assist the College's academic administration in long-term planning related to the curricular content of the academic program and the educational objectives of the College and to make recommendations to the whole faculty or to faculty committees.
2. To evaluate and initiate recommendations concerning requirements, majors, programs, and all courses of the College.
3. To review the operations of the following and recommend appropriate changes:  
the College's enrichment offerings,  
the operation of the library,
4. To evaluate the Honors and the PALS Programs to communicate the results of these programs' operations and to assist these programs in planning and resource acquisition.

Procedures:

1. New course proposals shall be submitted to the appropriate division in regular session.
2. If that division does not approve the proposed course or curriculum change, discipline members or an individual may appeal directly to the Curriculum Committee.
3. Every course proposal must be submitted to the Curriculum Committee and then, if approved, sent to the faculty for consideration. The decision of the faculty is sent to the provost for final consideration.
4. If the Curriculum Committee does not approve a proposed course, the appropriate division, discipline members, or an individual may appeal directly to the faculty.
5. In the event a disagreement continues, the provost and the president will make the final decision.
6. The Curriculum Committee shall work in cooperation with all faculty committees, using their resources when needed, particularly in long-range planning.

7. New academic programs may emanate from the students, faculty, administration, or trustees in an effort to maintain maximum viability in the academic pursuits of the College. Any revisions or additions to the current academic program approved by the faculty are presented first to the provost and then to the president for approval.
8. A “needs assessment” should accompany each proposed program indicating potential enrollment, sources for enrollment, career options available, qualified staffing, and appropriate funding. All of these issues must be addressed and appropriately answered prior to the implementation of any new academic program

#### **d. Academic Life Committee**

**Membership:** The Academic Life Committee shall consist of nine members elected by the faculty with a minimum of one faculty member from each division. Seven members of the committee are to be full-time faculty; two additional members, (the Director of Student Success and the Dean of Faculty will be Ex Officio members).

**Terms of Office:** Faculty members shall serve staggered three-year terms.

**Duties:** The Academic Life Committee is charged with the following duties:

1. review the operation of the following and recommend appropriate changes:
  - (a) the College’s admissions policies
  - (b) the College’s scholarship programs
  - (c) the College’s policies and procedures relating to academic support, all tutoring programs, and retention
  - (d) the College’s P.A.L.S. and Accessibility programs
2. when the Academic Life Committee is in session, the Committee will consider and act upon all applications for admission to the College which are not automatically acceptable according to the College’s admissions policies.

#### **e. Faculty Development Committee**

**Membership:** The Faculty Development Committee shall consist of seven full-time faculty members subject to the following restrictions:

1. A minimum of five members must have tenure. All members must have a minimum of three years of full-time teaching experience at Limestone College.
2. The Committee must have a minimum of one (1) member from each division.
3. No division chairs are eligible.
4. The Coordinating Committee shall appoint one (1) senior, tenured member of the faculty to serve as an alternate.

Terms of Office: Faculty members shall serve staggered three-year terms.

Duties: The Faculty Development Committee is charged with the following duties:

1. to make recommendations to the provost concerning promotion and tenure, sabbatical leaves, leaves of absence, and faculty development funds distribution,
2. to maintain a record of action in the strictest of confidence, which will be retained in the office of the provost.
3. to recommend to the Coordinating Committee changes in policy or procedure related to faculty development committee decision-making,
4. to examine, evaluate, and recommend changes in the area of fringe benefits,
5. to examine and recommend ways to improve the living and learning environment for the College community, especially faculty life.

#### **f. Faculty Advisory Committee on Intercollegiate Athletics**

Membership: the Faculty Advisory Committee on Intercollegiate Athletics shall consist of five full-time faculty members elected by the faculty including at least one elected member from each academic division of the College. The member(s) elected from the same division as the Faculty Athletic Representative shall represent a different program area from the FAR (See Appendix L for Faculty Athletic Representative). The Faculty Athletic Representative shall be an ex officio voting member and shall chair the Committee. The director of athletics shall be an ex officio voting member of the Committee. There shall be two student members, one male student-athlete, and one female student-athlete, elected each year by the Student Athletic Advisory Committee. The student members shall be ex officio voting members. The Academic Compliance Officer and the Senior Women's Administrator shall be ex officio, non-voting members.

Terms of Office: Elected faculty members shall serve staggered three-year terms. Student members shall serve one-year terms.

Duties: The Faculty Advisory Committee on Intercollegiate Athletics is charged with the following duties:

1. to meet on a regular schedule for the purpose of discussing both the general state of affairs in the Athletic Program and any specific issues and concerns raised by the faculty of the College, by student athletes and/or by the Department of Athletics.

In addition to its regular meetings, the Committee may meet at the request of any member to the committee chair. By majority vote of the Committee, it may choose to meet in executive session, that is, with only its members holding faculty status present.

2. to review and approve the schedules of all athletic teams,
3. to be particularly concerned with those issues related to the welfare of student-athletes, to the academic integrity of the College as it is affected by athletics

and to the monitoring of the Athletic Program's compliance with the standards of the College, of the NCAA and of other governing conferences,

4. to be an advisory body and make reports and recommendations when necessary to the Coordinating Committee, to the director of athletics, to the president of the College, to the provost and to the faculty-at-large.
5. to participate in the formulation and review of policies related to intercollegiate athletics.
6. to hear appeals from student athletes which involve expulsion from a team and/or revocation of athletic grants-in-aid and to make recommendations to the director of athletics and to the president concerning those appeals.
7. to spot check athletic eligibility and athletics financial aid limits on a regular Basis to ensure compliance with NCAA guidelines.

#### **g. Achieving Writing Excellence (AWE) Committee**

Ex Officio members shall include the Writing Center Director and the AWE Core Faculty Development facilitator(s). Elected members shall include at least one member from each division; when possible elected members should have participated in the AWE Core Faculty. In its membership, the Committee shall include at least one member with experience teaching in the Online Program and at least one member with experience teaching in the Evening Program.

Terms of Office: Faculty members shall serve three-year staggered terms. Members may serve more than one term.

Duties: The AWE Committee is charged with the following duties:

1. to oversee the faculty training and development for the AWE Program.
2. to approve Writing Intensive Courses.
3. to support and advise the AWE Director and Co-director.
4. to promote the AWE Program and to celebrate and recognize good writing and the teaching of writing.

Procedure: Faculty representatives will be nominated in March by the AWE committee and submitted to the Coordinating Committee for the April meeting.

Meeting: Regular monthly meetings with additional meetings as needed.

#### **h. General Education Assessment Committee**

General Education Assessment Committee consists of faculty members representing each of the five academic divisions, two faculty members selected at large, with at least two faculty members who have teaching experience in the Evening/Online Programs. (The two faculty members with E/O experience may be members selected from the divisions and at large or they may be additional members of the

committee.) The Dean of Accreditation and Institutional Data will be an ex-officio voting member of the committee. Members shall serve three-year terms. Members may serve more than one term.

Goal: To maintain a successful, faculty-driven and faculty-assessed General Education program.

Duties: The GEAC Committee is charged with the following duties:

- to coordinate SLO data collection and analysis with the respective departments;
- to collect the data for each SLO and enter the summary on WEAVE (by April);
- to provide feedback for each SLO to the respective departments;
- to review proposed changes in courses for the General Ed program and forward a recommendation on the proposal to Curriculum Committee.
- to approve requested assessment changes for the General Ed program.
- to review/make recommendations for the General Education assessment plans for each SLO.

## **VI. FACULTY AND STAFF POLICIES**

### ***A. Faculty***

#### **1. Method of Initial Appointment**

Faculty appointment and rank will be determined by such factors as, but not limited to, highest earned degree and the number of years of teaching experience. Appointment to a particular rank shall be made by the president upon recommendation of the provost with the advice of the division and department chairs. All Limestone faculty hired at the rank of instructor or higher are considered tenure track unless otherwise noted in the letter of appointment and are probationary during their first three years of appointment. Non-tenure track, full-time faculty hired on an annual basis do not serve a probationary period.

#### **a. Full-Time Faculty**

When a vacancy or new position occurs, the division chairperson, in consultation with appropriate department chairperson and department faculty, will prepare a recommendation of the department to the provost as to whether the position should be filled. The provost will then make a determination with regard to filling the position. Taking into consideration the recommendation of the department chairperson, division chairperson, the dean of faculty, the provost and the president will make the final decision.

When it is determined that the position should be filled:

1. A Search Committee will be established by the provost, normally consisting of the appropriate division chairperson, the appropriate department chairperson,

two department faculty members, another divisional faculty member, and chaired by the provost, or the dean of faculty.

2. The Search Committee will compose an advertisement acceptable to the provost. The advertisement will be appropriately placed and include the notation, "Affirmative Action/Equal Opportunity Employer."
3. Applicants invited for interviews should be told prior to the interview visit whether the College pays travel expenses, should be given some choice as to date of interview and prior to the interview should receive as much information as possible concerning the interview process and other obligations. The candidate should receive appropriate material about the College, including a catalog.
4. The chair of the Search Committee in conjunction with the vice president for academic affairs will arrange the candidate's visit to include meeting as many members of the Limestone faculty and staff as possible. The advertisement will also include the statement, "The selected candidate must be willing to consent to and pass with satisfactory results, an investigative consumer report."
5. The chair of the Search Committee should tell the candidate during the interview approximately when a decision will be made concerning the appointment.
6. Applicants should be notified immediately should the College decide not to fill the position, and candidates should be notified of any unexpected delay in a final decision.
7. A vote by simple majority of the Search Committee will constitute a recommendation to the vice president for academic affairs that the candidate be hired. The provost will forward the Search Committee's recommendation along with his/her own recommendation to the president.
8. At the close of the search, all applicants will receive written notification of the status of their application.
9. During these procedures, the Search Committee must keep a recruiting log. When the position is filled, this log - along with correspondence, the credentials of applicants, and copies of the advertisement for the position - must be deposited in the provost office and retained for 12 months.

## **b. Adjunct Faculty**

Adjunct faculty are selected by the provost in consultation with the dean of faculty and the appropriate division and department chairpersons to meet instructional needs which cannot be met by regular full-time faculty. Appointments are made for one term at a time.



It is expected that, whenever possible, advertisements will be placed in local and regional newspapers, and other institutions in the area will be canvassed to seek qualified candidates. The candidate must provide appropriate credentials, including official transcripts, to the provost before being issued a contract.

Copies of contracts for adjunct faculty must be on file in the office of the provost. If a course has only a few students, the salary is prorated, per the adjunct faculty contract.

## **2. Criteria for Initial Rank**

Each full-time tenure-track faculty member, including professional librarians on full-time assignment, shall be appointed to one of the following ranks: preceptor, instructor, assistant professor, associate professor, professor. All such appointments to a particular rank shall be made by the president upon the recommendation of the provost with the advice of the Search Committee.

To be eligible for an initial appointment to a particular rank the faculty member must meet the following minimum qualifications:

### **a. Non-tenure Track Rank**

#### **Preceptor**

Preceptors are full-time, non-tenure track members of Limestone College faculty. The minimum requirements for appointment as a preceptor are the master's degree or equivalent with 18 graduate hours in the teaching field.

Preceptor appointments are made on an annual basis for a period of one (1) calendar year, and preceptors teach a normal load of 12 to 15 credit hours per semester over that calendar year unless given release time for other duties. Preceptors may be renewed pending satisfactory evaluation of teaching and other duties by the academic department or division chairperson.

Preceptors are hired and appointed by the processes used to hire and appoint all full-time faculty, regardless of tenure track status, outlined in the sections (p. 38 & 39, VI, A, 1, a) above. Preceptors report to their respective academic department and divisional chairpersons.

Like other full-time faculty, preceptors are expected to devote time for recruitment as well as to advising, to assist with student registration, attend graduations, provide input for the selection of library materials, assist with the development of the semester schedule, maintain currency in teaching discipline through faculty development, and attend and participate in department, division, and faculty meetings.

### **b. Tenure-track Ranks**

#### **1. Instructor**

The master's degree or equivalent with eighteen (18) graduate hours in the teaching field will be required for hiring at the instructor level.

## **2. Assistant Professor**

The terminal degrees (see Table I) with little or no experience is the normal criterion for hiring at the level of Assistant Professor; a faculty member with an appropriate Master's Degree should have at least four (4) years of full-time teaching experience at the college level before appointment to this rank.

## **3. Associate Professor**

The terminal degree (see Table I) and five (5) years of full-time teaching experience at the college level is the normal requirement for the rank of Associate Professor. A person hired at the associate professor level should demonstrate distinction in teaching and campus leadership (service as chairperson of campus committees, etc.).

## **4. Professor**

The terminal degree (see Table I) and eight (8) years of full-time teaching experience at the college level is the standard criterion for the rank of Professor. A person hired at the professor level should demonstrate high distinction in teaching and campus leadership.

## **5. Terminal Degrees**

That credential which Limestone College considers the terminal degree in each academic discipline is listed below in Table I.

**Table I**

<b>Terminal Degrees</b>	
<b>Academic Area</b>	<b>Terminal Degree</b>
Art	
1. Studio	M.F.A.
2. Other than Studio	Ph.D.
Athletic Training	MA or MS
Biology	Ph.D.
Business Administration	D.B.A. or Ph.D.
Chemistry	Ph.D.
Communications	Ph.D.
Computer Science	Ph.D.
Creative Writing	M.F.A.
Criminal Justice	Ph.D. or D.P.A.
Economics	Ph.D.
Education	Ph.D. or Ed.D.
English	Ph.D.
Foreign Language	Ph.D.
Geography	Ph.D.
Health Care Administration	Ph.D. or D.B.A.
History	Ph.D.
Human Resources Management	Ph.D. or D.B.A.
Library Science	M.L.S. or M.L.I.S.
Mathematics	Ph.D. or Ed.D.
Music	D.M.A., Ed.D. or Ph.D.
Nursing	Ph.D., D.N.P., Ed.D., or N.D.
Philosophy	Ph.D.
Physical Education	Ph.D. or Ed.D.
Political Science	Ph.D.
Psychology	Ph.D. or Psy.D.
Physics	Ph.D.
Religion	Ph.D.
Social Work	M.S.W.
Sociology	Ph.D.
Speech	Ph.D.
Theatre	
1. Performance/Production Area	M.F.A.
2. Other	Ph.D.

### 3. Graduate Faculty

Full-time and part-time faculty who teach graduate courses must be approved for Graduate Faculty or Adjunct Graduate Faculty status. This action is initiated in the academic department and subsequent approval is required of the provost.

The minimum qualifications for appointment to teach graduate courses are a terminal degree in the discipline, or its equivalent, and evidence of appropriate scholarly engagement. As part of their professional development, all graduate faculty are expected

to maintain currency in their teaching field and to engage with peers, on a regular basis, in the exchange of knowledge and information in the discipline.

It is the responsibility of each graduate faculty member and each department to ensure that its graduate faculty maintain eligibility for appointment to graduate faculty status.

Full-time graduate faculty provide instruction at the graduate level, assist students with graduate - level research and projects, and approve all changes to the graduate curriculum at the department level. All graduate curriculum and curriculum changes must be approved by the department, the division, the curriculum committee, and the faculty. Adjunct graduate faculty provide graduate-level instruction and may, upon approval of the department chair, assist students with research and projects.

Generally, faculty will teach one graduate course and two undergraduate courses each semester; the maximum number of graduate courses a faculty member may teach in a semester is two.

Graduate faculty contracts will specify between 18 - 24 hour teaching loads for the annual contract period with a maximum of 30 credit hours for a calendar year (July – June). Courses may be taught year round at the discretion of the department chair.

- 3 hour graduate class = 4.5 load credit hours
- 1 hour graduate class = 1.5 load credit hours.

Graduate faculty will be evaluated based on the following scale:

Teaching Effectiveness	50%
Service	15%
Professional Activities	25%
Recruiting	10%

See page 49 for descriptions of the Criteria.

All graduate faculty are expected to engage in professional activities. Professional activities include those pursuits that increase the body of knowledge in the faculty member's discipline. While professional activities are expected from each faculty member, faculty rank and assignment will be taken into consideration when evaluating professional activities. The following are examples (non-exhaustive) of professional activities.

- Publications (books, chapters in books, peer reviewed journals and publications)
- Curricula design
- Papers presented at meetings of professional societies
- Professional Consulting/Business Proposals
- Critical reviews of published works
- Patents
- Grant proposals/awards
- Activities and offices held with professional organizations
- Participation on accreditation reviews

- Participation on editorial boards/committees
- Additional certifications
- Continuing education certification and licensing

#### 4. Contracts and Notification Dates

The basic contract for tenure-track faculty is for nine (9) months of service; however, faculty members will be paid in twelve (12) monthly installments. The annual contract between the faculty member and the College is considered legally binding on both parties.

The basic contract for non-tenure-track full-time faculty is for eleven (11) months of service; however, preceptors will be paid in twelve (12) monthly installments. The annual contract between the preceptors and the College is considered legally binding on both parties.

The president of the College will notify each full-time faculty member on or before April 1 of his/her status for the following academic year. This notification will include the faculty member's rank and salary. Each faculty member has two weeks to accept the contract or reject the contract in writing. If the contract is not returned to the president's office within a two-week period, it is understood that the faculty member is not planning on returning for the next academic year. To protect both the institution and the faculty member, the contract will specify any and all special circumstances of employment.

#### 5. Faculty Rights and Responsibilities

##### **a. Academic Freedom**

The teacher is entitled to full freedom in the classroom in discussing his/her subject, but he/she should not introduce topics unrelated to his/her subject or related fields. He/she is also entitled to full freedom in research and in publication of the results of that research.

##### **b. Public Responsibilities**

The Limestone College teacher is a member of the community at large, a member of a learned profession, and a representative of an educational institution. When he/she speaks or writes as a citizen, he/she shall be free from institutional censorship or discipline, but his/her special position in the community imposes unique obligations. The public may judge the individual's profession and institution by his/her utterances. He/she should at all times be accurate, exercise appropriate restraint, show respect for the opinions of others, and make every effort to indicate that he/she speaks as an individual and not for the College.

### **c. Professional Responsibilities**

Limestone faculty strive:

- to maintain teaching effectiveness.
- to maintain institutional strength and viability.
- to maintain professional competency.

## **6. Faculty Development**

It is recommended that each member of the full-time faculty attend a professional workshop or conference, or engage in graduate level courses at least once every three years. The College provides several sources of funding to support faculty members pursuing professional development activities.

### **a. Hopper Fund**

In 1983, Dr. and Mrs. C.G. Hopper, Jr., a prominent physician and Limestone trustee and his wife (a Limestone alumna) established the Hopper Endowment. Part of the growth of this fund may be used for faculty development. When funds are available, faculty members who wish to continue study during the summer or through leaves of absence may apply for financial assistance.

Priority is given to faculty members who are working toward a terminal degree, but other activities such as the following are supported: returning to school to update knowledge in the faculty member's field; attendance at and participation in workshops, seminars, or professional meetings; travel for research purposes; or travel in connection with sabbaticals or leaves of absence taken for professional growth and development.

### **b. Fullerton Foundation Faculty Awards**

In 1984, the Fullerton Foundation gave Limestone College \$50,000 to provide for merit awards to be given to five deserving tenure-track faculty. The recipients are usually selected by the students in their classes and by their colleagues on the basis of excellence in classroom teaching and their caring and helpful concern for the academic progress of their advisees and the students in their classes.

### **c. Faculty Development Fund**

The Faculty Development Fund provides financial support for full-time faculty members pursuing professional development activities. The provost recommends a specified amount of funds in this budget line item each year. The chair of the Faculty Development Committee will be informed of the budgeted amount in this fund by October 1 of each academic year.

Applicants requesting assistance from the Hopper Fund or the Faculty Development Fund apply in writing to the provost. The applications for assistance are forwarded to the Faculty Development Committee. The committee reviews applicants' requests and makes recommendations to the provost. Committee recommendations are subject to the approval of the vice president for academic affairs.

Criteria for selection of recipients may include the following elements; relevance of the activity to the classroom; the ways the activity will contribute to the personal and professional growth of the recipient; the generation through the activity of a positive contribution to the College; the contribution the activity will make to the existing body of knowledge in the recipient's field; the past record of professional activity of the recipient; the seniority of the recipient. In addition, some effort is made to spread the available funds among the academic divisions.

Assistance from the Hopper Fund and the Faculty Development Fund is in the form of a loan for which repayment is canceled upon the recipient's completion of a subsequent year of service as a member of the Limestone College faculty.

#### **d. Faculty/Staff Tuition Benefit**

Limestone College strives to have the most highly educated and skilled faculty and staff possible. To this end, the College will support its faculty and staff in their formal educational endeavors provided there is a benefit to the College and provided resources are available. See "Graduate School Reimbursement Benefits" for additional information concerning this benefit.

#### **e. Academic Discipline Travel Funds**

Academic discipline travel funds are available to each full-time faculty member to ensure a minimum level of support for professional development activities. The provost, in consultation with the division chairs, recommends a specified amount of funds per faculty member each academic year. Faculty members submit requests for the use of these travel funds through their department chairperson and division chairperson. Division chairperson recommendations are forwarded to the provost.

#### **f. Faculty Leaves**

##### **1. Application Procedures**

A sabbatical leave is not something which faculty members earn; rather, they earn the right to apply for a leave. Meeting the following criteria may qualify one for a leave of absence for a sabbatical, but the granting of such leave is still discretionary with the Board of Trustees, and meeting the criteria does not guarantee approval.

Faculty members applying for a leave of absence for a sabbatical leave must submit a written request to the provost by October 15 of the academic year preceding the one when they desire to be on leave.

The request shall state the period of leave, the service to the College which makes the applicant eligible, the way the leave will be spent including a detailed listing of important activities, and the way the leave will benefit the College.

The provost will forward the requests to the Faculty Development Committee chairperson and ask the division and department chairpersons to send that committee a recommendation and a statement as to how the College can best cover the leave-taker's duties. By November 15, the Faculty Development Committee will forward its recommendation to the provost, who will forward it with his/her recommendation to the president by December 15. Leaves are granted by the Board of Trustees, usually acting upon requests for the following year at its spring meeting, upon the recommendation of the president.

## **2. Sabbatical Leaves**

Sabbaticals are leaves with pay and benefits (one semester with full pay or two semesters with half pay). Sabbaticals may be granted as recognition of notable service and as an aid and inspiration to further achievement. Faculty who have attained tenure and the rank of assistant professor will be eligible to apply for sabbatical leave after completing a minimum of six years of full-time service to Limestone College since initial appointment or a minimum of six years of full-time service since any previous Limestone sabbatical leave.

Those granted a sabbatical leave are expected to file a full plan of their sabbatical activities with the provost. Because a sabbatical is granted with the understanding that the faculty member plans to return, each recipient will sign this statement: "As a result of my having been granted a sabbatical leave from Limestone College, I hereby declare that I will return to Limestone College for a period of no less than one academic year following termination of my sabbatical or pay the full amount of my salary received during the period of my leave back to the college."

Within six months of the conclusion of a sabbatical, the faculty member will file a detailed report of the results of the sabbatical activities. If requested to do so, the faculty member is expected to make a presentation of his/her sabbatical activities to the administration, faculty, and staff.

## **3. Leaves of Absence**

Leaves of absence are without salary but with the assurance of a Limestone teaching position at the expiration of the leave. They are usually used to complete advanced degree work, to help the recipient to become more innovative and creative in his/her field, or to meet personal needs. Normally, an individual shall have been a full-time faculty member for at least two years before taking a leave of absence. A leave will not usually be approved for more than one year. Medical insurance will remain available; however, the faculty member on leave will be required to pay the full amount of the premium. The faculty member may also elect to make his/her regular TIAA/CREF contributions during the leave of absence, but the College will not make its matching contribution during the leave of absence.



## 7. Evaluation of Faculty

### a. Criteria for Faculty Evaluation and Salary Increases

The following criteria are considered most important for evaluation and salary increases:

1. Teaching effectiveness (as reflected by department chairperson, course evaluations, and self-evaluations; knowledge of subject matter; academic rigor and standards; supervision of student teachers, practicum students, and interns; reasonable and supportive attitude in dealing with students; accessibility to students via office hours, email, and telephone; and reliability in fulfilling teaching obligations). This criterion is considered to be 60 percent of a faculty member's responsibility, (50 percent of a graduate faculty member's responsibility).
2. Service to the College (may include but is not limited to, participation in and leadership of College committees; collaborative, cooperative, and collegial relationships with faculty, staff, and administrators; student retention efforts and special programs or events; advisement of students; and efforts to increase the College's visibility). This criterion is considered to be 20 percent of a faculty member's responsibility, (15 percent of a graduate faculty member's responsibility).
3. Professional activity (as reflected by publications, exhibits, and performance attendance at and participation in professional meetings, seminars, and workshops). This criterion is considered to be 10 percent of a faculty member's responsibility, (25 percent of graduate faculty member's responsibility).
4. Contribution toward the recruitment of new students. This criterion is considered to be 10 percent of a faculty member's responsibility, (10 percent of graduate faculty member's responsibility).

### b. Procedure for Evaluation of Faculty

All Limestone College faculty members will be evaluated periodically. (Special evaluation procedures for probationary faculty and for those eligible for tenure are noted below.)

The following procedures should be followed:

1. Course Evaluations – Faculty should be evaluated by the students in each course with an enrollment of five (5) or more students using the evaluation form and methods adopted for College-wide use. This evaluation is done primarily so that a faculty member may assess and then improve the efficacy of his/her teaching. Results of the evaluation are available to faculty. Faculty are responsible for maintaining a personal copy for their files. A copy of the course evaluation is also kept in the office of the provost.

2. Self-Evaluation – Near the end of the spring semester, each faculty member will provide his/her department chairperson with a narrative self-assessment of his/her activities and performance during the academic year. It should include assessment of such aspects as teaching experience, professional development efforts, and contributions to the College and surrounding community during the academic year. The department chair will meet with each faculty member to review self-assessment and course evaluations. Based on these documents the faculty member in conjunction with the department chair will develop a plan of corrective action (if needed) and continued self-improvement. A copy of the self-assessment and corrective action/self-improvement plan will be a part of the annual report of the department chairperson.
3. Department Chairperson's Evaluation – All full-time faculty as well as all other department faculty will be evaluated by the appropriate department chairperson or designee annually.
  - a. Full-Time Faculty: The evaluation will cover the chairperson's assessment of how well the faculty member has performed the duties and fulfilled the criteria described above. The evaluation written by the chairperson will include at least one classroom observation of teaching. Department chairpersons or designee will observe the teaching of first year, full-time faculty in both the fall and spring terms. In the case of probationary faculty, the department chair, the division chair, and the provost will hold an annual conference to review the performance of the faculty member.
  - b. Adjunct Faculty: The evaluation of adjunct faculty by the department chairperson or designee will include at least one classroom observation of teaching.

Each department chairperson or designee shall share his/her written evaluation of a given faculty member with that teacher. The chairperson will send a copy of the evaluation to the provost to be retained in the faculty member's official personnel file.

4. Division Chairperson's Evaluation – Department chairpersons will be evaluated by the appropriate division chairperson annually. The evaluation will take the form of a narrative and will cover the division chairperson's assessment of the department chairperson in relation to the criteria above for faculty evaluation. The evaluation written by the chairperson will include at least one classroom observation of teaching.

Each division chairperson shall share his/her written evaluation of a given department chairperson with that teacher; both parties shall sign and date that evaluation before the chairperson sends it on to the provost to be retained in the department chairperson's official personnel file.

### **c. Failure of Performance**

If, in light of the evaluation methods mentioned above under "Evaluation of Faculty," it is determined that a faculty member is not performing his/her duties adequately, it

will be the responsibility of the department chairperson to confer with the faculty member to discuss the nature of the problem, the reasons for the problem and what might be done to improve the faculty member's performance.

Every effort should be made to assist the faculty member in improving his/her performance to an acceptable level.

The department and division chairpersons will monitor the faculty member's performance closely by using all available evaluative tools. If improvement is not noted in a reasonable period of time, termination may be recommended. Termination for "cause" may involve, in addition to professional incompetence, general ineptitude, insubordination, moral turpitude, criminal acts and/or actions incompatible with the ideals of the College, and/or failure to comply with a reasonable administrative directive. Immediate suspension may result from conviction for serious crimes or moral turpitude.

#### **d. Procedure for Evaluation of Department and Division Chairpersons**

Since department and division chairpersons are also faculty members, they will also comply with 1) and 2) above, but since by virtue of their appointment as chairpersons they are also administrators, the following are additional steps in evaluation: they will be evaluated on the performance of their duties as department or division chairpersons.

1. Near the end of the academic year, each member of the department will submit a narrative evaluation of the department chairperson to the division chair, who will share the results of those evaluations with the dean of faculty and the provost.
2. Near the end of the academic year, each member of the division will submit a narrative evaluation of the division chairperson to the dean of faculty, who will share the results of those evaluations with the chairperson.
3. The dean of faculty will visit at least one class per year taught by each division chairperson. The dean of faculty will provide the division chairperson a written report of his/her classroom visit.
4. Each year the dean of faculty will also prepare an evaluation of the division chairperson which he/she will submit to the provost and the president, with a copy to the chairperson.

#### **e. Procedure for Faculty Salary Increases**

The administration will make every effort to ensure that faculty salaries are competitive with those of similar institutions to enable Limestone College to recruit and retain a well-qualified faculty. Funds available for faculty salary increases will be allocated according to the following process:

1. In consultation with the department chairperson, the division chairperson and the dean of faculty, the provost will review course evaluations, department and

division chairperson evaluations, and self-evaluations of all faculty members. He/she may consult with individual faculty members if additional information is needed.

2. After review of the above information, the provost recommends to the president salary increases for individual faculty members. Other factors which may be considered include:
  - a. seniority,
  - b. rank,
  - c. academic degrees,
  - d. the marketplace demand in each academic discipline,
  - e. existing salary inequities.
3. After review of these recommendations, the final decision on salary increases is made by the president. Faculty members will be notified of salary increases in a timely manner.

## 8. Official Personnel File

One official personnel file for each faculty member containing official transcripts and other documents used in credentialing faculty is maintained by the provost. Copies of all evaluations and assessments are also maintained by the provost. Within the vicinity of the office of the provost, an individual faculty member may examine his/her file and photocopy anything it contains.

When necessary, the provost, or the faculty member may choose anything from this file for consideration by the Faculty Development Committee or by an appropriate appeals committee.

Department Chairs may review transcripts and other documents in order to certify that a faculty member is qualified to teach a particular course. Files may be reviewed in the office, but may not be e-mailed to the Chair to ensure privacy.

## 9. Promotion and Tenure

### **a. Eligibility for Promotion**

Promotions will be awarded by the Board of Trustees upon the recommendation of the president with the advice of the provost and the Faculty Development Committee.

The promotion guidelines given below are simple guides for education and years of service that do not automatically prevent or guarantee appointments to a certain rank. Promotion will be a matter of individual consideration on a case-by-case basis. Promotion will be based on classroom performance and experience, professional growth, and service to the College and the surrounding community.

### **Assistant Professor**

A faculty member, hired at the instructor level, who completes the earned doctorate, may be promoted to the rank of assistant professor. Otherwise, at least four (4) years of full-time teaching experience in post-secondary education is required before consideration for promotion to this rank.

### **Associate Professor**

A faculty member hired at Limestone as an assistant professor or promoted from the rank of instructor to assistant professor must serve five (5) years at Limestone College at the rank of assistant professor before he/she will be eligible for promotion to the rank of associate professor. Promotion to the rank of associate professor requires holding the terminal degree.

### **Professor**

A faculty member hired at Limestone as an associate professor or promoted from the rank of assistant professor to associate professor must serve four (4) years at the College at the rank of associate professor before he/she will be eligible for promotion to the rank of professor. In addition, to be eligible for promotion to professor, the faculty member must be tenured (except in exceptional cases such as a declared state of financial exigency). For promotion to the rank of professor, the faculty member should show high distinction in teaching and leadership. As a model for junior colleagues, he/she should demonstrate outstanding commitment and responsibility to the stated goals of the College and to the achievements which are the marks of professional merit.

### **Additional Criteria**

Teaching effectiveness will be considered a necessary condition for promotion, pay raises, and tenure. Thus, no faculty member who is not strong in teaching, regardless of how well he/she rates in other criteria, will be considered for promotion, pay raises, or tenure.

In decisions involving advancement to the upper ranks (associate professor and professor), the evaluation will include in particular the following criteria, in addition to teaching effectiveness:

1. outstanding service to the College (outside departmental duties) which significantly contributes to the general academic welfare or which reflects prestige upon the College (special assignments, representation of the College, initiative in special projects or events, grants, recruitment and retention of students); and,
2. demonstrated record of publication; sustained research; professional recognition or awards; holding of offices or committee assignments in professional organizations are factors which may be considered. Consideration for promotion and tenure will be given to teacher education faculty and other appropriate faculty providing in-service training and workshops for public school personnel and for time spent in collaboration and consultation with public school teachers.

These criteria are to underline the professional integrity of the faculty. Although Limestone is a teaching institution, not a research institution, it is in the best interest of the College to recognize for the advanced ranks only those who are in the fullest possible way seeking professional growth and fulfilling professional responsibilities.

## **b. Eligibility for Tenure**

At the beginning of the seventh year of full-time, college teaching (up to three years may be at other colleges), full-time, tenure-track members of the faculty must seek tenure. (Teaching below the post-secondary level or teaching as a graduate student will not be considered applicable toward tenure.) If extenuating circumstances exist, a faculty member may request to delay the application for tenure for a maximum of three (3) years. If granted by the Provost, the extension of one to three years will not affect the faculty member's tenure process.

Tenure may be granted to a full-time, tenure-track faculty member who has a terminal degree in the assigned teaching area, who has a record of quality performance while at Limestone College, and who meets all other requirements. A professor who demonstrates quality is one who, among other positive qualities, treats students with dignity and respect and encourages students to develop self-confidence and personal growth. Faculty seeking tenure must demonstrate respect for students with an understanding of the uniqueness of each individual and an awareness of the growth potential of all students.

If the faculty member fails to apply for tenure during this period or before (if allowed years of service at another institution of higher education), the faculty member may request to move to a process of annual appointment. Under such circumstances or through the formal denial of tenure, the College has the right either to deny the issuance of further contracts or elect to issue annual contracts.

The granting of tenure is not automatic. Tenure is granted by the Board of Trustees upon the recommendation from the department chair, the division chair, the Committee on Faculty Development, the provost, and the president. The recipient will be notified of the decision in writing with a written explanation supporting the decision. Even though College policy does not automatically grant tenure after a period of seven (7) years, it reserves the right to award one-year contracts.

Following the granting of tenure the faculty member is expected to maintain high standards of professional conduct and to demonstrate exceptional proficiency in teaching and in the performance of other faculty responsibilities.

## **c. Guidelines for Promotion and Tenure Portfolios**

The order and content of portfolios are standardized to allow complete evaluation of a faculty member's application for tenure and/or promotion. The material and information needed in a portfolio are listed below. The faculty member applying for promotion and/or tenure is responsible for insuring that the application and supporting

materials address the below mentioned documents. Faculty portfolios must be complete in order for a faculty member to be considered for promotion and/or tenure.

The faculty member's portfolio must include:

1. letter of application for promotion and/or tenure,
2. "statement of release" for personnel file materials,
3. current vita,
4. student evaluation summaries for the last three years,
5. appropriate letters of recommendations,
6. self-evaluations for the last three years.
7. the promotion and tenure portfolio should contain three years of supervisory evaluations of the candidate.

The Faculty Development Committee will consider the following items in its assessment. Provide documentation, if appropriate.

#### Teaching

1. Recommendation of department and/or division chair (must include appraisal of the applicant's teaching).
2. Supporting recommendations:  
faculty self-evaluations (last three years).  
other faculty recommendations (which may include appraisal of teaching).
3. Student evaluation summaries (last three years).
4. Courses, teaching methods, new programs.
5. Academic advising.
6. Independent and directed studies.
7. Supervision of student teachers, practica students, and interns.
8. Teaching awards.

#### Professional Activity

1. Publications, exhibits, performances.
2. Grant proposals.
3. Presentations and/or attendance at conferences/meetings.
4. Activities and offices held in professional organizations.
5. Activities associated with professional publications.
6. Community workshops/seminars.
7. Service to public schools, collaboration, and consultation with public school teachers and providing in-service workshops.
8. Additional education.
9. Other

#### Service

1. College
  - a. Committee assignments (include leadership roles).
  - b. Participation in College activities and events.
  - c. Recruitment.
  - d. Other.

2. Community
  - a. Judging community competitions.
  - b. Offices held in professional societies outside one's field (civic, cultural, educational, religious).
  - c. Volunteer work outside one's field (civic, cultural, educational, religious).
  - d. Presentations outside one's field.
  - e. Other.

#### **d. Procedures for Promotion and Tenure**

At the beginning of the fall semester, the chairperson of the Faculty Development Committee will notify all faculty that the process for consideration of eligible faculty members for promotion/tenure is commencing. The committee chairperson will request that faculty who wish to be considered for promotion and/or tenure submit supporting materials to their department chairperson who will forward the material to the division chairperson with his/her recommendation.

Division chairpersons who wish to be considered for promotion and/or tenure should also submit recommendations from members of their division and from other division chairpersons. Should the Faculty Development Committee require additional material for their deliberation, the Committee Chairperson will request the needed material from the appropriate individual.

Division chairpersons will forward all material expeditiously to the vice president for academic affairs with a recommendation. The provost will give that material to the chairperson of the Faculty Development Committee no later than October 15. The committee chair will notify, in writing, the individual faculty of receipt of that material.

During the course of its deliberations the committee may need to request access to faculty personnel files in the office of the provost. In light of this possibility, the faculty member must submit with his/her supporting materials a written waiver in accordance with the Faculty Educational Rights and Privacy Act.

1. The committee shall complete its deliberations prior to December 10.
2. The Provost, Dean of Faculty or other non-committee members may be invited to present information deemed pertinent to the committee but shall not be present while the committee deliberates about any personnel decision.
3. A committee member may not participate in deliberation involving himself/herself or a member of his/her immediate family or a member of his/her department. In such cases, the alternate appointed to the faculty Development Committee will serve. In such cases where the alternate may not serve, the Coordinating Committee will select an alternate.
4. All Committee members must vote for or against each application for promotion/tenure submitted. They may recuse themselves, but they may not abstain from the vote. In such cases, the alternate appointed to the Faculty Development Committee will serve. In such cases where the alternate may not serve, the Coordinating Committee will select an alternate. Each committee member may approve the candidate's requests for promotion and/or tenure or



deny the candidate's request for promotion and/or tenure and outline the reasons.

5. A concise but specific record shall be kept of the proceedings, including all pertinent circumstances and the tally of the votes (which will be by secret ballot) on each candidate, on file in the provost's office.
6. The written decision(s) of the committee shall be transmitted to the vice president for academic affairs within one working day. The written statement must include a concise explanation as to why the Committee supported or did not support the request. This statement, provided by the committee, will be given to the candidate by the provost.
  - a. If the Faculty Development Committee does not support the candidate's request for promotion and/or tenure, the candidate's request for promotion and/or tenure is deemed denied without any further action and the Provost for academic affairs shall so inform the candidate. The candidate may appeal following the "Appeals Process: Promotion and Tenure".
  - b. If the Faculty Development Committee supports the candidates' request for promotion and/or tenure, the provost will independently submit his/her recommendation, either positive or negative, for promotion and tenure to the president with a copy of the recommendation from the chairperson of the Faculty Development Committee.

The president will then prepare a final recommendation for consideration by the Board of Trustees' Committee on Instruction and Academic Policies which will forward its recommendation to the full Board for action at its spring meeting. The decision of the Board of Trustees to grant or deny promotion and/or tenure is final. Promotions and grants of tenure are effective at the beginning of the following academic year.

#### **e. Appeals Process: Promotion and Tenure**

When a Faculty member receives notification that promotion and/or tenure was not supported by the Faculty Development Committee, the member has the right to appeal as follows:

1. Within 10 working days from the date of notification by the Provost the negative decision by the Faculty Development Committee, the member may appeal the decision to the President by written notice of appeal. The notice of appeal must be in writing and the member must set forth in detail the grounds for the appeal. Only those grounds set forth in the notice of appeal will be considered.
2. Within thirty (30) days after receipt of notice of appeal, the President may uphold the decision of the faculty development committee and deny the member's appeal or the President may uphold the member's appeal. If the President upholds the appeal, the President will set forth his/her reasons in writing and the member's request for tenure and/or promotion will be reinstituted and continue through the process as if the faculty development committee had supported the candidate's request for promotion and/or tenure. Provided, however, both the faculty development committee's original decision and the president's reasons for

upholding the appeal are forwarded to the Provost for the continuation of the promotion and tenure process.

The member shall have no appellate rights except as set forth herein. The decision of the Board of Trustees concerning promotion and/or tenure is final.

## 10. Termination

### **a. Full-Time Tenure Track Faculty (first three years of service)**

Full-time faculty during the first three years of service at Limestone College may be terminated without stated cause. Faculty terminated during the first three years are eligible to appeal in writing the decision of the College to the president. Faculty members who are terminated will be notified in writing by the provost. Written notice that appointment is not to be renewed will be given to the faculty member in advance of the expiration of the appointment as follows:

Not later than April 1 of the first or second academic year of service or December 1 of the third academic year of service, if the appointment expires at the end of that year; or, if one-year appointment terminates during an academic year, at least three (3) months in advance of its termination.

### **b. Tenure Track Faculty (more than three years of service)**

If the department chairperson, the division chairperson, and/or the Dean of Faculty has found that there is sufficient reason for termination, he/she shall submit a written recommendation to the Provost stating the faculty member should be terminated.

The Provost will forward that recommendation, along with their own, to the president, who will make the final decision. Written notice with stated reasons that the appointment is not to be renewed will be given to the faculty member in advance of the expiration of the appointment as follows:

At least twelve (12) months before the expiration of an appointment after three or more years of service at Limestone College. Limestone College will normally notify faculty members of the terms and conditions of their contract renewals by April 1.

The full-time faculty member who has received notification of non-renewal of contract has the right of appeal as specifically described under “Due Process and Appeals Procedures.” (see page 60)

In addition, faculty may be terminated for “cause,” that is, for professional incompetence, general ineptitude, insubordination, moral turpitude, criminal acts, and/or actions incompatible with the ideals of the college, and/or failure to comply with a reasonable administrative directions. Immediate suspension may result from conviction for serious crimes or moral turpitude.

### **c. Non-tenure Track Faculty**

Full-time, non-tenure track faculty are employed on annual contracts and may be terminated without stated cause at any time during their period of service to the College. Faculty so terminated are eligible to appeal in writing the decision of the College to the president. Faculty members who are terminated will be notified in writing by the Provost.

### **d. Tenured Faculty**

For years there has been a tenure policy at Limestone. Tenure may be granted judiciously by the Board of Trustees on the basis of its value to the College as well as to the faculty. The Board of Trustees determines the number of total tenured positions to be offered.

After gaining the status of tenure, the faculty member will have permanent and/or continuous employment at the College. Termination for “Cause” may involve, in addition to professional incompetence, general ineptitude, insubordination, moral turpitude, criminal acts, and/or actions incompatible with the ideals of the college, and/or failure to comply with a reasonable administrative directive. Immediate suspension may result from conviction for serious crimes or moral turpitude.

Material substantiating the faculty member’s unfitness for continued employment may originate from a variety of sources, but will usually originate from the department chairperson. Regardless of the origin of the source of the information, it must be given to the Provost who in turn will forward the information to the Faculty Development Committee. The Committee will then make a recommendation to the Provost, who will make a recommendation to the president. The president will make the final decision subject to the approval of the Board of Trustees. A tenured faculty member who has been notified of non-renewal of contract has the right of appeal according to the Due Process and Appeals Procedure. (see page 60)

The principle of tenure imposes reciprocal responsibility on the College and the faculty member. The College has the responsibility of maintaining academic freedom and therefore provides tenure in order that the faculty member may be secure to do his/her scholarly work. Tenure means that an experienced faculty member may expect to continue in his/her academic position unless “cause” is demonstrated in a fair hearing, following established due process. Faculty members have the responsibility to remain current in their respective fields and to offer instruction of the highest quality. Faculty members also have the responsibility to assist the College in all recruiting activities insuring an adequate enrollment in their instructional area.

### **e. Addition or Elimination of a Faculty Position**

A recommendation that a faculty position be added or eliminated may come from the department, division, dean of faculty, provost, or president. Recommendations should be sent to the provost by the September 15 prior to the academic year the addition or elimination of the faculty position is to occur.

The provost, the dean of faculty, the department chairpersons, and the division chairpersons will review the recommendation, taking into consideration its impact on the mission of the College, the academic program, finances and budget, and student enrollment. In so doing, all relevant information from the division (faculty and students) and other sources deemed important should be reviewed.

A decision by the provost, the dean of faculty, the department chairpersons, and the division chairpersons should be forwarded to the president, the department and division by October 1. Any faculty member or division affected by the elimination of a faculty position may appeal the decision to the president by October 15.

The president should notify the provost and the dean of faculty who will inform the department and division chairpersons and the division faculty of the president's decision on the matter by November 1.

In keeping with the AAUP guidelines, if a tenured faculty member's position is eliminated, it may not be refilled within a three (3) year period without giving first priority to that faculty member.

#### **f. Financial Exigency**

"Financial exigency" is defined in the "Recommended Institutional Regulations" of the American Association of University Professors (AAUP) as "an imminent financial crisis which threatens the survival of the institution as a whole and which cannot be alleviated by less drastic means" (AAUP, 2006-page 24). The meaning of this "survival" standard is that, without removal of tenured faculty, the institution would have to close its doors; further, it implies that the institution has first tried other remedial measures before resorting to such drastic action; that a declaration of exigency is not being used as a subterfuge for anti-tenure bias; and that termination resulting from exigency are applied evenly, using objective standards.

In the event that the Board of Trustees of Limestone College determines, and declares publicly, that financial exigency exists, the provost, the dean of faculty, and the division chairpersons will seek input from faculty and will make a recommendation to the president regarding reduction in force. The president will, in turn make a final recommendation to the Committee on Instruction and Academic Policies of the Board of Trustees.

### **11. Due Process and Appeals Procedures**

Each faculty member who is past the probationary period is entitled to due process and must be advised that he/she has the following rights:

- a. he/she must be advised of the charges against him/her,
- b. he/she has the right to have a witness present,
- c. he/she has the right to have a prompt hearing,
- d. he/she has the right to face his/her accusers and to question them,
- e. he/she has the right to produce witnesses for himself/herself,
- f. he/she must be advised of the appeals process.

The initial route of appeal is through the department chairperson, the division chairperson, the provost, and the president. If agreement is not reached, a written appeal must be submitted to the Coordinating Committee within six (6) weeks of the faculty member's receipt of notification of termination. Upon receipt of a written request to the Coordinating Committee, said committee shall appoint an appeals committee of four full-time faculty members (exclusive of anyone involved in the initial decision). The appellant will select one additional faculty member to represent him/her on the committee with one vote. The appellant and the administration will each have the right to challenge and remove one member of the Appeals Committee. Vacancies resulting from such challenges will be filled by the procedures stated above. The final recommendation will be made by simple majority.

Procedure: The appointed committee shall review all materials pertinent to the appeal. This committee may call any persons they see fit, including the appellant himself/herself.

- a. A simple majority vote may terminate the review.
- b. Upon completion of the deliberations the chair of the Coordinating Committee shall be notified, in writing, of the results and reasons therefore,
- c. The same report shall be delivered to the provost, the president, and the appellant.
- d. A precise and specific record of the review shall be kept and placed in the file of the Faculty Development Committee.
- e. This process shall be completed within ten (10) working days from the time of receipts of the request for review.
- f. The decision of the Appeals Committee, with its justification, is made to the provost, who in turn provides the president with a statement of his/her support or non-support of the Committee's decision with justification(s).
- g. The president of the College will make the final administrative decision.
- h. The aggrieved individual has the right to appeal the president's decision to the Personnel Committee of the Board of Trustees.

## 12. Faculty/Staff Grievance Process

If a faculty or staff member has a problem or grievance, he or she should review the problem with the Department Chair or Supervisor

If the grievance concerns the immediate supervisor, the faculty or staff member should review the grievance with the appropriate Division Chair, Director, or Provost.

## 13. Resignation of Faculty

Resignation should be in writing and transmitted to the president with a copy to the vice president for academic affairs. It is expected that faculty resignations will not be submitted after May 31.

## 14. Teaching Load and Equivalencies

The standard teaching load per semester is 12-15 credit hours or its equivalent for undergraduate faculty; 9-12 hours or its equivalent for graduate faculty.

Fulltime undergraduate faculty may teach no more than 44 credit hours per calendar year; fulltime graduate faculty may teach no more than 30 credit hours per calendar year.

The following equivalencies are used in calculating faculty-teaching loads: Graduate course load: 3 hour graduate course: 4.5 load credit hours; 1 hour graduate course: 1.5 load credit hours.

Supervising student teachers and Social Work field placement 420a, b, c, d combined: .75 load credit per student.

Supervising student internships:

This equals .0558-load credit per student per credit hour earned  
This equals .1674 load credits for each student in a 3-credit course.  
This equals .3348 load credits for each student in a 6-credit course.  
This equals .5022 load credits for each student in a 9-credit course.  
This equals .6700 credits for each student in a 12-credit course.

Education 300, 301, 302 practica courses (all disciplines): .25 load credit per student.

Psychology practicum courses: 1 load credit per course.

Physical Education and Athletic Practicum courses: .25 load credit per student.

Physical Education activity courses: 1 load credit for 2 contact hours.

Music lessons (private, 100,200,300 and senior recital): 1 load credit per student.

Coached ensembles and piano classes: .67 load credit per contact hour.

Major ensembles: 1 load credit per contact hour.

Music education techniques classes: 1 load credit per contact hour.

Studio art classes: .67 load credit per contact hour.

Art (senior art exhibit): .67 load credit per student.

Theatre 480 (student production lab): .67 load credit per student.

Science laboratories: 1 load credit per 2 or 3 hour laboratory.

Equivalencies also may be granted by the Provost to faculty for performing administrative or other exceptional duties. "Equivalent" assignment may be given if a faculty member does not meet his/her contractual load.

## 15. Other Faculty Employment

All full-time faculty must obtain permission from the provost before engaging in other employment. This employment must not interfere with the faculty member adequately performing his/her Limestone College duties.

No member of the faculty will receive compensation for tutoring students in any course for which he/she is empowered to grant credit or over which he/she has any authority.

The full-time teaching faculty of Limestone College will usually be given first consideration in filling positions for classes taught in the Extended Campus summer terms.

## **B. Staff Employment Policies**

### **1. General**

The College prepares an annual human resources staffing plan to meet the needs of the College as part of the overall operating budget planning and revision process. The College is firmly committed to selecting and employing the best and most qualified persons for available positions without discrimination of any kind. Toward this end, employment opportunity notices are published within the college community and classified advertisements are placed in surrounding newspapers.

The College is dedicated to equal opportunity through affirmative action within the college community. Limestone's Affirmative Action/Equal Employment Opportunity Policy is designed to provide equal consideration of all applicants for faculty and staff positions, for all faculty members in the tenure and promotion process, for administrators and staff seeking promotions and advancement, as well as for students seeking admission, financial aid, and equality in academic and athletic programs. A copy of Limestone College's Affirmative Action/Equal Employment Opportunity Policy is available in all departments and offices, as well as on reserve in the Eastwood Library. Section IX-F and page 106 #20 (AA/EEOP) of this handbook contains the complete Affirmative Action/Equal Opportunity Policy statement.

Employees are classified as "salaried" (exempt) or "hourly" (nonexempt) for salary and wage administration purposes.

If applicable, all staff employees receive a salary increase letter from the president annually, stating the current salary or hourly pay rate and the new salary or hourly pay rate. Upon hire, all staff employees receive an offer letter stating the position, salary or hourly rate, and position description.

### **2. Hours of Work**

The College's normal working hours are from 8:30 a.m. to 5:00 p.m., Monday through Friday with an hour off for lunch and two fifteen minute break periods during the day. However, department heads are authorized to alter work hours with the approval of the appropriate vice president to meet circumstances associated with mission accomplishment.

Hourly employees record their daily attendance by using hand scanners. Salaried employees are not required to record daily attendance. However, salaried employees are required to use the on-line payroll system to submit vacation and sick time requests to their administrators for approval and tracking purposes.

### 3. Absenteeism and Tardiness

Each employee has an important job to perform. Employee presence is essential to the overall functioning of the College's educational mission. Therefore, it is necessary to have a uniform attendance and tardiness policy:

- a. All employees are expected to work normally scheduled hours appropriate to the department to which assigned.
- b. An absence is a failure of an employee to report to work during normally scheduled working hours.
- c. An excused absence occurs when an employee notifies the supervisor in advance and obtains permission to be absent. An unexcused absence occurs when an employee fails to notify the supervisor prior to the beginning of working hours and fails to be present for work as scheduled.
- d. In the case of unexcused absences, supervisors will counsel the employee about the necessity of being present for work upon each occurrence; four unexcused absences within a twelve (12) month period will be cause of termination of employment.
- e. Tardiness is defined as being late for the scheduled work without an acceptable reason. Chronic and repeated tardiness without acceptable reasons will be subject to written reprimand and possible termination of employment.
- f. Each administrator will maintain attendance records on employees by approving or denying time off requests using the on-line payroll system.

### 4. Holidays

The College publishes a holiday schedule each May for the coming fiscal year (July-June) to assist employees in planning their vacations and time off. The College observes Independence Day, Labor Day, Thanksgiving Day, Christmas Day, New Year's Day, Good Friday, Easter Monday, and Memorial Day as holidays. The Thanksgiving holiday includes the Friday after Thanksgiving. The Christmas/New Year's break is approximately a two-week period. The College is also in the practice of granting the Fridays of Fall and Spring breaks as holidays to all employees. The actual dates for observing national holidays and other time off when classes are not in session are contained in the annual holiday schedule as well as in memorandums which are distributed prior to each holiday period.

Holiday pay for permanent part-time employees (between 20 and 29 hour per week) is calculated at four hours per day.

### 5. Vacation Policy

#### **a. General**

The vacation year begins on the date of employment and benefits accrue from that date. Vacation time may not be accrued beyond one year. Employees have up to six months to use vacation time accrued during the preceding anniversary year.



There are times during the school year, such as the beginning and end of each semester, commencement exercises, and homecoming, when department heads are authorized to restrict times when vacations may be taken in order to perform vital college functions.

## **b. Vacation Eligibility Criteria**

### **Monthly Vacation Accrual Schedule**

All information below is shown in hours and is based on years of service. Full time employees will still accrue 10, 15, or 20 days per year based on years of service. Permanent part time 20-29 hours per week employees will still accrue 5, 7.5, or 10 days per year based on years of service.

Months of Employment	1-10 Years	11-15 Years	16+ Years
1	6.67	10	13.33
2	13.34	20	26.66
3	20.01	30	39.99
4	26.68	40	53.32
5	33.35	50	66.65
6	40.02	60	79.98
7	46.69	70	93.31
8	53.36	80	106.64
9	60.03	90	119.97
10	66.7	100	133.3
11	73.37	110	146.63
12	80.00	120	160.00

Note:

.83 days x 8 hrs = 6.67 hrs

1.25 days X 8hrs = 10 hrs

1.67 days X 8 hrs = 13.33 hrs

### **Bi-Weekly Vacation Accrual Schedule**

All information below is shown in hours per pay period and is based on years of service. Full time employees will still accrue 10, 15, or 20 days per year based on years of service. Permanent part time 20-29 hours per week employees will still accrue 5, 7.5, or 10 days per year based on years of service.

Pay Periods of Employment	1-10 Years	11-15 Years	16+ Years
1	3.08	4.62	6.15
2	6.16	9.24	12.3
3	9.24	13.86	18.45
4	12.32	18.48	24.6
5	15.4	23.1	30.75
6	18.48	27.72	36.9
7	21.56	32.34	43.05
8	24.64	36.96	49.2
9	27.72	41.58	55.35
10	30.8	46.2	61.5
11	33.88	50.82	67.65
12	36.96	55.44	73.8
13	40.04	60.06	79.95
14	43.12	64.68	86.1
15	46.2	69.3	92.25
16	49.28	73.92	98.4
17	52.36	78.54	104.55
18	55.44	83.16	110.7
19	58.52	87.78	116.85
20	61.6	92.4	123
21	64.68	97.02	129.15
22	67.76	101.64	135.3
23	70.84	106.24	141.45
24	73.92	110.88	147.6
25	77	115.5	153.75
26	80	120	160

## 6. Workers' Compensation

Faculty, administrative officers, administrative staff, and support staff are insured against damage to their person in accordance with the Workers' Compensation laws of the state of South Carolina.

As with full-time employees, permanent 20-hour-per-week employees' Worker's Compensation is based on annual salary, policy stipulation, and federal and state mandated guidelines.

## 7. Work Related Personal Injuries

All personal injuries sustained by faculty or staff employees during normal working hours are to be reported immediately upon occurrence to the appropriate department head, supervisor, or the designated person responsible for supervision of the activity and to the vice president for financial affairs. The vice president for financial affairs will then ensure that appropriate injury reports are completed and follow-up actions initiated to comply with current laws pertaining to work related injuries.

## 8. Leave of Absence

### **a. General**

The College will abide by applicable federal and state regulations with regard to the granting of family, medical, military, jury or witness duty leave. The College will also provide reasonable accommodation in accordance with the Americans with Disabilities Act (ADA). Requests for reasonable accommodations should be sent to the director of human resources.

### **b. Family and Medical Leave Act (FMLA)**

Limestone College offers certain leaves of absence to eligible employees. Eligible employees may take a maximum of 84 calendar days (60 workdays) including but not limited to Family and Medical Leave Act (FMLA) leave and non-FMLA medical leave, per calendar year, as measured from January 2 through December 31.

The Family and Medical Leave for all employees, including permanent 20-hour-per-week employees, is based upon federal guidelines.

### **FAMILY AND MEDICAL LEAVE ACT:**

On occasion an employee may find it necessary to be away from work while they are ill or caring for a family member. The Family and Medical Leave Act of 1993 (FMLA) permits employees nationwide to be with family members in their time of need. Under the FMLA, eligible employees may receive up to 12 weeks of leave during a 12-month period for certain family and medical reasons. Employees are eligible if they have worked for the College for at least 12 months and for at least

1,250 hours during the previous 12 months, and if there are at least 50 employees employed by the “company” within 75 miles of the worksite.

**Reasons for taking leave:** The FMLA entitles eligible employees of covered employers to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave. Eligible employees are entitled to the 12 weeks of leave for the following reasons:

- the birth of a child and to care for the newborn child within one year of birth;
- the placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement;
- to care for the employee’s spouse, child, or parent who has a serious health condition;
- a serious health condition that makes the employee unable to perform the essential functions of his or her job;
- any qualifying exigency arising out of the fact that the employee’s spouse, son, daughter, or parent is covered military member on “covered active duty;” **or**
- Twenty-six workweeks of leave during a single 12-month period to care for a covered service member with a serious injury or illness who is the spouse, son, daughter, parent, or next of kin to the employee (military caregiver leave).

**Advance notice and medical certification:** Should employees take time off from work for one of the above reasons, the leave time may be paid or unpaid depending upon the available sick or vacation time accrued by the employee at the time the leave begins. All FMLA guidelines will be followed in this process.

The employee must provide 30 days’ advance notice when the need for the leave is “foreseeable” – for instance, if the medical treatments are planned in advance. If the leave is not foreseeable, the employee must provide advance notice as soon as is practicable.

The employee must have a medical certification form completed by the attending health care provider to support a request for leave if the leave is to care for oneself or family members as stated above. A recertification during the leave may also be required. If the employee is on FMLA leave because a serious health condition renders the employee unable to perform the functions of his/her job, a fitness for duty report must be completed by the attending health care provider prior to returning to work.

The employee will be expected to adhere to other notice requirements should he/she take FMLA leave. The director of human resources will explain these additional requirements to the employee.

Failure to return to work upon the expiration of FMLA leave may result in termination.

**Job Benefits and Protection:** During FMLA leave, employee's coverage under the group health plan will continue. However, the employee must continue to pay his/her premiums under the group health plan and the director of human resources will explain the deadlines. Failure to make timely premium payments may cause the employee's coverage to lapse. In addition, should the College make any premium payments on the employee's behalf, the employee is required to reimburse the College for the entire amount.

Upon return from FMLA leave, most employees will be restored to their same or equivalent position with equivalent pay, benefits, and other employment terms.

**Questions and forms:** Should an employee have any questions about FMLA, please see the director of human resources. The employee may be required to complete forms other than those described above to be eligible to take FMLA leave; therefore, employees should go to the director of human resources as soon as they are aware FMLA leave will be needed.

### **c. Faculty Extended Medical Leave Policy**

Extended medical leave for faculty is available when the faculty member expects to be absent for an extended period of time for medical reasons.

Application for extended medical leave should be made to the Division Chair and must be approved by the vice president for academic affairs. A physician's statement may be required.

A full-time faculty member will accrue 5 days per semester for a maximum of 10 days annually with accrual to a maximum of 60 days. A faculty member employed for 6 or more years will be eligible for up to 60 days paid extended medical leave. For a faculty member employed less than 6 years, paid leave will be prorated accordingly. Benefit plan coverage will continue during the paid leave of absence.

### **d. Paid Sick and Bereavement Leave**

All full-time employees accrue one (1) day sick/bereavement leave with pay per month, cumulative up to sixty (60) days. Sick and bereavement leave is a benefit provided for personal illness and for deaths in the immediate family. Employees are required to notify their immediate supervisor of the nature of the illness or death of family members and estimate the length of absence. In connection with this policy, the college reserves the right to verify illnesses by requiring the employee to furnish a statement from the attending physician. The College also reserves the right to deny pay for injury or illness when such illness or injury is the result of the employee's own misconduct or when an injury is sustained while the employee is engaged in work for another employer or while gainfully self-employed.

Of the twelve (12) days per year that are classified as sick/bereavement leave days, a maximum of three (3) days may be used as personal leave days per year. Personal days will be deducted from the employee's sick/bereavement leave days. "Personal"

leave days are intended to allow employees to attend to personal business matters which may arise from time to time.

Sick/bereavement leave for permanent part-time employees (between 20-29 hours per week) is calculated at four hours per month, cumulative up to thirty (30) days.

## **C. Faculty/Staff Benefits**

### **1. General**

**All employee benefits, other than those required by law, are discretionary in nature. The College may add to, delete from, modify, or eliminate these benefits in its discretion. The terms of the applicable benefit plans take precedence over any language contained in this handbook or any other summary.**

Full-time employees who may work less than 20 hours per week on a permanent basis are not eligible to participate in employee benefit programs. Part-time employees are not eligible to participate in employee benefit programs regardless of hours worked per week on a periodic basis.

The College offers employee benefits by participating in a Section 125 Plan to fund such benefits as group health and dental insurance, and life insurance on a pretax, salary reduction basis. The College also offers a retirement program by participating in a wide variety of programs offered by the Teachers Insurance and Annuity Association/College Retirement Equities Fund \*(TIAA) on a pretax, salary reduction basis. Other benefits are offered on an after tax or tuition discount basis. The College abides by applicable federal and state regulations in administering the benefits programs. In addition, employees are eligible to receive services from the College Health Center, The Sib Collins Counseling Center, and Career Services.

### **2. Retirement Program (Pension Plan)**

The primary retirement program is implemented by participation in the TIAA program. Employees become eligible to participate in TIAA on the first day of their employment. Participation in the program is voluntary. Participants contribute a minimum of one to four percent (1-4%) of their pre-tax salary to the plan each month, and the College matches that amount (1-4%) each month. During a sabbatical leave, the College will continue its normal contributions to a participant's contract on the basis of the participant's last salary provided that the participant also continues to make normal contributions. During a leave of absence, the participant may continue to make contributions, but the College will not match those contributions. Details of all participating plans may be obtained by contacting the College's TIAA customer service representative. Employees are encouraged to read materials sent out by TIAA with their quarterly statements of account.

Permanent 20-hour-per-week employees may participate at the same rate of contributions as is applicable to 30 or 40 hour per week employees.

### 3. Salaries, Wages, and Withholding

All employees are required to have direct deposit. Paychecks are deposited on designated paydays. All Limestone College employees are subject to federal and state income tax payroll deduction and are required to complete the necessary forms in the **Human Resource** Office within three (3) days of hire date. All College employees must also pay F.I.C.A. tax (Social Security), which is deducted from each paycheck according to the rate for the calendar year, not the school year.

### 4. Group Life Insurance

Limestone College provides, without cost to the employee, a \$25,000 Term Life Insurance Policy and a \$25,000 Accidental Death and Dismemberment Benefit. Eligible employees are able to complete the required paperwork upon hire in the Human Resource office.

Permanent 20-hour-per week employees are not eligible for this program.

### 5. Performance Appraisal (Administrative Officers/Administrative Staff/Support Staff)

#### a. Objectives

The overall objectives of the Limestone staff employee performance appraisal evaluation program are to measure, maintain, and improve job performance. The program attempts to:

- Provide a framework of goals and standards from which to measure performance.
- Serve as a tool to determine salary increases based upon an employee's contribution to the College.
- Develop action and training plans to correct performance problems and establish goals for the next time period.
- Identify employees who should be promoted and given greater responsibility.
- Act as a forum for individual career development issues.
- Assure a formal time and place for all of these events to occur.

#### b. Annual Performance Appraisal Policy

Administrative department heads have primary responsibility for evaluating overall employee performance on an annual basis for those staff employees who are assigned to their department. Annual performance appraisals shall be conducted and submitted to the appropriate vice president no later than March 15 each year. The period of the appraisal shall be for the preceding twelve months or any portion thereof on the case of employees who have not been employed for the entire period. Vice presidents of the College will review department heads' submissions and submit a like appraisal of those department heads who report to them as designated in the College's Organizational Chart. The president will evaluate each of the vice presidents in a

similar fashion. Annual performance appraisal evaluation shall be made a permanent part of each employee's personnel record.

The annual appraisal shall consist of a written evaluation and a personal discussion with the employee. The department head must carefully consider statements on the written evaluation and prepare thoroughly for the personal discussion. Each employee shall have the right to examine the written documents and has the prerogative to challenge what are considered to be inaccurate statements. Each employee shall be advised well in advance of an appointment for the appraisal in order to prepare for the meeting.

Department heads have the prerogative of submitting special performance evaluation reports in the case of outstanding or unsatisfactory employee performance at any time during the time between scheduled annual reviews.

Performance appraisal forms may be obtained from the personnel records clerk in the business office.

## **6. Employee Tuition Assistance Programs**

### **a. Undergraduate Tuition Remission for College Employees**

Limestone College will provide the difference between tuition charges and state and federal financial aid grants for full-time faculty and staff employees, their spouses, and dependent children auditing or enrolling in Limestone College courses. The student is responsible for all other fees and charges for room and board, laboratory fees, private lessons, etc., as well as a \$25 semester processing fee. Children who marry will no longer be considered to be dependents, no matter what their income tax status. A dependent child who marries while enrolled under Limestone's tuition remission program will be allowed to complete the current semester as an employee dependent.

Permanent 20-hour-per week employees are eligible to take 15 credit hours per calendar year at Limestone College with the normal processing fee and no tuition charges.

Before tuition remission is granted, the student must apply for federal and state financial aid recommended by the Financial Aid Office. Tuition remission will not be granted for costs which could have been funded by non-college sources had the student applied for them. If an employee or an employee's dependent applies for Financial Aid in a timely and correct fashion, but is denied aid because of income, failure to be a full-time student, etc., he/she is still eligible for the Limestone College tuition remission program. Students are expected to complete the FAFSA by June 30 for the upcoming academic year so that they may be considered for all applicable federal and state aid. Students who do not complete the FAFSA by June 30 will not be eligible for tuition remission for that academic year.

The tuition remission benefit ceases when an employee is no longer working at Limestone College (except through retirement or death). In such circumstances, the



student receiving the tuition remission benefit will be allowed to complete the current semester.

Employees are expected to take their classes in the Evening or Online Programs. If special circumstances make Day classes necessary, an employee may take no more than one day class each semester. Written permission to take Day classes must be given by the appropriate vice president and the president.

The College provides tuition benefits for adjunct faculty according to the following guidelines:

if teaching 3 credit hours per semester -1/4 Extended Campus Program tuition reduction  
if teaching 6 credit hours per semester -1/2 Extended Campus Program tuition reduction  
if teaching 9 credit hours per semester -3/4 Extended Campus Program tuition reduction  
if teaching 12 or more credit hours per semester – Full Extended Campus Program tuition reduction

Benefits do not extend to fees, private lessons, or books and supplies. Also, benefits are not extended to family members of adjunct faculty.

Tuition remission is not automatic. Students must complete the Tuition Remission Form at least two weeks prior to the beginning of each semester; you may access the link from the employee tab located on the LC Portal. Students in the Day Program must submit the form by August 1 for fall semester and by December 15 for spring semester. Evening and Online students must submit the form by June 15 for fall semester and by December 15 for spring semester.

To continue tuition remission support after the first semester, a student must maintain a 2.0 cumulative GPA. When the student applies for the second semester of Tuition Remission, he/she will need to submit an unofficial transcript with the Tuition Remission Form. The records of students who have earned one or more WP, WF, or F grades will be subject to further review to determine whether tuition remission may be continued. When a student has missed a semester of tuition remission because of GPA, he /she may reapply for tuition remission for the semester immediately after regaining the cumulative 2.0 GPA.

After an employee or dependent has earned the initial bachelor's degree, subsequent support through tuition remission will be extended only as approved by the Provost and the President.

## **b. MBA Tuition Remission for College Employees**

Full-time faculty or staff who are accepted in the Limestone's MBA Program and wish to seek Tuition Remission may apply, explaining their desire for the degree and the potential relevance of the degree to their current position (or how their holding the degree would benefit Limestone College). The application, which may be in the form of a letter or memo, should be directed to the Provost. A review committee (composed of the Provost, the President and the Vice President for Financial Affairs) will determine whether the employee may be granted tuition remission for the MBA Program. The approved employees will be on "Standby" status and assigned to one of the MBA cohorts as space allows. The employee will be responsible for books and all fees associated with the program (such as the weekend

seminar fee), and for the \$25.00 tuition remission processing fee each semester. In addition, if a Limestone employee is required to complete BA 500 – Foundations in Business Prerequisite Course, the employee will have to pay the cost of the modules, up to a maximum of \$ 350.

### **c. Tuition Exchange Program**

Limestone College is also a member of The Tuition Exchange, Inc. and the Tuition Exchange Program of the Council of Independent Colleges. These programs allow spouses and children of full-time Limestone College employees to receive full tuition at more than 200 colleges and universities. Program materials and application forms may be obtained from the office of the provost. Participants must pay a \$25.00 processing fee each semester.

Permanent 20-hour-per-week employees are not eligible to participate in the Tuition Exchange Program.

### **d. Graduate School Reimbursement Benefits**

General concepts:

Limestone College strives to have the most highly educated and skilled faculty and staff possible. To this end, the College may support its faculty and staff in their formal education endeavors provided there is a benefit to the College and provided resources are available

The College recognizes that its ability to assist faculty and staff is limited to the availability of resources. It is unlikely that the College's resources will permit full or total support of an employee's educational program. For this reason, it is necessary to establish limits on the amount and duration of support.

Premises of support:

- An individual must have been employed full-time at the College for a minimum of one (1) full calendar year to become eligible to receive Graduate School Tuition Benefits. Permanent 20-hour-per week employees are not eligible to participate in this program.
- Subject to approval and the availability of resources, the College may provide tuition support up to \$6,000 in any fiscal year. The following criteria are factors influencing the awarding of benefits:

The amount of the College support will depend on the benefit of the program to Limestone College and the availability of resources.

If the employee is enrolled in what is considered a full-time program, the College may provide support up to \$6,000 per fiscal year. This support will be provided one semester at a time and is dependent on the benefit of the program to Limestone College and the availability of resources.

- To be eligible for the Graduate School Tuition Benefit program, employees must submit a plan that outlines:
  - the total degree plan,
  - the plan by each quarter, semester, or unit,
  - the cost by each quarter, semester, or unit,
  - the benefit to Limestone College,
  - all time-management problems which might arise from being a student and at the same time an employee of Limestone College.
- Schedule of administrative review and decision
  - **(spring term)** to receive funding for spring term, the plan as outlined above must be submitted to the provost or appropriate vice president by November 15. The administrative decision will be forthcoming within twenty (20) days.
  - **(summer term)** to receive funding for summer term, the plan as outlined above must be submitted to the provost or appropriate vice president by April 15. The administrative decision will be forthcoming within twenty (20) days.
  - **(fall term)** to receive funding for the fall term, the plan as outlined above must be submitted to the provost or appropriate vice president by July 15. The administrative decision will be forthcoming with twenty (20) days.

- Evidence of satisfactory performance

To receive continued support for each additional year of Graduate School Tuition Reimbursement Benefits, the employee must submit a copy of his/her transcript to the provost.

- Length of approval

Approval is only granted for the duration of a quarter, semester, or unit. To receive funding for each additional, quarter, semester, or unit, the employee must resubmit a plan as outlined above.

- Authorization

Within any given fiscal year, the administration is not authorized to grant a total dollar amount that exceeds the line item in the Board of Trustees approved budget. Therefore, it is highly unlikely that all requests will be approved or is it likely that any request will be approved for the full amount. Decisions will be based on the overall benefit to Limestone College.

- Approval

All plans will be considered at a meeting of the president and the provost. The notification of the administrative decision will be processed by the president's

office. Notification will normally be issued within the twenty (20) day time frame as stated above.

- Agreement of continued service

If the total tuition paid by the College is between \$1,000 and \$3,500, employees receiving this support must sign a statement in which they agree to continue as employees of Limestone College for a minimum of one (1) year or repay the benefits they received.

- If the total tuition paid by the College is between \$3,501 and \$7,000, employees receiving this support must sign a statement in which they agree to continue as employees of Limestone College for a minimum of two (2) years or repay the benefits they received.
- If the tuition paid by the College is over \$7,000, employees receiving this support must sign a statement in which they agree to continue as employees of Limestone College for a minimum of three years or repay the benefits they received.

Continuous service excludes approved leaves of absence and sabbatical leaves.

NOTE: The Tuition Payment Agreement Form may be obtained from the office of the Provost.

## **VII. COLLEGE REGULATIONS AND POLICIES**

### ***A. Academic Regulations and Policies***

#### **1. Academic Regalia**

All faculty members and administrative officers are expected to participate and wear appropriate regalia in the president's fall convocation and all commencement programs. Regalia may be purchased or rented through the College Campus Store.

#### **2. Campus Store**

The College Campus Store provides textbooks, office supplies, and limited specialty items for college students, faculty, and staff. The College Campus Store exists to supply items which are used in the education process and are unique to Limestone College constituents.

#### **3. Classroom Management**

Each faculty member is responsible for leaving his/her classroom in proper order for any subsequent class meeting there. Boards should be erased after each class. If chairs have been rearranged for special purpose, they should be returned to their

regular position. All lights should be turned off and windows closed. No changes in classroom assignments should be made without the approval of the registrar.

#### **4. Class Schedules and Procedures**

##### **a. Class Schedules**

Class schedules are prepared on a two-year rotation. Course offerings for each semester are presented to the registrar through respective division chairpersons and the director of the Evening and Online programs. Schedules are due as announced by the dean of faculty. The registrar will then submit all offerings to the provost who will confer with the chairpersons before rendering final approval.

##### **b. Class Attendance**

All students are expected to attend all classes for which they are registered and to be on time for each meeting.

The instructor is responsible for checking attendance at each class meeting beginning with the first day of classes and for recording each student's absences. Instructors will explain attendance regulations at the first meeting of each class and will include them in their written syllabus.

The student is responsible for knowing his/her attendance record in each of his/her classes.

When a student's absences exceed twenty percent (20%) of the total number of scheduled class periods in the semester or session, the student may be assigned a grade of F at the end of the class.

Faculty will report excessive absences to the provost and to the student as soon as possible. Only the provost will have the power to make exceptions to class attendance regulations.

##### **c. Class Periods**

The provost must approve any changes in class meeting times. If the faculty member has not arrived within fifteen (15) minutes of the specified starting time, the class will be considered canceled.

#### **5. Faculty Advising**

In light of the need for extensive individual assistance, the College assigns an advisor to each student.

## 6. Faculty Offices and Hours

The provost assigns offices to faculty members. All faculty members teaching face-to-face classes will post and observe a minimum of two office hours per week per 3-4 hour course, up to eight hours. These office hours should be distributed throughout the week. Copies of these office hours should be given to the department and division chairpersons as well as to the dean of faculty.

Faculty teaching on the internet maintain contact with students through the various means provided by College course software. In addition, faculty teaching internet courses will typically respond to student requests within 24 hours. Under no circumstances should response time exceed 48 hours.

## 7. Absence of Faculty Members

Faculty members are expected to attend all of their scheduled classes, faculty meetings, orientations, formal convocations, and commencement exercises.

Whenever a faculty member finds it necessary to be absent from any of these activities he/she must request permission from the department chairperson, the division chairperson, and the provost. The faculty member is responsible for making provisions for any work missed because of his/her absence.

## 8. Grades, Examinations, and Grade Reports

Limestone courses are graded on a four-point scale given below.

<u>Undergraduate Grading System</u>	
A (4 grade points)	excellent achievement
B (3 grade points)	high achievement
C (2 grade points)	moderate achievement
D (1 grade point)	minimal achievement
S (No grade points)	satisfactory
P (No grade points)	passing
F	failing
WP	withdrew passing
WF	withdrew failing
U	unsatisfactory
I	incomplete
IP	work in progress

Pass/Fail Courses – A pass/fail grade may be used in courses approved by the Curriculum Committee. Courses numbered 100 and above will carry academic credit. For further information on academic procedures, see the current Academic Catalog.

### Graduate Grading System

A	(4.0 grade points)
A-	(3.6 grade points)
B+	(3.3 grade points)
B	(3.0 grade points)
B-	(2.6 grade points)
C+	(2.3 grade points)
C	(2.0 grade points)
F	

Final Examinations – Final examinations must be scheduled in the final exam period at the end of each semester. If a student misses a final examination because of an unavoidable conflict, the instructor will arrange a time when the student may take a special final exam. A student with three examinations in a single day is entitled to reschedule one of them. No extracurricular activities are scheduled during examination week with the exception of athletic events scheduled by the NCAA, Conference Carolinas, or events approved by the vice president for academic affairs. In the case of approved events that conflict with final examinations, students are responsible for making prior arrangements with the instructor.

Grade Reports – Semester grades are due within forty-eight (48) hours after completion of each examination. Final grades are posted and submitted on the Campus Web by each faculty member. Copies of grade sheets are then printed, signed, and sent to the registrar's office.

The Extended Campus Program faculty will submit grade reports no later than three working days after the end of a course.

Students having unsatisfied obligations with the College will have grade reports and/or transcripts withheld until these obligations are settled.

## 9. Evening and Online Faculty Expectations

### a. Course Content

- Each undergraduate course must include at least two proctored assessments. Graduate courses must include at least one proctored assessment.
- Clear criteria should be included in the course regarding the basis of evaluation of all graded assignments such as a rubric and/or a list of criteria with associated point values. Feedback should include the use of the rubric/criteria in the explanation.

### b. Online Classroom Setup Activities

- The Instructor's policy on accepting late submissions must be clearly stated in the course and/or syllabus.

- Instructors are required to make available multiple modes of communication for students—at a minimum Blackboard messenger, Limestone email, and discussion boards.
- If discussion, wiki, blog, etc. is utilized in the course, clear criteria must be communicated to students regarding number, grading criteria, and any requirement for responses to peer postings. Use of a grading rubric is strongly recommended.
- Post your name on the Home Page with a statement underneath that specifies how students should primarily contact you for routine contact AND in the event of an emergency. Please note that the Blackboard Messaging System is the preferred method of contact especially in the event of Grade Appeals.
- Example of routine contact: questions about contact information, Blackboard Messaging System, due dates, etc.
- Examples of emergency contact: Flood (and other natural disasters) that may prevent the student from accessing the course, midterm/final proctor password, etc.
- Add your name, contact information, the term, year, and your Late Policy to the Syllabus.
- Update the due dates and dates of availability for any discussion boards, assignments, and/or exams.
- Post a Welcome Announcement/Letter on the Home Page.
- Post an Announcement describing your Late Policy and make sure it is reflected in the syllabus.
- Make sure that the syllabus posted is up to date. Do not replace the Master Syllabus; contact the Course Coordinator if the syllabus needs to be replaced with an updated one.
- Remove any old, outdated, or unnecessary Announcements.
- Double check the gradebook to make sure that it is set up properly and reflects the grading scale in the syllabus.
- Double check the exam options to insure that at least two exams require passwords to be taken. Change the passwords and provide them to the Proctors at least 72 hours before the exams are scheduled to open.
- Check to make sure that any links in the course are active.
- Contact the Course Coordinator if you have any questions, areas of concern, and/or new ideas.
- Make no changes to the Master syllabus other than adding your name, contact information, the term, year, and your Late Policy.
- Do not alter the color scheme of the course.
- Do not delete, hide, or alter content from the Master course.
- Do require students to complete the work as presented. With the approval of the Course Coordinator, the instructor may make reasonable edits and substitutions (alternate quiz and exam questions, some modification of the discussion topics and supporting web links) or additions (such as lab or



other learning activities). Any substantive content changes to the course must be completed by the course coordinator.

- Do not hide or alter any tabs including Calendar and Blackboard Messaging System.
- Do not hide or alter any Navigation Tools.

c. Classroom Activity

- Faculty are expected to respond to all student communications within 48 hours.
- Instructors are expected to provide meaningful, detailed, and timely feedback to students. All assignments are to be graded within one week of due date.
- Instructors are expected to engage actively with students throughout the course.
- Instructors should post regular announcements providing general feedback on assignments, areas for improvement, tips for success, etc.
- ECI and MBA instructors are responsible for using the Proctor Database to obtain students' proctor information. Instructors are not to ask students for their proctors' email addresses, and they are not to provide passwords directly to students.
- Final grades must be posted in the LC Portal no later than 48 hours following the end of the course. Graduate grades must be submitted on the LC Portal by the deadline specified by the Registrar.
- The Blackboard grade book feature must be used in recording and posting all student grades.
- Do not delete any communications (Blackboard Messaging System, Email, Discussions, etc.) received in the course and your responses to them. Please note that the Blackboard Messaging System is the preferred method of contact especially in the event of Grade Appeals.

10. Academic Conduct Policy

**a. Statement of Beliefs**

Honesty in personal and academic matters is a cornerstone of life at Limestone College. Students are expected to achieve on their own merits and abilities, to exercise integrity in all affairs, and to refrain absolutely from lying, cheating, and stealing.

**b. Responsibility**

The responsibility for maintaining honesty in academic life is shared by students, faculty members, and college administrators.

**1. Student Responsibilities**

Students are responsible for conducting their own academic affairs in an honest manner.

Students are responsible for the behavior of fellow students to the following extent:

- a. A student who is aware of dishonest behavior on the part of a fellow student(s) in an academic setting should feel an obligation to make a ***report of academic misconduct***.
- b. A student who makes a ***report of academic misconduct*** is not obligated to be involved in the matter in any way after making the ***report***. The identity of the student making a ***report of academic misconduct*** shall be protected.
- c. A ***report of academic misconduct*** may be made in conversation or in writing to the faculty member responsible for the class.
- d. The intent of the ***report of academic misconduct*** is to alert the faculty member that academic misconduct may have occurred.
- e. A faculty member shall investigate a student ***report of academic misconduct*** and, if he/she finds ***evidence of academic misconduct***, charge the student(s) as appropriate, and report the case to the associate vice president for academic affairs for further review.

## **2. Faculty Responsibilities**

Faculty members have a responsibility to communicate to students both their own beliefs, policies and procedures relating to academic misconduct and those of the College. This communication must be presented to students in writing and included in a course syllabus.

Faculty members have a responsibility to be aware of the potential for academic misconduct, to take reasonable precautions to discourage it, and to respond promptly and consistently to ***reports*** and ***accusations of academic misconduct*** when they occur.

A faculty member has a responsibility to report all cases of academic misconduct to the dean of faculty for review.

## **3. Administration Responsibilities**

College administrators have a responsibility to respond to ***reports, accusations, and appeals of academic misconduct*** consistently and promptly.

College administrators have a responsibility to uphold the policies and procedures of the College with regard to academic misconduct.

### c. Defining Academic Misconduct

Academic misconduct may include but is not limited to the following acts:

- ***Plagiarism*** or the failure to properly credit the work of another person, thereby allowing others to assume that the work is original.
- ***Copying*** another student's work.
- ***Collaborating*** by allowing another student to copy work which has been created by the collaborating student himself/herself.
- ***Purchasing*** a paper from services or from other students and submitting it as one's own work.
- ***Submitting work as the student's own which has been created***, in part or wholly, by ***another individual***.
- Doing work for someone else and ***submitting the work under a name other than your own***.
- ***Cheating***
  - a. Copying from the paper of another student.
  - b. Allowing other students to copy from work that is not their own or aiding them in doing so.
  - c. Referring to any materials which the instructor has not specifically authorized for use during a test or assignment.
  - d. Inappropriately obtaining the contents of an examination.

### d. Procedures of Accusations of Academic Misconduct

An ***accusation of academic misconduct*** may be made by a faculty member based on his/her own observation and evidence or the report of a student, faculty or staff member. An ***accusation*** identifies a specific student(s) by name and accuses the student(s) of a specific act(s) of misconduct.

If the faculty member finds sufficient evidence of guilt, an accusation of misconduct must be made to the student within 7 calendar days of the alleged incident of misconduct and the case must be reported to the associate vice president for academic affairs at the same time.

- If the incident is a first offense, the faculty member may impose his/her own penalty. Appropriate penalties might include but are not limited to:
  1. A failing grade on the test, activity, or assignment.
  2. A failing grade for the course.
  3. A requirement that the test, activity, or assignment be retaken or resubmitted.

- If a student is guilty of a second instance of academic misconduct, the dean of faculty will impose the penalty of a non-replaceable “F” for the course in which the violation occurred.
- If a student is guilty of a third count of academic misconduct, the student will receive a non-replaceable “F” for the course in which the violation occurred and will be permanently suspended from the college without the possibility of readmission.

An ***accusation of academic misconduct*** must be addressed by the associate vice for academic affairs in consultation with the faculty member and the department chair or the division chair within 20 working days of the receipt of the ***accusation***.

If a faculty or staff member receives a ***report of academic misconduct***, he/she shall inform the faculty member teaching the course of the report. If the teaching faculty member finds sufficient evidence of guilt, an accusation of misconduct must be made to the student within 7 calendar days of the alleged incident of misconduct and the case reported to the Associate vice president for academic affairs at the same time.

#### **e. Appeals**

Both the accused student and the faculty member responsible for the class or activity have the right to appeal.

An accused student may appeal:

- Suspension for a third violation of academic integrity.
- The findings of an Appeals Committee.

A faculty member may appeal the findings of an Appeals Committee.

All appeals must include a rationale.

Appeals of suspension for academic misconduct shall be made in writing to the vice president for academic affairs within 10 working days of the date of the suspension letter from the provost.

The provost, upon receiving any appeal, shall act as Chair and assemble an Appeals Committee. The Appeals Committee shall meet within 10 days of the receipt of an appeal.

No faculty member nor academic administrator shall serve on an Appeals Committee if any have been involved in reviewing the case previously.

An Appeals Committee shall be chaired by the provost and shall be comprised of two (2) faculty members and two (2) students. The four (4) members shall have

voting rights and the chair may elect to vote in the event of a tie. In the event of a tie, which is not broken by the vote of the vice president, the appeal shall be denied.

An Appeals Committee shall consider evidence which will be presented with the accused student in attendance. Evidence includes but is not limited to:

- Testimony from student or faculty accusers or other individuals directly involved with the incident.
- Physical evidence, such as notes or samples of student work.

An accused student may present evidence on his/her own behalf have a representative from the campus who may participate in the proceedings, and question his/her accusers. If the accused agrees to a meeting time and date with the Appeals Committee and then fails to attend the meeting or be present by conference call, the Appeal Committee will rule in the absence of the student.

The chair of the Appeals Committee shall rule on the relevance and admissibility of evidence.

After hearing the evidence, the Appeals Committee shall vote on the guilt or innocence of the accused student.

The decision of the Appeals Committee shall be communicated to the accused student and to the faculty member, the Department, Division Chair, the dean of faculty, and the president by the Chair of the Appeals Committee.

If either the accused student or the faculty member responsible for the class is unsatisfied with the findings of the Appeals Committee, he/she may make a final appeal in writing to the president of the College within 10 days of the Appeals Committee decision.

The president of the College, upon receiving an appeal of an Appeals Committee decision, shall have the authority to act individually, to review written records, to interview involved parties and to arrive at any resolution he/she deems appropriate. He/she will respond in writing within 10 days of the receipt of an appeal.

All information and proceedings related to an accusation of academic misconduct, including written material, physical evidence, and conversation shall be confidential and all participants, including administrators, faculty members and students, should refrain from any discussion of that information. A written record of the Appeals Committee proceeding, including proceedings, evidence, and all other relevant materials shall be preserved as required by law.

#### **f. Selection of Members of the Appeals Committee**

- a. The faculty shall elect two regular members and one alternate member for the Appeals Committee for each academic year.
- b. Student members of an Appeals Committee for a specific case shall be appointed by the chair of the Committee from a pool of five students recommended for each academic year by the Office of Student Services.
- c. A faculty member or a student may decline to serve on an Appeals Committee or may be disqualified by the chair if he/she is involved in the case.
- d. In the event that a regular faculty member declines to serve, is disqualified, or is unable to serve for any other reason, the alternate faculty member will serve for that case.
- e. Terms of office for faculty members on the Appeals Committee shall be one academic year. A faculty member shall not serve two consecutive terms, except that an alternate member may be elected as a regular member in the succeeding year.
- f. In the event that an Appeals Committee cannot be constituted due to deferrals and/or disqualifications, the vice president for academic affairs shall have the authority to select special members, 2 faculty members and 2 students, and the Committee thus selected shall be empowered to hear the case.
- g. In the event that a full committee of four cannot be impaneled, a group of fewer than four may constitute an Appeals Committee. If no students are willing or able to serve, a committee comprised of faculty members only may be empowered by the provost to hear the case.

#### **11. Disruptive Student Conduct in the Classroom or other Learning Environment**

The goal of this policy is to help faculty and administrators more fairly and safely address incidents of classroom disruption. Faculty members are responsible for managing the classroom environment. Faculty should exercise their best judgment in setting standards of conduct for their courses and take a reasonable approach in responding to classroom disruptions. Faculty are required to keep documentation and thorough details of disruptive incidents. Faculty members determine what constitutes disruptive behavior in the courses they teach.

- What is considered disruptive behavior? Any behavior that interferes with the instructor's ability to conduct class or the students' ability to benefit from the learning environment. Students having emotional or mental disorders who may be considered disabled and who are protected

under the Rehabilitation Act of 1973 are expected to follow the same standards of conduct as any student.

- **Procedures for disruptive behavior**
  - a. The instructor will “warn” the student that his/her behavior is disruptive and that it must cease immediately.
  - b. If the student fails to comply with the warning, the instructor may require the student to immediately leave the classroom. Refusal to leave the classroom may result in the notification of local authorities, Limestone College Public Safety or as appropriate “911.”
  - c. Based on the nature of disruptive behavior any student removed from the classroom may face disciplinary action.
  - d. If the instructor allows the student to return to the class and continue, then the incident is considered resolved.
  - e. If the instructor does not permit the student to return to class, the instructor must submit in writing a detailed description of the disruptive incident to the Dean of Faculty within 24 hours of informing the student he/she may not return to class. The Dean of Faculty will review the incident and he/she will determine the appropriate course of action. Possible sanctions: Written Warning, Probation, Suspension, or Expulsion.
  - f. The Dean of Faculty will notify the student of the action taken in writing within two working days after receiving the faculty incident report.
- **Student Appeal**
  - a. A student has the right to appeal an action taken by the Dean of Faculty
  - b. The student must appeal in writing within two working days of the notification from the Dean of faculty regarding any college decision related to the disruptive behavior. The student’s appeal must include the student’s version of the incident and the reason(s) the student disagrees with the decision.
  - c. The student appeal will be reviewed at the administrative level by the Provost, and/or college president. The President’s decision shall be final and will be completed within five working days following the student’s written appeal.
  - d. The student will be notified in writing by the President’s office of the college’s final decision.
  - e. Students removed from a course for disruptive behavior will receive a grade of F. The student will be responsible for any loss of financial aid.

## 12. Off-Campus Trips

Faculty members and sponsors who plan off-campus class trips must secure approval from the Dean of Faculty. Such trips should be planned so as not to interfere with previously scheduled college events requiring student participation. A list of students participating should be submitted at least seventy-two (72) hours in advance of the proposed activity. The office of the Dean of Faculty will inform the instructor or sponsor relative to approval of students participating in an off-campus trip prior to the activity.

## 13. Student Assistants/Work-Study

In order to afford the faculty member more time for professional improvement and for more effective teaching, the College provides part-time student assistants who may be used for routine clerical duties or laboratory work. All work-study positions must be approved by the provost. Faculty and staff will submit requests for positions through their immediate supervisor.

## 14. Textbook Requests

Textbooks are ordered and sold by the College Campus Store. Proper forms for requesting textbooks are sent to each division chairperson and department chairperson by the campus store manager. The division chairpersons are responsible for coordinating textbook selections. The division chairperson forwards the book orders to the campus store. Faculty members should obtain examination and copies of textbooks directly from the publishers, not from the College Campus store. Departmental funds are not to be used to purchase copies of textbooks for faculty or student use. It is a violation of College policy and copyright laws for anyone to photocopy a textbook or significant part of a text for their personal or student use.

### ***B. Social and Informational Policies***

#### 1. Athletic Events

Athletic events are held throughout the academic year. Faculty, staff, and students are admitted free upon presentation of identification; a minimal charge is paid by others to attend basketball and baseball games.

#### 2. Campus Hours

Administrative offices are open from 8:30am to 5:00pm, Monday through Friday. Maintenance, housekeeping, post office, and campus store hours are subject to a different schedule outlined by the vice president for financial affairs.

In addition, the Admissions Office is open each Saturday morning from 9:00am to 12:00 noon during the regular academic year. During the summer months, the admissions office will open on Saturday by appointment.



To provide service to Extended Campus Program students, appropriate administrative offices are open from 8:30am to 6:00pm, Monday through Thursday.

### 3. College Directory

A directory is prepared for all College employees prior to the beginning of each academic semester.

### 4. Intellectual and Cultural Activities

The College periodically sponsors a variety of intellectual and cultural activities. These activities are an integral part of the total program. Faculty members, staff, and administrators are urged to attend these special events and to encourage their students to do so.

### 5. Center for Professional Development

The Center for Professional Development provides placement services to candidates for graduation and maintains their reference files. Faculty members are frequently requested to provide letters of recommendation for these files.

The director of center for professional development is responsible for all aspects of planning and management to meet the career planning and placement needs of students and alumni seeking guidance and support.

### 6. Publicity

All Limestone College-related material and documents for public consumption must go through the approval process. Brochures, advertisements, event programs, rack cards, posters, web pages, mass emails, letterheads, envelopes, postcards, etc., are materials subject to approval. Please leave enough time between item preparation and designated printing date to allow those persons listed below to approve this material. The department that wishes to distribute the material is responsible for obtaining all required signatures.

- a. Any one-page document can be submitted via e-mail to the appropriate Vice President, the Associate Vice President for Communications & Marketing, and the Vice President for Communications & Marketing. Any comments or edits should be sent using the “reply to all” feature.
- b. Projects with multiple pages will be submitted via single hard-copy format from the project’s originator. The first person to receive the document should be the appropriate Vice President. It should then be forwarded to the Associate Vice President for Communications & Marketing, and then the Vice President for Communications & Marketing.
- c. Any academic project that contains or requires graphic design elements should be sent first to the Associate Vice President for Communications

& Marketing (use of logo, colors, etc.) before being sent through the channels accordingly. If it is a one-page project, it will be sent to the above group via e-mail; if it is a multiple page project, it will be sent as a single hard-copy version.

- d. Athletics materials from coaches (such as camp brochures) will be sent to Assistant Athletics Director for External Operations then forwarded through the approval process.
- e. All Limestone-related communications with the news media must go through the Communication & Marketing Department, with the exception of Athletics communications with the news media, which must go through the Sports Information Office.

## 7. Student Government and Activities

Faculty members are urged to consult the Student Handbook, the Gaslight, concerning student organizations and activities.

## 8. "The Campus Network" (Calendar)

The College publishes a weekly schedule of activities, a semester calendar, and a monthly bulletin of College events. Information on special and regular events should be reported to the Communications Office.

# **C. Business Office Customer Services**

## 1. Check Cashing and Petty Cash Services

The College cashier is authorized to cash personal checks not to exceed \$100.00 for students, faculty, and staff employees. The college cashier is also authorized to disburse petty cash for small one-time purchases not to exceed \$50.00 when time does not permit the completion of an "Expense/Payment/Purchase" (EPP) form and use of the normal purchasing procedures. A \$25.00 bad check fee will be assessed in the event a personal check is returned from the bank marked "NSF" and check-cashing privileges of the individual who wrote the bad check will be suspended.

## 2. Requests for Payment

The "Request for Payment" (EPP form) must be completed to provide an audit trail of the nature of the expenditure, receipt of goods or services, signatures of authorized approving authorities, and the appropriate budget account number to which the expenditure is to be charged. (See full policy Appendix J)

## 3. Requests for Purchase

The College cashier receives "Requests for Purchase" (EPP Form) for further processing by the Business Office. The (EPP form) is completed to provide an audit trail of the nature of the proposed expenditure, signatures of authorized approving

authorities, and the appropriate budget account number to which the expenditure is to be charged. (See full policy Appendix J)

#### 4. Requests for Travel Expense

The purpose of the “Request for Travel Expense” form is to request cash for a future travel and it must be completed and approved before travel occurs. The form shows the appropriate budget account numbers to which the expenditure is to be charged, and is signed by the appropriate vice president. It is the responsibility of the employee receiving the cash advance to return the unused portion of the cash to the College cashier after travel is completed. The employee must fill out a Cash Transmittal form and personally return the funds; the employee should not transfer possession of the cash to anyone other than a business office representative, as he/she is personally responsible for the cash. The Business Office will only accept a Cash Transmittal from the employee who received the advance. (See full policy Appendix J)

#### 5. Travel Expense Report

Any employee who received a cash advance for travel must complete a (EPP) Expense Form upon return. This form is used to show how the funds were used and which budget account numbers are to be charged. This form is also used if an employee needs to be reimbursed for travel where personal funds instead of a cash advance were used. (See Appendix J for full Policy)

#### 6. Time Sheets

The payroll personnel receives the timesheets submitted by hourly paid employees for further processing by the Business Office. Timesheet submission requirements are published by separate memorandum by various department heads/program managers to meet payroll schedule as published by college payroll personnel.

#### 7. Medical/Dental Insurance Information and Claims Assistance

The director of human resource assists employees with questions regarding medical and dental insurance claims, provides initial assistance with enrollment and annual reenrollment, and maintains master policies pertaining to the benefits associated with the employee benefits program.

#### 8. Student Accounts Management

The supervisor of student accounts maintains an account history of each student's account and ensures that the correct charges and payments are recorded within the bills system for each account. Business office personnel are cross-trained to respond to parent and student queries about their accounts. The director of student accounts prepares and mails semester, evening and online, and/or monthly bills throughout the year and initiates formal collection efforts when student accounts are found to be in arrears.

## 9. Budget Process, Controls, and Purchasing Policies

Budget controls and purchasing policies are necessary to enhance the College's ability of achieving its budget objectives. The Business Office will act as a central agency or clearing house for the administration of these controls and policies.

### **a. Budget Process**

The budget process begins with the preparation of a "pro-forma I" budget which is developed no later than the April preceding the beginning of a fiscal year. This pro-forma budget is revised in the fall after registration, establishing a "pro-forma II" budget. Another review and revision is made after spring registration. The preparation of each budget is the responsibility of the vice president for financial affairs. The vice president for financial affairs will act as coordinator for the collection, assimilation, and presentation of budget information. The vice president for financial affairs will solicit information regarding budget requests from all academic divisions and administrative departments having budgetary responsibilities. This information, once assimilated, will be reviewed by the College's administrative officers and adjusted as necessary. Once a budget has been approved by the administration, it will be presented to the Finance Committee of the Board of Trustees for approval. The Finance Committee presents the budget to the full Board of Trustees at the spring and fall meetings. It then becomes the official budget under which the College operates.

### **b. Budget Control**

The achievement of budgetary objectives is the responsibility of all administrative officers, administrative staff, and academic division heads. These officials will be responsible for accomplishing the objectives of each budget area within the financial limitations of that budget. Certain officials are responsible for achieving revenue sufficient to meet income budgets.

The president and provost are responsible for seeing that all academic divisions and administrative departments meet their objectives.

The controller and/or bookkeeper, who are responsible for all accounting and bookkeeping, will prepare and forward monthly budget statements to each administrator and division chairperson. These budgets should be reviewed for accuracy as well as status. Any questions regarding the budget reports should be directed to the controller. The controller will also contact administrative department heads when he/she recognizes problems or potential problems in the administration of a particular line item of the budget; however, all responsibility rests with the budget manager. In an effort to permit management of a budget, the budget manager may request in writing, to the vice president for financial affairs, that funds be reallocated among line items for which he/she is responsible. Authorization to grant this request will lie with the vice president for financial affairs. To reallocate funds from one department to another will require the review and approval of the president. To alter the budget objectives will require approval of the Finance Committee of the Board of Trustees.

Persons exceeding budget limitations may be required to submit written explanations for this occurrence to the appropriate vice president or the president. Persons may be relieved of their budgetary responsibilities in the case of budget overruns due to mismanagement, or failure to follow College Policies and Procedures.

## 10. Purchasing Policies

Sound purchasing policies and procedures are necessary for efficient and effective management. These policies and procedures for Limestone College are as follows:

With the exception of construction or other Board of Trustees designated requirements, only the president and the vice president for financial affairs are authorized to commit funds for the College. The vice president for financial affairs, in administering these policies and procedures, will act as the central agency for all purchasing.

The purpose of these policies is to assist department heads in requisitioning the goods and services necessary to operate their departments. These procedures are also intended to aid in budget control. Requests which are denied may be appealed to the president.

Any purchases which cause a budget to be exceeded become the responsibility of the administrator responsible for that budget. Any purchases or commitments made outside the limitations of these policies and procedures (unauthorized commitments) will not be binding on the College, but will be the total responsibility of the person making the unauthorized commitment.

### **a. Other Policies Regarding Purchases**

**Cash Purchases:** Individuals making cash purchases from their own funds for the College will be reimbursed by the Controller upon presentation of a properly prepared "EPP Form" and a bona fide receipts(s).

**Personal Acquisitions:** The purchasing power of the College will not be used for personal acquisitions for administrative, faculty, and staff members.

**College Property:** The Board of Trustees, the president, and the vice president for financial affairs have control over the property of the College. As such, they have final jurisdiction over assignment or disposition of gifts made to the College for its general use, furniture, furnishings, household goods, and other items received as gifts by the College.

**Alterations to the Physical Plant:** Requisitions involving alterations to the College buildings or purchase of equipment that requires utility connections or alterations to buildings must be referred to the VP of Financial Affairs for technical review before being placed. Such Purchase Requisitions and written requests must have the signature of the director of the physical plant affixed.

Inventory and Control of Property: An inventory of College-owned equipment, except band equipment and information technology equipment, valued in excess of \$5,000 is kept in the Business Office. Band equipment and information technology equipment does not have a set threshold. The items from those departments that are being maintained on an inventory listing is a result of cooperation between the Business Office and those departments. To maintain the accuracy of this inventory, the cooperation of all the areas of the College is required. Periodic physical checks by all areas are required to verify these records and scheduling of such checks will be the responsibility of the vice president for financial affairs.

Insurance: The vice president for financial affairs has the responsibility for placing and maintaining insurance policies of fire and extended damage, workers' compensation, public liability, automobile, theft, travel, student athletic insurance, and other needs as they arise. Generally, College insurance policies cover College material only while on campus. Coverage is not provided for College material off campus.

Some departments have insurance policies that are specific to their program; i.e., Social Work and Athletic Training.

#### **b. Purchasing Procedures – Paying for Purchases**

The College's normal procedure is payment after the receipt of goods and services within thirty (30) days of receiving an invoice. Vendors submit invoices directly to the Business Office, giving such information as date delivered, purchase order number, description of products or services, and the amount. Upon receipts of the invoice, the College Accounts Payable Specialist will compare the information to that contained on the purchase order. The budget manager requesting this purchase will then be asked to sign the invoices if they are ready for payment. This signature will certify (1) that the goods or services were received in good order; (2) that they were correct in quantity stated; (3) that the pricing is correct as stated; and (4) that the invoice is ready for payment. The Accounts Payable Specialist will then complete processing of the invoices. The signature on this invoice is one of the most important parts in proper utilization of the College's resources. The Accounts Payable Specialist should be informed of any problems that exist in the information contained on an invoice and a plan of action should be developed which would resolve these problems as the earliest time. Invoices submitted to the Business Office which do not have documented prior approval will not be the responsibility of the College and may be payable by the person responsible for the purchase.

All exceptions outside of Sole Source, Bid Exemption, and Emergency Procurements will be considered an Unauthorized Procurement. Corrective action for ratifying an unauthorized procurement is to request in writing through the Controller and the Vice President for Financial Affairs, that the President of the College approve the unauthorized transaction based on the written documentation provided. In cases where this approval is not granted, it will become the personal responsibility of the individual who made the transaction.

## 11. College Facilities

### **a. Renting College Facilities**

The priority of use of College facilities is:

1. Activities which satisfy academic requirements for both degree and nondegree seeking students.
2. Scheduled student activities for all enrolled students and student organizations.
3. Scheduled departmental sponsored activities to which students and the general public are invited.
4. Scheduled employee activities sponsored by College departments.
5. Scheduled activities contracted by external organizations and/or initiated by the College.
6. Unscheduled student activities.
7. Unscheduled employee activities.
8. Unscheduled external organization activities

To rent a College facility or reserve its use on a cost free basis, it is necessary for the person who is requesting use of the facility to complete and submit an “Application to Schedule Facilities Form” at least two week before the date of requested use. The form may be obtained from the College Administrative Assistant for Academic Affairs who serves as the coordinator of College facilities use to avoid overbooking of College facilities. The application is first approved by the vice president for financial affairs. Then the form is sent to all College departments who may have to support the event and to inform the college community of the scheduled event to make certain that the facility being reserved is available for use at the date and time requested. It is mandatory that all requests to use College facilities for nonacademic purposes be submitted to the Administrative Assistant for Academic Affairs so the event/facility can be placed on a master schedule of events in order to avoid overbooking,

### **b. College Facilities Coordinating Responsibilities**

The College Administrative Assistant for Academic Affairs is the “booking agent” for all facilities when facilities are used for nonacademic purposes by anyone.

The Dean of student Life controls the use of residence halls and student center.

The registrar allocates classroom space to implement the Day and Evening academic programs as required by the provost. The registrar also must approve the use of classroom spaces for other purposes when these facilities are not being used to implement the academic programs.

The Vice President for Intercollegiate Athletics coordinates the use of the Timken Gymnasium, Walt Griffin Physical Education Center, swimming pool, tennis courts, baseball field, softball field, Emmie Rector Tennis Pavilion, Limestone

Center Hall of Fame Room and Media Relations Room, and all other athletic fields.

The executive assistant to the president coordinates the use of the formal parlors in the Curtis Administration Building.

The College librarian coordinates the use of the library conference room.

The food service director coordinates the use of the private dining room, banquet room, and the main dining area of the Stephenson Center.

The College chaplain coordinates the use of the Camp-Swofford Chapel.

A designated music department faculty member coordinates the use of Fullerton Auditorium.

The vice president for financial affairs coordinates the use of all facilities which generate auxiliary enterprise revenue in cooperation with the foregoing College administrative support staff employees. He or she also establishes financial records relating to the use of College facilities, establishes annual facility use revenue goals with the president, and seeks to market College facilities to outside parties throughout the year.

### **c. Accommodations for Guests**

Various people are responsible for arranging accommodations, meetings, and hosting guests:

<b>Guest (s)</b>	<b>Coordinator</b>
Prospective students/Parents	Vice President for Enrollment Services
Prospective employees	Potential supervisor
Visiting athletic teams	Vice President for Intercollegiate Athletics
Limestone Students	Dean of Student Life (when residence halls are closed or in special situations)
Consultants/speakers	Sponsoring department
Friends of the College	Sponsoring department
Alumni	Vice President for Institutional Advancement



It is College policy to provide prospective students who visit the campus with complimentary food and lodging. Parents or guardians who accompany prospective students are charged normal fees for meals. Similarly, members of the Board of Trustees, alumni, and other guests of the College who are on campus in a working capacity are provided with complimentary food and lodging as required. Costs for these particular services are charged to the appropriate budgets for accounting purposes.

Employees of the College who are using College facilities to provide food and lodging for their personal guests are charged normal fees.

#### **d. Fees**

Fixed rates are charged for certain facilities such as the residence halls. Other facilities have been assigned variable rates based upon the size of the group, the group's composition, and the services requested. In the latter case, the vice president for financial affairs will determine the exact fee which has been approved by the president.

The faculty and staff are urged to encourage outside groups to use our excellent, reasonably priced facilities, particularly between one week after May graduation and one week before the start of the fall semester. Please see the vice president for financial affairs for more details about all items pertaining to use of College facilities.

### **12. College Travel**

Travel charged to divisional budgets must be approved by the executive vice president and the division chairperson; other travel is approved by the vice president for financial affairs. Individuals submit a "Travel Expense Report" to the business office for reimbursement.

A travel advance may be requested on a "Request for Travel Advance" form, available in the business office. Reimbursement for travel already completed may be requested on a "Travel Expense Report," which must list any advances already received, must have all the appropriate signatures, and must be accompanied by all relevant receipts. No reimbursement will be made without the proper receipts.

### **13. College Vehicles**

The College maintains several automobiles and vans for official business. The switchboard operator serves as the College's transportation dispatcher. A form requesting the use of a College vehicle must be submitted to the appropriate administrative officer for approval prior to submitting to the switchboard operator.

### **14. Fund-Raising**

The College understands that various student, faculty, or administrative groups would like to raise money for College activities. However, all College fund-

raising must be approved in advance by the vice president for institutional advancement so that the College's efforts among its constituents may be as effective as possible.

## 15. Keys

Keys to appropriate offices and buildings are issued without charge by the business office to faculty members and College employees and must be turned in at the termination of their employment. Employees and students of the College may not duplicate keys to College facilities without first receiving written approval from the vice president for financial affairs.

### ***D. General Policies and Information***

#### 1. Dress and Behavior Code

Personnel of Limestone College shall always dress and behave in a manner appropriate to their function and office. All employees of the College are expected to treat students with the same dignity and respect they would expect to receive themselves.

#### 2. Employee-Student Relationships

Amorous relations (that is, sexual, romantic, or dating relations) between students and faculty/staff members with whom they also have an academic or evaluative relationship are fraught with potential for exploitation. Therefore, all such amorous relations between students and faculty/staff are prohibited, unless the parties to the relationship are married to each other. Violations of this policy may lead to disciplinary action, up to and including termination.

#### 3. Stephenson Center Dining Hall

College employees and their guests may dine in the College cafeteria which is located in the Stephenson Center. Single meals may be purchased at posted prices and meal tickets for multiple meals may be purchased from the food service director.

#### 4. Maintenance and Service Requests

Maintenance and service requests for minor maintenance and routine assistance may be procured by completing the Maintenance and Service Request form which may be accessed on line by the following steps:

1. Go to the Quick Links section on the bottom of the Limestone College web home page and click on Forms.
2. Under Limestone Forms click on Faculty and Staff Forms.
3. Under Faculty/Staff Forms click on Maintenance Work Order Request.
4. Complete the Maintenance Work Order form and press the submit button on the lower right hand corner.

The Director, Physical Plant (Sodexo) manages work orders for maintenance and repairs for all facilities. Those requests which involve facilities under the staff cognizance of the Dean of Student Life or the Associate Athletic Director for Athletic Facilities are forwarded to those officers for action by those organizations. The VP for Student Services is responsible for the maintenance of resident halls and the Dobson Student Center. The Associate Athletic Director for Facilities is responsible for the maintenance of the Timken Center, Walt Griffin Physical Education Center, The Limestone Center, The Emmie Rector Tennis Pavilion, and all athletic playing fields.

## 5. Parking

The campus security department administers the vehicle registration and parking system for College employees, students, and visitors. Vehicle registration stickers are issued to faculty and staff. Vehicle registration stickers for students are renewed each fall semester.

Vehicle registration stickers are issued on a continuous basis throughout the year to accommodate newly hired faculty and staff employees.

Parking lots are designated for student, faculty, staff, and visitor parking. A campus-wide memorandum on this subject is published each September.

## 6. Postal Services

The College operates a mail center for the purpose of receiving and dispatching mail. It is not designated as a U.S. Post Office. However, the mail center is equipped with state of the art mail processing equipment and the mail center manager attends seminars and conferences to stay current with the very latest postal regulations, procedures, and processes. Each on-campus student, faculty, and staff is assigned a mailbox. Commuter students may be provided mailboxes on request if mailboxes are available. Mail is ready for pickup at 10:00 a.m., Monday through Friday. Limited sale of stamps is available. Mailing of packages and processing of registered mail are services also available.

## 7. Tobacco Free Campus Policy

The use of all tobacco and smoke-related products is prohibited on all properties owned or leased by Limestone College, including buildings, facilities, and student housing, as well as outdoor areas such as sidewalks, parking lots, athletic fields, and common areas.

The goal of the policy is to promote a healthy environment for all who utilize the college and its facilities.

Definitions:

1. The terms “tobacco and smoke-related products” include cigarettes, cigars, pipe tobacco, smokeless/chewing tobacco, electronic cigarettes, herbal smoke products, hookahs, beedies, and any other smoke-related substances or products the college chooses to prohibit.

2. The policy applies to all faculty, staff, other employees, students, contractors, performers, and visitors.

## 8. Drug and Alcohol Policy

The Drug-Free Workplace Act of 1988, implemented at 34 CFR Part 85, Subpart F for Grantees, as defined by 34 CFR Part 85, Sections 85.610 requires that the College certify that it will continue to provide a drug-free workplace by:

- a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the College's workplace and specifying the actions that will be taken against the employees for violations of such prohibition.
- b. Establishing an on-going drug-free awareness program to inform employees about:
  1. The dangers of drug abuse in the workplace.
  2. The College's policy of maintaining a drug-free workplace.
  3. Any available drug counseling, rehabilitation, and employee assistance programs.
  4. The penalties which may be imposed upon employees for drug abuse violations occurring in the workplace.

### **a. Drug and Alcohol Policy:**

The Limestone College alcohol and drug policy seeks to maintain a safe and healthful environment for the entire college community: students, faculty employees, staff employees, and authorized visitors to the campus. All members of the college community are expected to comply with federal and state laws governing the use of drugs and alcohol as well as the College policy outlined in the following statements.

### **b. Regulations Concerning Use of Alcohol and Drugs:**

The use, consumption ingestion, possession, manufacture, distribution, or dispensing of alcohol and illicit drugs is prohibited on College owned or controlled property. This prohibition applies to the main campus and to leased sites in other locations where college programs of instruction are offered.

**c. Violations of the Alcohol and Drug Policy:**

Faculty and staff employees who are found guilty of violating the College's policy, federal, or state laws are subject to penalties which may include immediate discharge or suspension from the College. Conduct that is unbecoming, disorderly or destructive while under the influence of alcohol or drugs will be referred to the appropriate department head for investigation and recommended disciplinary action by the appropriate vice president.

**d. Drug-Free Workplace Awareness Program:**

Department heads are enjoined to present the Drug-Free Awareness Program to their employees upon commencement of employment, and during January and August of each year. Employees should be informed that the College intends to maintain a drug-free workplace, the dangers of drug abuse, and the availability of drug counseling, rehabilitation, and employee assistance program, and the penalties which may be imposed upon employees for drug abuse violations occurring in the workplace. Employees should also be informed that it is the employee's responsibility to notify the immediate supervisor in writing of any conviction of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.

The College must in turn notify the Director, Grants Service, U.S. Department of Education of such conviction within ten calendar days. The College is further required to take some appropriate action against the employee within 30 calendar days and make a good faith effort to continue to maintain a drug-free workplace.

**e. Drug and Alcohol Employee Assistance Program:**

Employees who violate the College alcohol and drug policy may be referred to the College nurse and the Counseling Center for counseling and rehabilitation in an effort to effect a modification in behavior. It is the desire of the College to assist employees who may have engaged in substance abuse to the detriment of themselves, their families, and the College to restore them to productive employment and to make a good faith effort to continue to maintain a drug-free workplace through the assistance program. If the internal counseling resources of the College are not sufficient to affect the situation, outside service agencies within Cherokee and Spartanburg counties may be engaged to offer further assistance.

**9. Information Technology**

Information Technology utilizes many forms of advanced technologies typically found in much larger institutions. These technologies enable constituents to have access to needed information and services while also ensuring information and services are secured. "Limestone provides enterprise class wireless access that allows us to properly maintain and secure the wireless network for all users on

campus. In addition, consumer grade wireless access points can confuse users and interfere with the established enterprise wireless system.

Please be aware that wireless access points/routers, wireless printers beside the ones configured on LC Wi-Fi, modems and network routers that are not installed by Limestone Network Services are prohibited on the Limestone College network.”

To request assistance with Limestone College technology, please contact the Information Technology Helpdesk by calling Extension 4357 or emailing [helpdesk1@limestone.edu](mailto:helpdesk1@limestone.edu)

## 10. Data Deletion Policy

Software Developers, as a means for protecting the integrity of the user data, typically install a Delete function into their software. While the Information Technology Department (IT) controls the use of the function, it should never delete a transaction without the express written consent of the users of that information. For this purpose a user’s group, comprised of the Controller, Director of Data Services, Financial Aid Director and Registrar, has been created to assess, and approve when deemed necessary, the deletion of records from the Jenzabar system. **Current year deletions** require the approval of the Deletion User Group (DUG) unless only one system is affected. If only one system is affected then the responsible party for that function has the authority to approve the deletion. The deletion of transactions that were communicated to external organizations (e.g. the Department of Education or SACs) requires the approval of all members of DUG. **Prior year deletions** should only be initiated when a catastrophic system failure (e.g. a one-sided entry resulted from a system process interrupt), which threatens the integrity of the Jenzabar system, has occurred. Prior to initiating the deletion process for a prior year transaction an additional set of approvals must be obtained from DUG and the Provost, Financial Affairs, and Information Technology.

## 11. Respect for Privacy

Faculty and staff members are expected to respect the privacy of students as well as other faculty and staff. The surreptitious use of recording and/or photographic device is strictly prohibited.

## 12. Workplace Threats and Violence

Nothing is more important to Limestone College than the safety and security of its employees. Threats, threatening behavior, or acts of violence against employees, visitors, guests, or other individuals by anyone on Limestone College owned or leased property will not be tolerated. Violations of this policy will lead to disciplinary action, which may include dismissal, arrest, and prosecution under applicable federal, state, and local statutes.

Any person who makes a substantial threat, exhibits threatening behavior, or engages in violent language or acts on Limestone College owned or leased

property shall be removed from the premises as quickly as safety permits. Such persons shall remain off Limestone College premises pending the outcome of an investigation into the circumstances surrounding the event. Upon the conclusion of the investigation, the College administration will initiate appropriate actions to prevent reoccurrence and deter future occurrences of such events. Actions may include, but may not be limited to, suspension and/or termination of any business relationships, reassignment of duties, suspension or termination of employment, and/or criminal prosecution of the person or persons involved.

All Limestone College employees are responsible for notifying their immediate supervisor or an officer of the College of any threats which they have witnessed, received, or has been told that another person has witnessed or received. Even without an actual threat, employees should report any behavior which they regard as threatening and which could lead to actual violence at the workplace.

Any employee who applies for or obtains a protective or restraining order which lists Limestone College as being a protected area must provide a copy of the petition and declarations used to seek the order to the vice president for financial affairs. Moreover, a copy of any protective or restraining order which is granted must also be provided to the vice president for financial affairs.

The designated College officer to administer workplace threats and violence policy is the vice president for financial affairs.

### 13. Title IX at Limestone College

Title IX of the Education Amendments of 1972 protects students and others from discrimination based on sex in education programs or activities which receive Federal financial assistance. Title IX states that:

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

The full policy is found in Section IX APPENDIX G.

### 14. Mandatory Reporting Policy for Title IX

All employees, including all student employees and Resident Assistants, are responsible for ensuring their work and educational environments are free from illegal discrimination, sexual harassment, sexual violence, and related retaliation. When alleged or suspected discrimination, sexual harassment, sexual violence, or retaliation is experienced or observed by or made known to an employee, the employee is responsible for reporting that information in accord with Limestone's Title IX policy.

The only exceptions are employees with confidentiality privileges (attorneys, professional counselors, medical professionals, and clergy) acting in their "privileged" capacity as part of their job.

## 15. Harassment Policy

### a. Purpose

The purpose of the harassment policy is to ensure that all persons will enjoy a safe environment free from unreasonable interference, intimidation, hostility, or offensive behavior on the part of anyone associated with the College. We acknowledge that harassment, sexual or otherwise, is unlawful and will not be tolerated by Limestone College.

### b. Policy

The policy of Limestone College is to maintain a work environment free from all forms of harassment and to insist that all persons associated with the College be treated with dignity, respect, and courtesy. Pursuant to this policy, any comments or conduct relating to a person's race, gender, religion, disability, age, genetic information, or ethnic background which fail to respect the dignity and feelings of the individual are unacceptable.

This policy extends to conduct of a sexual nature including sexual harassment, sexual violence, and gender-based bullying. This policy includes all faculty, staff, students, and administrators of Limestone College. For more information about Limestone College's policies which are in accordance with Title IX, policies prohibiting discrimination and sexual harassment, and for a detailed description of the grievance procedures please visit [www.limestone.edu/knowyourrights](http://www.limestone.edu/knowyourrights) or see Appendix G Title IX policy.

## 16. Weapons Policy

Limestone College reference and complies with South Carolina Section 16-23-420, which prohibits "carrying or displaying firearms in public buildings or areas adjacent thereto."

Limestone College enforces a "no weapons policy" on all of its campuses. The use, possession, or distribution on campus of firearms, ammunition or shell-casings, air guns, explosives, fireworks, knives, or other weapons or facsimile thereof by an employee is strictly prohibited. Included in this weapons ban, concealed or otherwise, are all campus buildings, parking lots, and grounds. The carrying of weapons and firearms is also prohibited in Limestone College vehicles at any time and in personal vehicles immediately before, during, or immediately after work. No weapon or firearm shall be kept in a locker, lunch box, toolbox, briefcase, purse, or other personal property.

Limestone College, on behalf of itself and its students, reserves the right to inspect an employee's personal property, including but not limited to, toolboxes, packages, briefcases, purses, clothing, and vehicles based upon a suspicion that this policy has been or is being violated. Unless time is of the essence, a request will be made to the Limestone College Department of Campus Security to carry out and support such inspection. Refusal to consent or to cooperate in the search



of personal property by an employee may be grounds for discipline, up to and including discharge from employment.

**The only exceptions to this policy are those campus security officers who are duly authorized by Limestone College and the South Carolina Law Enforcement Division (SLED) to carry a weapon.**

The full policy is found in Section IX APPENDIX H.

## 17. Nepotism Policy

Because Limestone College is located in a small community and a somewhat sparsely populated area, it may be necessary to have more than one member of a family employed at the College. However, at no time is it permissible to have a family member report directly to another immediate (wife, husband, son, daughter, uncle, aunt, grandparent, cousin, or in-laws) member of the same family. In addition, it is not permissible to have one family member report through a non-family member to a family member within the same department.

## 18. Intellectual Property Policy

For the purpose of this policy, “intellectual property” is considered to be creations of the mind in their expressed form such as music, art, poetry, electronic software and/or hardware, computer systems, instructional formats, etc. The term “intellectual property” reflects the idea that this subject matter is the product of the mind or the intellect, and that “intellectual property” rights may be protected at law in the same way as any other form of property.

Limestone College encourages and supports scholarship and research, technical and creative efforts, artistic or literary works, and other academic and services activities and products, new written materials, and many other expressions of research, creativity, and scholarly activity. These works often involve the rights and rewards of ownership, as well as responsibilities and a need for protection during development; these concerns affect the individuals involved as well as the College as a legal entity.

The following are the guiding principles of this policy:

- a. The College encourages the discovery and development of original works and dissemination of knowledge as part of its academic mission.
- b. The College recognizes that the development of original works and the rights to, benefits from, and responsibilities for these works may arise from a variety of efforts.
- c. The College recognizes that ownership and benefit from intellectual property may be multifaceted and strives to ensure appropriate benefits to all contributors.

### **a. Faculty**

A faculty member who creates any form of intellectual property shall be the sole owner of that property, except when the faculty member and Limestone College enter into a written agreement to share ownership of a specific intellectual property. When the College provides designated funds, facilities, or other support for the creation of the property, the College will become the sole owner unless there is written agreement to share ownership.

### **b. Students**

In the case of intellectual property created by a student, the student shall be the sole owner of the property unless that property was created under contract to the College or the College provided designated funds, facilities or other support for the creation of the property. In such cases, written agreements between the College and the student will determine the nature of ownership of the property.

### **c. Staff**

In the case of intellectual property created by a staff member, the sole ownership of the property will be held by Limestone College when that property was created as part of the contractual obligations of the staff member. In cases where the property was created as a result of activities external to the contract or when the College has provided designated funds, facilities, or other support for the creation of the property for activities external to the contract, ownership of the property shall be determined by written agreement between the staff member and the College.

## **19. Digital Copyright Policy**

The digital copyright policy is intended to effectively combat the unauthorized distribution of copyright material by users of the institution's network, without unduly interfering with the educational and research use of the network.

Limestone College's policy concerning unauthorized distribution of copyright material through use of our network is annually distributed to students, faculty, and staff via email. File sharing restrictions, copyright guidelines, & computer use policies are also posted on our web-site <http://www.limestone.edu/p2pcompliance>.

## **20. Limestone's College Affirmative Action/Equal Employment Opportunity Policy**

Limestone College's Affirmative Action Policy is designed to insure that all applicants receive equal consideration for employment and that employees are treated justly during employment, without regard to their race, creed, color, ancestry, sex (including pregnancy), sexual orientation, age, national origin, disabilities, marital status, genetic information, or political affiliation. Such

action will apply to, but not be limited to employment, promotion, demotion, transfer, recruitment, advertising, lay-off, termination, and rates of pay.

It is the policy of Limestone College that in the process of recruitment for an appointment to the work force, no appointment will be made until minority group candidates have been sought out, and if qualified, are identified and encouraged to apply. The Affirmation Action Plan provides, without fear of retaliation, the prompt, fair, and impartial consideration of all complaints of discrimination at Limestone College based on race, creed, color, ancestry, sex (including pregnancy), sexual orientation, age, national origin, disabilities, marital status, and political affiliation. Any such complaint shall be promptly forwarded in writing to the Affirmative Action Officer. If the Affirmative Action Officer determines there is any merit to the complaint, he/she will forward all facts pertaining to the complaint along with the summary of his/her review of the complaint to the president for further review and additional action if appropriate.

Equal Employment Opportunity (EEO) means nondiscrimination – that is, hiring and promotion without regard to race; color; religion; age; sex; marital status; national origin; ancestry; sexual orientation; disabilities; or any other protected class. To attain parity demands affirmative action, a program of purposeful activity undertaken with conviction and effort to overcome barriers to equal employment opportunity. Limestone's Affirmative Action Plan is designed to achieve the full and impartial participation of women, minorities, persons with disabilities, and other protected groups.

Limestone College is committed to reducing and, wherever possible, eliminating actual and apparent underrepresentation of minorities and women in the College work force. The College is dedicated to removing procedural and attitudinal barriers to access for persons with disabilities and older persons. The College will provide reasonable accommodation in accordance with the ADA.

## 21. Notice of Non-Discrimination

Limestone College provides equal opportunity and affirmative action in education and employment for all qualified persons regardless of race, color, religion, sex, national origin, age, disability, sexual orientation, veteran-status or genetic information. These equal opportunity provisions include, but are not limited to admissions, employment, financial aid and student services.

Limestone College prohibits sex discrimination and sexual harassment, including sexual violence.

It is the policy of Limestone College to actively recruit minority students. The College will recruit students from high schools that enroll significant numbers of minority students. Limestone College will identify appropriate high schools in South Carolina, Georgia, Florida, North Carolina, New Jersey, New York, and Maryland.

Moreover, in compliance with section 668.44(A) (6) of the United States Department of Education, Office of Post-Secondary Education Publication, "current student aid and other related regulations," Limestone College has

installed ramps and restrooms accessible to individuals with disabilities in recently renovated buildings to comply with ADA requirements and will incorporate similar provisions in any future renovation of campus facilities.

Limestone College has also made extraordinary efforts to accommodate students with learning disabilities, both through the Accessibility office, which assists with accommodations at no additional charge, and through the Program of Alternative Learning Styles (PALS); an accountability program specifically for students with learning disabilities.

The following person has been designated to handle inquiries regarding the American with Disabilities Act, the Rehabilitation Act, and related statutes and regulations:

Director of Accessibility Services  
1115 College Drive  
Fort D  
Gaffney, SC 29340  
864-488-8245 (P)

The following person has been designated to handle inquiries regarding non-discrimination policies and to serve as the overall coordinator for purposes of Title IX compliance:

Dean of Faculty  
1115 College Drive  
Cooper West 104A  
Gaffney, SC 29340  
864-488-8317 (P)

For more information about Limestone College's policies which are in accordance with Title IX, policies prohibiting discrimination and sexual harassment, and for a description of grievance procedures, please visit [www.limestone.edu/knowyourrights](http://www.limestone.edu/knowyourrights).

## 22. Emeritus Status for Senior Administrative Officers Policy

### **a. Introduction**

Conferral of emeritus status is an honor that may be granted by the Board of Trustees upon retirement (as opposed to leaving for a position with another employer) of an employee who has provided dedicated and distinguished service to the College. The Board of Trustees delegates to the President the authority to recommend emeritus status for Senior Administrative Officers. These officers include Vice Presidents. The Board of Trustees may grant emeritus status to the President.

### **b. Eligibility**

Individuals serving at the time of retirement as Senior Administrative Officers who have 10 or more years of continuous full-time service to the College.

**c. Criteria**

Evidence of extraordinary and meritorious contributions to the fulfillment of program and College mission.

**d. Procedures**

- a. The President may initiate the recommendation for emeritus status of Senior Administrative Officers upon notification of retirement (see form on page 110).
- b. Recommendations for emeritus status for Senior Administrative Officers are made by the President to the Personnel Committee of the Board of Trustees.
- c. If the recommendation is approved by the Personnel Committee, it is then transmitted to the full Board of Trustees.
- d. If approved, emeritus status is awarded to the retiring Senior Administrative Officer by the Board of Trustees.
- e. Emeritus status is awarded with the title held at the time of retirement.

**e. Privileges of the Status of Senior Administrative Officer Emeritus**

- a. Recognition at commencement following designation of emeritus status.
- b. Marching with faculty at commencement exercises and other formal academic occasions.
- c. Inclusion in official listings of Limestone administrators.
- d. Continuing library privileges.
- e. Free admission to Limestone's cultural events and athletic contests.

## Request for Appointment to Senior Administrative Officer Emeritus Status

Name of Administrator: \_\_\_\_\_

Title: \_\_\_\_\_

Date of Retirement: \_\_\_\_\_

Years of Full-time Service to Limestone College: \_\_\_\_\_

1. Approval of President, Verification of Eligibility, and Request for Transmittal to Personnel Committee of the Board of Trustees.

\_\_\_\_\_  
(Signature of President) Date: \_\_\_\_\_

2. Approval of Personnel Committee and Request for Transmittal to the full Board of Trustees.

\_\_\_\_\_  
(Signature of Chair, Personnel Committee) Date: \_\_\_\_\_

3. Approval by the Board of Trustees.

\_\_\_\_\_  
(Signature of Chair of Board of Trustees) Date: \_\_\_\_\_

### 23. Appointment of Emeriti Faculty Policy

#### **a. Introduction**

The title of professor emeritus recognizes meritorious service to Limestone College by a member of the faculty retiring from the College. Individuals must meet the eligibility criteria for the award.

#### **b. Eligibility**

The individual is retiring (as opposed to leaving for a position with another employer) and has completed 10 or more years of full-time service as a faculty member at Limestone College.

### **c. Criteria**

Evidence of a strong teaching record and community service within the College. The designation also reflects a high level of commitment to Limestone College and its mission.

### **d. Procedures**

- a. The provost may initiate the recommendation for the award of emeritus status of faculty members upon notification of retirement (see form on page 112)
- b. The vice president for academic affairs recommends to the president.
- c. The president recommends to the Instruction, Academic Policy & Enrollment Services Committee of the Board of Trustees.
- d. The Instruction, Academic Policy & Enrollment Services Committee recommends to the full Board of Trustees.
- e. Emeritus status is awarded to the retiring faculty member by the Board of Trustees.
- f. Emeritus status is awarded with the title held at the time of retirement.

### **e. Privileges of the Status of Professor Emeritus**

- a. Recognition at commencement following designation of emeritus status.
- b. Marching with faculty at commencement exercises and other formal academic occasions.
- c. Inclusion in official listings of Limestone faculty.
- d. Continuing library privileges.
- e. Free Admission to Limestone's cultural events and athletic contests.

Note: Granting of emeritus status does not preclude teaching part-time for Limestone College as an adjunct faculty member.

Request for Appointment to Faculty Emeritus Status

Name of Faculty Member: \_\_\_\_\_

Department: \_\_\_\_\_

Academic Rank: \_\_\_\_\_

Date of Retirement: \_\_\_\_\_

Years of Full-time Service to Limestone College: \_\_\_\_\_

1. Provost Approval, Verification of Eligibility, and Request for Transmittal to the President.

\_\_\_\_\_  
(Signature) Date: \_\_\_\_\_

2. Approval of President and Request for Transmittal to Instruction, Academic Policy & Enrollment Services Committee of the Board of Trustees.

\_\_\_\_\_  
(Signature) Date: \_\_\_\_\_

3. Approval of Instruction, Academic Policy & Enrollment Services Committee and Request for Transmittal to full Board of Trustees.

\_\_\_\_\_  
(Signature of Committee Chair) Date: \_\_\_\_\_

4. Approval by Board of Trustees.

\_\_\_\_\_  
(Signature of Chair of Board of Trustees) Date: \_\_\_\_\_



24. Termination of Employment for Misconduct and/or Making False Statements (applicable to all employees of the College).

**Termination policies, other than those required by law, are discretionary in nature. The College may add to, delete from modify, or eliminate these policies in its discretion.**

Most employees of Limestone College are at-will employees. Certain faculty members may have their employment status taken outside of at-will status pursuant to the methods described in the Disclaimer located on page one of this handbook. All other employees serve at the pleasure of the College. Among those reasons which might lead to termination of employment are the following:

1. Falsification on an Employment Application may result in immediate dismissal from the College.
2. Any employee who provides the College with a false statement regarding work related issues may result in immediate dismissal from the College.
3. Employees who assist students in cheating or plagiarism may find their employment with the College terminated.

25. Student Recruitment Policy

It is the policy of Limestone College to actively recruit minority students. The College will recruit students from high schools that enroll significant numbers of minority students. Limestone College will identify appropriate high schools in South Carolina, Georgia, Florida, North Carolina, New Jersey, New York, and Maryland.

26. Faculty Recruitment Policy

It is the policy of Limestone College to seek minority applicants for all faculty positions. In its effort to obtain minority faculty members, the College will advertise all faculty openings in *The Chronicle of Higher Education*, *Diverse-issues in Higher Education*, and *LaNoticia* (a local Hispanic Newspaper serving North and South Carolina.)

## VIII. LIBRARY

### A. The Library's Collection

#### 1. Acquisitions

A portion of the library's budget is allocated to each division for purchasing books and audio-visual software. To order materials, faculty members fill out order cards provided by the library. Without abbreviating, they must give all known information, including ISBN, for each item. Order cards must then be signed by the division

chairperson and sent to the librarian. Orders are placed with an academic book jobber if the budget permits. The library notifies faculty members when their orders have been received and cataloged. Library funds may not be used to purchase personal materials.

## **2. Circulation**

Faculty and staff may check out materials for four weeks or, by special arrangement, for a longer period up to one semester. However, it is expected that all materials will be returned by the end of each semester. If these materials are lost, the person on whose library card they were checked out will be billed the current list price for replacement plus processing.

## **3. Materials on Reserve**

Faculty members may place materials on reserve to make them more readily available to students. At the instructor's request, reserve materials may circulate 1) in the building, 2) for twenty-four (24) hours, or 3) for three (3) days. The library staff strongly recommends building use only so they can more effectively control reserve materials.

## **4. Non-Book Materials**

The record collection contains recordings of both music and speech and is shelved in the listening area on the first floor of the library. Faculty and staff may check out recordings, but the remainder of the Limestone community must listen to them in the listening area. Musical scores are shelved beside the recordings.

Elementary and secondary textbooks and audio-visual software are housed in the Curriculum Laboratory in the basement of the library.

# **B. Other Library Functions**

## **1. Audio-Visual Equipment**

The College owns a limited amount of audio-visual equipment for classroom use. Its scheduling and maintenance are the library's responsibility. Though some of it is assigned on a long-term basis to certain departments, available equipment may be requested through the library staff at least twenty-four (24) hours before it is needed.

## **2. Conference Room**

Administration, faculty, and student groups wishing to use the conference room in the library must schedule that facility in advance.

## **3. Gifts**

The library gladly accepts gifts of books and other materials with the understanding that they will be added to the collection or disposed of at the discretion of the library

staff. The library will not assign a monetary value to any donated materials. Any monetary value must be assigned by an independent appraiser. Receipts for income tax purposes will be provided by the office of institutional advancement.

#### 4. Interlibrary Loan

Materials unavailable in the Eastwood Library may be available through interlibrary loan from other libraries. To protect the library's borrowing privileges, requests must comply with ALA interlibrary loan regulations.

Complete bibliographic information and that information's source must be submitted on request forms available at the circulation desk. Those who make requests will be charged the lending library's cost for photocopies.

#### 5. Library Instruction

Faculty members are encouraged to bring classes to the library to learn how to access the library's collection, as well as to access other resources on the internet. Such classes should be scheduled at least one week in advance to permit the library staff to make adequate preparation for instruction. The library uses an automated system to locate materials within the library and to perform the checking in and checking out of resources which may be loaned to patrons. The automated system also allows patrons to conduct on line queries to view external holdings held by other agencies.

#### 6. Photocopying

There are copiers in the library. One is for general use by faculty and staff and has selected departmental codes for accounting purposes. The other is a coin-operated copier for use by students, faculty, staff, and visitors to make personal copiers. See a library attendant for specific instructions.

## **IX. APPENDICES**

# ***BOARD OF TRUSTEES' BYLAWS***

**[Note – The Board of Trustees' Bylaws may be amended from time to time in the Board's discretion. For an update Trustee Bylaws, please see the President's Administrative Assistant.]**

***LIMESTONE COLLEGE***  
***BOARD OF TRUSTEES' BYLAWS***

**ARTICLE ONE – NAME OF CORPORATION AND LOCATION**

The Board of Trustees of Limestone College, Incorporated, a self-perpetuating body, in whom the properties and management of the College are vested, shall consist of twenty (20) to thirty (30) regular members, Senior Trustees, Trustees Emeriti, and the President of the Alumni Association.

The principal office of Limestone College, Incorporated, shall be the Main Campus, Gaffney, South Carolina.

**ARTICLE TWO – BOARD OF TRUSTEES**

Section I: Membership, Election, Term of Office

1. Trustees shall be elected at the Spring meeting of the Board of Trustees. Each year four (4) trustees shall be elected by a simple majority for a period of five (5) years. Any Trustee whose term is expiring may not be re-elected for a new term of office until one (1) calendar year (12 months) has elapsed and until recommended by the Committee on Trustees. An exception to this rule may be made for a Trustee who is elected to fill a vacant seat for a term of one (1) year or less. Such a Trustee is eligible for immediate re-election upon the completion of his/her term of office.
2. The president of the Alumni Association shall serve as a member of the Board of Trustees and shall have full voting privileges during his/her term of office.
3. Terms of office begin on July 1.

Section II: Senior Trustees

An individual who has reached the age of seventy-five (75) and has served with distinction for at least one full term (5 years) as a Trustee of Limestone College is eligible to be elected a Senior Trustee. The Committee on Trustees will recommend such individuals to the Board of Trustees for election. A Senior Trustee shall serve a single five (5) year term. Senior Trustees shall be accorded all the privileges of a regular Trustee. The maximum number of Senior Trustees at any one time shall be nine (9).

Section III: Trustees Emeriti

A Senior Trustee is eligible to be elected a Trustee Emeritus at any time. A Senior Trustee may request that the Committee on Trustees place his/her name before the Trustees to be elected a Trustee Emeritus. Trustees Emeriti shall be eligible to serve on board committees, cast votes at committee meetings, and speak freely at all board and committee meetings. They shall not serve on the Executive Committee or Committee on Trustees, nor have voting privileges at Board meetings, nor be counted as part of a

quorum determination. A Trustee Emeritus shall be accorded all other privileges of a regular Trustee and encouraged to participate in all Trustee functions.

A Life Trustee serving at the time of the creation of the Senior Trustee and Trustee Emeritus status shall be transferred to Senior Trustee status and continue in that status for life or until he/she requests consideration to be elected a Trustee Emeritus.

#### Section IV: Immediate Past Chairman

In addition, the immediate past chairperson of the Board of Trustees shall be a member of the Executive Committee of the Board of Trustees for the year following his/her term of office as chairperson. If the past chairperson is not continuing his/her term as a regular Trustee, he/she shall become an ex-officio member of the Board of Trustees with regular voting privileges.

#### Section V: Resignations

Resignations should be made in letter form and should be sent to the Chairperson of the Board of Trustees or the President.

#### Section VI: Removal

1. A member who absents himself/herself from two (2) consecutive meetings without presenting a valid excuse which is acceptable to the Chairperson automatically retires as a member, and the Board shall proceed to fill the vacancy.
2. Any Trustee may be removed from office at any meeting by affirmative vote of two-thirds (2/3) of the current members of the Board of Trustees, provided fourteen (14) days notice is given to such Trustee and the general Board, with opportunity for that Trustee to be heard by the Board of Trustees.

#### Section VII: Vacancies

Vacancies on the Board of Trustees, however occasioned, will ordinarily be filled at the recommendation of the Committee on Trustees at the Spring meeting. However, vacancies occurring on the Board more than three (3) months prior to the Spring meeting may be filled by the Committee on Trustees, with the approval of the Executive Committee. The term of a Trustee elected to fill such vacancy shall be for the unexpired term of the Trustee's predecessor.

#### Section VIII: Powers

The primary functions of the Board of Trustees shall be policy making and sound resource management of the College. The Board of Trustees shall further determine the general, educational, and financial policies, and shall have the power to carry out any other functions which are permitted by these bylaws or by the articles of incorporation, except as limited by law.

## **ARTICLE THREE - MEETINGS**

### Section I: Regular

There shall be two (2) regular meetings of the Board of Trustees during the College year. The annual meetings shall be held in April and October each year, unless the Board specifies otherwise, with the dates determined at the discretion of the Chairperson of the Board.

### Section II: Special Meetings

The Board shall meet any time upon the call of its Chairperson, the President, or upon the written request of five (5) members. Written notice will be given ten (10) days prior to the meeting.

### Section III: Quorum

At all meetings of the Board of Trustees, a quorum shall consist of a simple majority of the current membership.

### Section IV: Executive Session

Executive sessions of the full Board of Trustees and all committees of the Board may be called by the chairperson or any two (2) members.

### Section V: Voting

All votes of the Board of Trustees and its committees must be cast in person. A member participating in a meeting through telephone or other electronic media may vote. No proxy votes are allowed.

## **ARTICLE FOUR – OFFICERS OF THE BOARD**

### Section I: Officers, Election, Term of Office

1. The Officers of the Board of Trustees shall consist of a Chairperson, Vice Chairperson, Secretary and Treasurer. These Officers shall be elected at the April meeting for two (2) year terms beginning July 1 and continue in office until their successors are duly elected.  
If the Chairperson has only one (1) year remaining on his/her term as a Trustee, the term will be automatically extended. A Chairperson may serve no more than two (2) consecutive terms. If the Board selects as Chairperson a trustee whose five (5) year term is expiring, his/her term may be extended for one year until he/she can be elected to a new five (5) year term as a trustee.
2. The Board shall also have the right to nominate and elect such other Officers as it may deem necessary for the purpose of a more efficient transaction of its business.
3. A vacancy occurring in the office of the Chairperson shall be filled by the Vice Chairperson. A vacancy occurring in the office of Vice Chairperson, Secretary, or Treasurer shall be filled through appointment by the Chairperson, with the approval of a majority of the Executive Committee. The term of an officer filling a vacancy shall be for the unexpired term of the officer's predecessor.



## Section II: Signatures on Financial Instruments

The signatures of two (2) of the following College agents are required on checks issued in the name of the College: the Vice President for Financial Affairs; the Controller; Bookkeeper; or the President. The signature of the President is required for any total expenditure in excess of \$10,000. The approval of the Finance Committee of the Board of Trustees is required for any capital project in which total expenditures exceed \$30,000 if the expenditure has not been included in the Operating Budget. Such expenditures will be reported to the Finance Committee Chairperson within 15 days.

## Section III: Financial Reports

1. The Committee on Finance and the Vice President for Financial Affairs shall submit a detailed, audited report of the financial condition of the College at the Fall meeting of the Board of Trustees each year. The report shall review the Operating Budget performance for the past fiscal year with recommendations for allocation of any operating surpluses or reasons for sustaining operating deficits and shall recommend corrective actions to preclude future operating deficits.
2. The Committee on Finance and the Vice President for Financial Affairs will also present the proposed Operating Budget for the current fiscal year at the Fall meeting of the Board of Trustees and recommend revisions to this budget at the Spring meeting each year.
3. The Committee on Finance and the Vice President for Financial Affairs also have the duty of responding to inquiries about the financial status of the College received from members and/or committees of the Board of Trustees at any time such inquiries are made.

## Section IV: Approval of Contractual Agreements, Loans, Real Estate Transfers

1. All contractual agreements involving the total expenditure of more than \$10,000 must be signed by the President. All contractual agreements involving total expenditures in excess of \$50,000, unless previously approved within the Operating Budget, must be approved by the Finance Committee of the Board of Trustees. Employment contracts are excluded from this provision.
2. Transfers of real property shall be by deed executed by the President of the College and the Chairperson or Vice Chairperson of the Board of Trustees after the full Board has adopted the appropriate resolution. Mortgages shall be executed by the President of the College and the Chairperson or Vice Chairperson of the Board of Trustees after specific approval by the Board.
3. No loans shall be made by an officer of the College, or any loans secured on behalf of the College, without the approval of the Board of Trustees, and no mortgage, deed to secure debt, deed, note, or other legal document whatsoever shall be executed except upon the approval of the Board of Trustees. No loans of any kind will be made to College employees. The signatures of the Chairperson of the Board, and the President of the College are required on all commercial loan documents.

## **ARTICLE FIVE – PRESIDENT OF THE COLLEGE**

### **Section I: Term of Office**

The employment contract for the President of the College shall be subject to review annually at the April meeting of the Board of Trustees. He/she will be directly responsible to the Board of Trustees.

### **Section II: Powers and Responsibilities**

1. The principal Executive Officer of the College shall be the President. The President shall be held responsible for any and all acts or matters relating to the academic and administrative life and progress of the College. He/she shall have full authority in all departments of the College, both academic and administrative, and shall be fully responsible to the Board of Trustees, or to the Executive Committee in the interim between meetings of the Board.
2. The President shall be the medium for all communications between all people working under his/her direction and the Board of Trustees and shall be the official spokesperson for the College.
3. The President of the College shall be present at the meetings of the Trustees, but shall have no vote in the body. He/she shall serve as ex-officio member of all committees of the Board and within the College.
4. The President shall perform such other duties as may be prescribed to him/her by the Board of Trustees or the Executive Committee.

### **Section III: President's Report**

Prior to the April meeting of the Board, the President shall prepare and send to each member of the Board a written or printed report of the work and the condition of the school, including its financial condition and its student enrollment, accompanied by any recommendations or suggestions he may desire to submit.

### **Section IV: Preparation of Budget**

Prior to the April meeting of the Board, the President, in conjunction with the Finance Committee, shall prepare for informational purposes, a budget for the ensuing year. The Finance Committee will make its budget report and recommendations thereon to the Board at the April meeting.

### **Section V: Presidential Vacancy**

In case of a vacancy in the Office of the President or of prolonged absence, or his/her inability to serve, the Provost shall serve as Acting President of the College.

## **ARTICLE SIX – COMMITTEES OF THE BOARD**

1. The Chairperson of the Board shall appoint the following standing committees:
  1. Executive
  2. Instruction, Academic Policy, and Enrollment Services
  3. Buildings and Grounds
  4. Finance
  5. Institutional Advancement
  6. Trustees
  7. Student Life
  8. Athletics
  9. Personnel
  10. Investments
  11. Audit
2. The Chairperson of the Board shall be an ex-officio member of each Committee, except the Executive Committee. He shall serve as Chairperson of this Committee.
3. The Board of Trustees may appoint in addition such committees as it deems necessary to carry out the directives of the Board. The Chairperson of the Board of Trustees shall appoint all members of any special committees created by the Board of Trustees.

## **ARTICLE SEVEN – DUTIES OF THE COMMITTEES**

### Section I: Executive

1. The Executive Committee may meet quarterly. The dates and times will be determined by the Chairperson of the Board. The Chairperson shall be authorized to call additional meetings, whenever in his/her judgment they shall be required by the interests of the College, and must call such meetings when requested by a majority of the Committee. Notice of the time and place of such meeting shall be given in writing by the secretary of the Committee to all members of the Committee at least three (3) days prior to such meeting.
2. The Executive Committee shall consist of a minimum of ten (10) members and a maximum of fifteen (15), including the elected officers of the Board. The Chairperson of the Executive Committee shall be the Chairperson of the Board of Trustees.
3. The Executive Committee shall have general charge of the business of the College between the regular meetings of the Board, and shall have authority to act upon matters that in the judgment of the Committee shall require immediate action or decision. It shall have general charge of the financial interests of the College, and of securing and negotiating loans. During the intervals between the meetings of the Board, the Executive Committee shall have the power to transact all financial and executive business, except as otherwise may be provided by law or by these Bylaws. Minutes of meetings and actions of the Executive Committee shall be accurately recorded and shall be presented in each case to the succeeding meeting of the Board

of Trustees for approval and ratification.

## Section II: Instruction, Academic Policy, and Enrollment Services

1. The Committee on Instruction, Academic Policy, and Enrollment Services shall cooperate with the President of the College in the general oversight of the workings of the academic programs of the College.
2. This Committee shall generally keep itself informed of the implementation of the educational objectives and policies of the College, including admission, curricula, the faculty, and general scholarship. It shall consider educational matters referred to it by the Board of Trustees, the Executive Committee, the Chairperson of the Board, and the President of Limestone College.
3. This Committee shall recommend to the full Board of Trustees the award of emeritus status to faculty members upon notification of their retirement. The committee will base its approval on the recommendation of the Vice President for Academic Affairs and the President.

## Section III: Buildings and Grounds

The Committee on Buildings and Grounds shall cooperate with the President in the general oversight of Limestone College's buildings and grounds to include the main campus and other properties owned or leased by Limestone College.

The President of the College designates certain administrators and staff members to be responsible for buildings and grounds. The Committee on Buildings and Grounds shall work with them to see that the buildings and grounds are kept in proper repair and condition and that adequate insurance is provided in case of fire, storm damage, vandalism, and other damaging threats to College property.

It shall be the function of this committee to review and recommend to the Finance Committee proposed plant fund expenditures and renovations not adopted in the College's annual Operating Budget when the total cost of such work exceeds \$50,000.

It shall be the function of this committee to review and recommend to the Trustees any acquisition or disposition of real property.

It shall be the function of this committee in conjunction with the College President to review, update, and recommend implementation of the College's campus master plan for buildings and grounds to the full Board of Trustees.

It shall be the responsibility of this committee in conjunction with the administration to see that contractors providing services for the College's buildings and grounds are properly bonded and insured for such work.

The Committee on Buildings and Grounds shall work with and in conjunction with other Trustee committees and administrative staff in meeting the needs of student housing, classrooms, athletic facilities, administrative office space, and other support facilities.

A report shall be made by the Committee on Buildings and Grounds to the full Board of Trustees at the semi-annual Trustee meetings on the condition, use, and future needs of the College concerning buildings and grounds.

#### Section IV: Finance

1. The Committee on Finance shall meet a minimum of once each quarter to establish financial and fiscal policy; formulate and approve operating budgets; review operating budget implementation/performance; recommend corrective actions if performance is not within established parameters; review and approve proposed plant fund expenditures and renovation of campus facilities, review and approve proposed acquisition or disposition of real property; and to recommend actions to the Executive Committee and/or Board of Trustees concerning financial management and fiscal matters as may be appropriate.
2. The Committee on Finance shall record the minutes of meetings and actions of the Committee for presentation to succeeding meetings of the Finance Committee and the semi-annual meeting of the Board of Trustees.

#### Section V: Institutional Advancement

The Committee on Institutional Advancement shall cooperate with the President of the College on all matters related to institutional advancement and shall make recommendations to the Board of Trustees relative to capital campaigns. The Committee is responsible for developing and recommending policy matters in alumni relations, communications, and fund raising, and for providing support to the professional staff in those areas. Trustees selected for this Committee are individuals who can give substantially and who can enlist the support of others. In addition to the membership of the Committee from the Board of Trustees, the Chairman of the Board is authorized to add to this Committee additional persons who are not members of the Board, but who have interest in aiding the College in securing financial support.

#### Section VI: Trustees

1. The Committee on Trustees shall have no fewer than 5-7 members exclusive of the Chairperson of the Board and President who shall serve ex-officio.
2. The Committee shall develop a plan of board composition made relevant to the strategic direction of the College. It shall recruit Trustees and recommend those candidates for election by the full Board. It shall develop and recommend the strategies, policies, and practices that orient, educate, motivate and assess the performance of Trustees.
3. The Committee shall nominate the officers of the Board of Trustees to be elected by the full Board.
4. The Committee shall recommend candidates to be awarded honorary degrees to be elected by the full Board.
5. The Committee shall establish its own rules of procedure in consultation with the Board Chairperson, President, and the Board of Trustees.
6. The Committee shall regularly inform the Board of its practices and guidelines and shall seek the assistance of all Trustees in the course of meeting its responsibilities.

7. It shall propose and periodically review the adequacy of the Statement of Board Member Commitment and Responsibilities.
8. The Committee shall meet as necessary to fulfill its mandate, but no fewer than three (3) times annually.

### Section VII: Student Life

The Committee on Student Life shall cooperate with the President of the College and the Dean of Student Life in the general oversight of the Student Services Department of the College.

It shall be the function of this committee to bring student concerns, viewpoints, and needs to the attention of the full Board of Trustees and the officers of the College.

The Committee on Student Life provides policy guidance to promote a safe and healthy environment that encourages academic success and ensures that students enjoy a high quality of life on campus.

The responsibilities of the Committee on Student Life fall into four broad areas:

1. representing students' interests in all policy decisions made by the Board of Trustees;
2. ensuring the provision of adequate financial resources to support a comprehensive student life program;
3. ensuring that Board policies keep pace with students' changing needs, particularly as the College enrolls a more diverse student body; and,
4. promoting the campus as a community.

### Section VIII: Athletics

The Committee on Athletics shall cooperate with the President of the College in the general oversight of the Athletics Department of the College and work to ensure that the intercollegiate athletics program embodies the proper tone, direction, and values consistent with the academic mission of the College.

The Committee shall assist the Vice President for Intercollegiate Athletics and provide information and analysis to the Board concerning the overall strengths and weaknesses of the Intercollegiate Athletics Program and offer suggestions to enhance the function of athletics at the College.

The Committee on Athletics shall monitor standards of performance of the Athletics Program to ensure that all activities are conducted within the rules and regulations of Limestone College, Conference Carolinas, the South Atlantic Conference the Bluegrass Mountain Conference, National Collegiate Athletic Association (NCAA), and the Eastern College Athletic Conference (ECAC).

### Section IX: Personnel

1. The Committee on Personnel shall consist of the Chairperson of the Board of Trustees, Chairperson of the Trustee Finance Committee and three other College Trustees appointed by the Chairperson of the Board of Trustees.
2. It shall be the duty of this Committee to oversee the employment practices of all College employees, including the approval of new positions, employees' salaries, job descriptions, fringe benefits, health insurance, and retirement program. It shall also be the duty of this Committee to hear and decide matters of personnel appealed beyond the President.

### Section X: Committee on Investments

1. The Committee on Investments shall consist of the Treasurer of the College, the Chairperson of the Finance Committee, and a maximum of seven (7) other Trustees, appointed by the Chairperson of the Board. In addition to the membership of the Committee from the Board of Trustees, the Chairperson of the Board is authorized, but not required, to add no more than two (2) additional persons who are not members of the Board, but who possess special expertise in the area of investments. Those non-Trustee members will serve in an advisory (non-voting) capacity.
2. Acting within the scope of investment policy guidelines established by the Board of Trustees, the Committee on Investments shall have charge of the investment of all endowment funds of the College, including the power to effect purchases, sales or exchanges of securities and other investment assets of the College. The Committee may employ investment counsel and may delegate authority to purchase or sell securities for the College's account to such investment counsel or to any officer of the College subject to such limitations as the Committee may impose. The Committee shall report changes in investments to the Board of Trustees at each Board meeting. It shall also periodically prepare and submit to the Finance Committee estimates of expected endowment income.

### Section XI: Audit Committee

The purpose of the Audit Committee is to assist the Board of Trustees in fulfilling its duty to oversee the College's accounting, financial reporting and internal control functions and the audit of the College's financial statements. The Committee shall meet a minimum of once each quarter. The Audit Committee's primary duties and responsibilities are to:

1. Monitor the integrity of the College's financial reporting process and systems of internal controls regarding finance, accounting, and legal compliance.
2. Monitor the independence and performance of the College's independent auditors and internal auditing department.
3. Provide an avenue of communication among the independent auditors, management the internal auditing department, and the Board of Trustees.
4. The Audit Committee shall receive a formal report from the designated audit firm

engaged to perform the audit and the Vice President for Financial Affairs at the completion of each fiscal year in time to present audited results to the Board of Trustees meeting each Fall.

The Audit Committee has the authority to conduct any investigation appropriate to fulfilling its responsibilities, and it has direct access to the independent auditors as well as anyone in the organization. The Audit Committee has the responsibility to request the Board of Trustees to retain, at the College's expense, special legal, accounting, or other consultants or experts it deems necessary in the performance of the Audit Committee's duties.

## **ARTICLE EIGHT – CONFLICT OF INTEREST**

1. Trustees shall disclose to the Chairperson of the Board possible conflicts of interest at the earliest practicable time. No Trustee shall vote on any matter in which such Trustee has a conflict of interest; the Chairperson shall report to the Board that the Trustee has reported the conflict of interest prior to taking a vote. The minutes of such meeting shall reflect that a disclosure was made and that the Trustee having a conflict of interest abstained from voting. Any Trustee who is uncertain whether a conflict of interest may exist in any matter may request the Board or Committee to resolve the questions by majority vote.
2. Without limiting the generality of the foregoing, a Trustee shall be considered to have a conflict of interest if (1) such Trustee has existing or potential financial or other interests which impair or might reasonably appear to impair such Trustee's independent, unbiased judgment in the discharge of his or her responsibilities to the College, or (2) such Trustee is aware that a member of his or her family (which for purposes of this provision shall be a spouse, parent, sibling, child, and any other relative if the latter resides in the same household as the Trustee), or any organization in which such Trustee (or member of his or her family) is an officer, director, member, partner, trustee, or controlling stockholder, has such existing or potential financial or other interests.

## **ARTICLE NINE- GENERAL MATTERS**

### **Section I: Fiscal Year**

The fiscal year of Limestone College, Incorporated, shall begin July 1 and conclude on the following June 30.

### **Section II: Granting of Degrees**

To facilitate the awarding of degrees, the Board of Trustees hereby transfers to the Chairman of the Board of Trustees the authority to approve the conferral of all diplomas and degrees following the recommendation by the faculty through the Vice President for Academic Affairs of the College.



### Section III: Amendment of Bylaws

The Bylaws of the Trustees may be altered or amended at any meeting of the Board by a two-thirds (2/3) vote of the current members of the Board of Trustees, provided thirty (30) days notice of the proposed change has been previously given to each member in writing.

### Section IV: Order of Business

The order of business at any regular meeting will be determined at the discretion of the Chairperson.

### Section V: Parliamentary Procedure

The parliamentary guide is the newest edition of Robert's Rules of Order.

### Section VI: Indemnification

Each Trustee and Officer of the College shall be indemnified against all expenses actually and necessarily incurred by such Trustee or Officer in connection with the defense of any action, suit, or proceeding to which he/she has been made a party by reason of being or having been such Trustee or Officer. The College shall cover such expenses except in relation to matters where the Trustee or Officer shall be adjudicated in such action, suit, or proceeding to be liable for gross negligence or willful misconduct in the performance of duty. The College shall maintain appropriate Trustee and Officer liability insurance coverage for this purpose.

### Section VII: Financial Exigency

Financial Exigency, defined as an imminent financial crisis which threatens the survival of the institution as a whole and which cannot be alleviated by less drastic means, can be declared or terminated by a two-thirds (2/3) vote of the Board of Trustees.

### Section VIII: Liability Insurance

Liability insurance shall be provided by the College for faculty, staff and Trustees, in such amount as the Board of Trustees shall determine from time to time, in its sole discretion.

### Section IX: Dissolution

In addition to the powers set forth in these By-Laws, the Board shall have the power to dissolve the corporation. Provided, however, any action to dissolve the corporation must not be made until all members of the Board of Trustees are provided no less than 90 days' notice of the consideration of such action. Upon proper notice and at a regular or special meeting of the Board of Trustees, such action may be brought to a vote upon proper motion and after a reasonable period of discussion. No action to dissolve the Corporation may be had except upon the approval of at least  $\frac{3}{4}$  of the total members of the Board of Trustees. In the affirmative vote of the requisite number of Trustees, all notices required by the S.C. Law must be made before the effective date of dissolution.

Further, any article of dissolution must contain following:

In the event of dissolution of this corporation, all business, property and assets of the corporation shall be distributed to one or more non-profit corporations or public bodies as may be selected by the Board of Trustees of this corporation. In no event shall any of the assets or property of the corporation be distributed to members, director, trustees, stockholders or other persons or entities having any financial or managerial interest in the corporation. Provided, however, nothing herein shall prohibit the corporation from paying its just debts.

Revised

May 11, 2018

# ***COLLEGE MEMBERSHIPS IN PROFESSIONAL ORGANIZATIONS***

## ***COLLEGE MEMBERSHIPS IN PROFESSIONAL ORGANIZATIONS***

Limestone College holds memberships in the following organizations:

- American Association of University Women (AAUW)
- American College Personnel Association (ACPA)
- American Society of Composers, Authors and Publishers (ASCAP)
- Association of College and University Housing Officers – International (ACUHO-I)
- Association of Governing Boards (AGB)
- Association of Higher Education Facilities Officers (AHEFO)
- Association of Physical Plant Administrators of Universities and Colleges (APPAUC)
- Blue Grass Mountain Conference
- Carolina Association of Collegiate Registrars and Admissions Officers (CACRAO)
- Charleston Chamber of Commerce
- Cherokee County Chamber of Commerce (CCCC)
- Columbia Chamber of Commerce
- Commission on Accreditation of Athletic Training Education (CAATE)
- Commission on Colleges of the Southern Association of Colleges and Schools (SACS)
- Conference Carolinas
- Council for the Advancement and Support of Education (CASE)
- Council for Higher Accreditation (CHEA)
- Council of Independent Colleges (CIC)
- Council on Military Education in South Carolina (COMESC)
- Council on Social Work Education (CSWE)
- Distance Education in SC (DESC)
- Eastern College Athletic Conference (ECAC)
- Florence Chamber of Commerce
- Greenville Chamber of Commerce
- Greer Chamber of Commerce
- Intercollegiate Tennis Association (ITA)
- International Town Gown Association (ITGA)
- Local Educators Admission Representatives Network (LEARN)
- Nassau Counselors Association (NCA)
- National Association of Basketball Coaches (NABC)
- National Association of College Stores (NACS)
- National Association of College and University Business Officers (NACUBO)
- National Association of Collegiate Admissions Counselors (NACAC)
- National Association of Education Buyers (NAEB)
- National Association of Independent Colleges and Universities (NAICU)
- National Association of Schools of Music (NASM)
- National Association of Student Financial Aid Administrators (NASFAA)
- National Athletic Trainer Association (NATA)
- National Collegiate Athletic Association (NCAA)
- National Council of Accreditation of Teacher Education (NCATE)
- National Strength and Conditioning Association (NSCA)
- National Student Affairs Administrators in Higher Education (NASPA)
- New Jersey Association of Collegiate Admissions Counselors (NJACAC)

- Service members Opportunity College (SOC)
- South Carolina Archival Association (SCAA)
- South Carolina Association of College Employers (SCACE)
- South Carolina Association of Colleges for Teacher Education (SCACTE)
- South Carolina Association for Institutional Research (SCAIR)
- South Carolina Association of College Stores (SCACS)
- South Carolina Association of Veteran Administrators (SCAVA)
- South Carolina Athletic Coaches Association (SCACA)
- South Carolina Chamber of Commerce (SCCC)
- South Carolina College and University Personnel Association (SCCUPA)
- South Carolina Council of Independent Colleges and Universities of Teacher Education (SCCICUTE)
- South Carolina Independent Colleges and Universities (SCICU)
- Southern College Placement Association (SCPA)
- Southern Regional Electronic Campus (SREC)
- Spartanburg Chamber of Commerce
- United States Tennis Association (USTA)
- Western Suffolk Counselor's Association (WSCA)

# ***WHISTLEBLOWER POLICY***

## **LIMESTONE COLLEGE Whistleblower Policy**

### **General**

Limestone College (the College) expects its employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. Employees of the College must practice honesty and integrity in fulfilling their responsibilities and comply with all applicable laws and regulations.

In order to protect employees from repercussions for making good faith disclosures of Improper Activities (see definition below), the College has implemented a Whistleblower Policy. The objectives of the Limestone College Whistleblower Policy are to establish policies and procedures for:

- The submission of concerns regarding Improper Activities by employees on a confidential and anonymous basis.
- 
- The receipt, retention, and treatment of complaints received by the College
- The protection of employees reporting concerns from retaliatory actions.

### **Improper Activities**

Each employee of Limestone College has an obligation to report in accordance with this Whistleblower Policy (a) a violation of any state or federal law or regulation, including, but not limited to corruption, malfeasance, bribery, theft of College property, fraudulent claims, fraud, coercion, conversion, malicious prosecution, misuse of College property, or willful omission to perform duty or (b) activities that are economically wasteful, or that involve gross misconduct, incompetency, or inefficiency. These actions are collectively referred to as Improper Activities.

### **Authority of the Provost**

All reported Improper Activities will be forwarded to the Provost in accordance with the procedures set forth herein. The Provost shall be responsible for investigating, and making appropriate recommendations to the President with respect to all reported Improper Activities. If the Provost is a subject of the Improper Activities allegations then the report should be made to the College President.

### **No Retaliation**

The Whistleblower Policy is intended to encourage and enable employees to report Improper Activities within the College for investigation and appropriate action. With this goal in mind, no employee who, in good faith, reports an improper Activity shall be subject to retaliation or adverse employment consequences. Moreover, an employee who retaliates against someone who has reported an Improper Activity in good faith is subject to discipline up to and including termination of employment.

### **Acting in Good Faith**

Anyone reporting an Improper Activity must act in good faith and have reasonable grounds for believing the information disclosed indicates a violation of law, involves gross misconduct, incompetency, or inefficiency. The act of making allegations that prove to be unsubstantiated, and that prove to have been made maliciously, recklessly, or with the foreknowledge that the allegations are false, will be viewed as a serious disciplinary offense, and may result in discipline, up to and including termination of employment. Such conduct may also give rise to other actions, including civil lawsuits.

## **Reporting Concerns**

### **Employees**

Employees should first discuss their concern about an Improper Activity with their immediate supervisor. If the individual is uncomfortable speaking with his or her supervisor, or the supervisor is a subject of the Improper Activity, the individual should report his or her concern directly to the Provost. It is the responsibility of the supervisor, upon receiving notification of an Improper Activity, to document the facts as presented and communicate the Improper Activities Report to the Executive Vice President.

If the Improper Activity was reported verbally to the Provost, the reporting individual, with assistance from the Provost, shall prepare a written report of the Improper activity. If the Provost, for any reason, does not promptly forward the Improper Activity Report to the President the reporting individual should directly report the concern to the president. Reports of Improper Activities may also be submitted anonymously. Such anonymous concerns should be in writing and sent directly to the Provost.

### **Handling of Reported Violations**

The Provost shall ensure that all reported Improper Activities are addressed in a timely manner. The Provost will notify the sender and acknowledge receipt of the Improper Activity Report within five business days, if possible. It will not be possible to acknowledge receipt of anonymously submitted concerns.

All reports will be promptly investigated by the Provost, and appropriate corrective action will be recommended to the President if warranted by the investigation. In addition, action taken must include a conclusion and/or follow-up with the complainant for complete closure of the concern.

Copies of all reports received under the Whistleblower Policy and all documents relevant to the investigation and resolution of these reports will be permanently filed in the office of the Provost.

### **Confidentiality**

Reports of Improper Activities, and investigations pertaining thereto, shall be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Disclosure of reports of Improper Activities to individuals not involved in the investigation will be viewed as a serious disciplinary offense and may result in discipline, up to and including termination of employment. Such conduct may also give rise to other actions, including civil lawsuits.



# ***CONFLICT OF INTEREST POLICY***

## **Limestone College Conflict of Interest Policy**

The purpose of the following policy and procedures is to prevent the personal interest of employees from interfering with the performance of their duties to the College, or result in personal financial, professional, or political gain on the part of such persons at the expense of the College.

*Definitions: Conflict of Interest* (also Conflict) is a conflict, or the appearance of a conflict, between the private interests and official responsibilities of a person in a position of trust. Persons in a position of trust include employees and officers. An Officer is the President, Vice President, or Vice President for Intercollegiate Athletics. An employee *is* a person who receives all or part of her/his income from the payroll of the College.

### ***POLICY AND PRACTICES***

1. Full disclosure, by notice in writing, shall be made by the interested parties to the Vice President for Financial Affairs in all conflicts of interest, including but not limited to the following:
  - a. An employee in a supervisory capacity is related to another employee whom she/he supervises.
  - b. An employee, or a member of an employee's family (which for purposes of this provision shall be a spouse, parent, sibling, child or any other relative if the latter resides in the same household as the employee) receives payment from the College for any subcontract, goods, or services other than as part of her/his regular job responsibilities.
2. Following full disclosure of a possible conflict of interest or any condition listed above, the Vice President for Financial Affairs shall determine whether a conflict of interest exists and, if so, shall inform the President. The President shall authorize or reject the transaction or take any other action deemed necessary to address the conflict and protect the College's best interests.
3. An interested officer or employee shall not participate in any discussion or debate of the President's Cabinet, or any College committee or subcommittee in which the subject of discussion is a contract, transaction, or situation in which there may be a perceived or actual conflict of interest. However, they may be present to provide clarifying information in such a discussion or debate.
4. Anyone in a position to make decisions about spending resources (i.e., transactions such as purchases or contracts) – who also stands to benefit from that decision – has a duty to disclose that conflict as soon as it arises (or becomes apparent); she/he should not participate in discussions preceding that decision.

# ***RED FLAGS RULE***

## **RED FLAGS RULE IDENTITY THEFT PREVENTION PROGRAM**

### **Purpose**

The purpose of this policy is to establish a Red Flags Rule Identity Theft Prevention Program designed to detect, prevent, and mitigate identity theft in connection with the opening of a covered account or an existing covered account and to provide for continued administration of the Program. The Program shall include reasonable policies and procedures to:

- Identify relevant Red Flags for covered accounts the College offers or maintains and incorporate those Red Flags into its Program;
- Detect Red Flags that have been incorporated into the Program of the College;
- Respond appropriately to any Red Flags that are detected to prevent and mitigate identity theft;
- Ensure the Program is updated periodically to reflect changes in risks to students and borrowers and to the safety and soundness of the College from identity theft; and
- The Program shall, as appropriate, incorporate existing policies and procedures that control reasonably foreseeable risks.

### **Existing Policies and Practices**

The College has policies to ensure compliance with Gramm-Leach-Bliley Act (GLB), Family Educational Rights and Privacy Act (FERPA), system and application security, and internal control procedures which provide an environment where identity theft opportunities are mitigated. Records are safeguarded to ensure the privacy and confidentiality of student and borrower records.

In addition, the College adheres to the following practices:

- All paper files are kept in locked offices and/or filing cabinets while not being used.
- Access to confidential information is limited to only those employees who need access in order to properly perform the duties for which they were hired.
- Employees with access to confidential information understand that this is confidential business information and is not to be discussed with anyone who does not “need to know.”

### **Definitions**

- **Identity theft** means fraud committed or attempted using the identifying information of another person without authority.
- **Account** means a continuing relationship established by a person with the creditor to obtain a product or service for personal purposes. Account includes an extension of credit involving a deferred payment.

- **Covered account** means an account that a creditor offers or maintains primarily for personal purposes that involves or is designed to permit multiple payments or transactions.
- **Red Flag** means a pattern, practice, or specific activity that indicates the possible existence of identity theft.

### **Covered Accounts**

- The College participates in the Federal Perkins Loan Program
- The College offers and establishes student payment plans

### **Identifying Relevant Red Flags**

- The photograph or physical description on the identification is not consistent with the appearance of the student or borrower presenting the identification.
- The SSN provided is the same as that submitted by other students or borrowers.
- The address or telephone number provided is the same as or similar to the account number or telephone number submitted by an unusually large number of other students or borrowers.
- The person opening the covered account or the student or borrower fails to provide all required personal identifying information on an application or in response to notification that the application is complete.
- A covered account is used in a manner that is not consistent with established patterns of activity on the account – nonpayment when there is no history of late or missed payments.
- The College is notified of unauthorized charges or transactions in connection with a student or borrower's covered account.
- The College is notified by a student or borrower, a victim of identity theft, a law enforcement authority, or any other person that it has opened a fraudulent account for a person engaged in identity theft.

### **Detecting Red Flag Activity**

Covered accounts are opened as follows:

#### **Federal Perkins Loan Program**

- Perkins borrowers sign their promissory notes using an electronic signature, which requires a PIN number that is unique to each borrower.
- Perkins borrowers can allow a third party to have access to his/her account information by completing the FERPA form in the electronic exit interview process. If no one is listed, a third party will not have access to any account information without the borrower's written permission. The borrower can log onto the exit site at any time to update this information if he/she decides that it would be beneficial for another party to have access to account information.

## **Student Payment Plans**

Students must call, e-mail, or come into the Director of Student Account's Office to request their account be placed on a tuition payment plan.

## **Responding to Red Flags**

The Program shall provide for appropriate responses to detected red flags to prevent and mitigate identity theft. The appropriate responses to the relevant red flags are as follows:

- Contacting the student or borrower;
- Changing any passwords, security codes, or other security devices that permit access to a covered account;
- Reopening a covered account with a new account number;
- Closing an existing covered account;
- Not attempting to collect on a covered account;
- Notifying law enforcement; and/or
- Determining that no response is warranted under the particular circumstances.

## **Updating the Program**

The College will update the Program annually in December, to reflect changes in risks to students or borrowers or to the safety and soundness of the College from identity theft, based on factors such as:

- The experiences of the College with identity theft;
- Changes in methods of identity theft;
- Changes in methods to detect, prevent, and mitigate identity theft; and
- Changes in the types of accounts that the College offers or maintains.

## **Oversight of Service Provider Arrangements**

The College shall take steps to ensure that the activity of a service provider is conducted in accordance with reasonable policies and procedures designed to detect, prevent and mitigate the risk of identity theft whenever the College engages a service provider to perform an activity in connection with one or more covered accounts.

Currently the College uses Campus Partners to administer the Perkins Loan Program. Students contact Campus Partners directly through its website or by telephone and provide personal identifying information to be matched to the records that the College has provided to Campus Partners.

# ***HIRING PROCEDURE/BACKGROUND INVESTIGATION PROCEDURE***

## Hiring Procedure

Purpose: The purpose of this procedure is to outline the necessary steps in the hiring process to ensure all documentation is completed and offices are appropriately notified of new hires which they will assist.

Before the commencement of any full time employment search, the Vice President of the hiring division must complete the **Request to Hire Form** to receive approval from the President in order to fill a position.

### A. Hiring for Full Time Staff Members

Upon approval to hire a new employee or fill a recently vacated position, the following guidelines will be adhered to:

- a. The Director or Department Chair will complete the **Affirmative Action Vacancy Posting (Form 1)** and return to the Human Resources (HR) Office. This will initiate the posting of the vacancy to the employment board in Curtis and the Limestone College website.
  - i. Additional advertising locations will be set-up by the Director or Department Chair
- b. All applicants will complete the on-line application which will be sent to the Director or Department Chair, additional committee members, and the HR Office.
- c. The Director or Department Chair will complete a minimum of 2 references, using the **Reference Checking Form**, for the candidates who are selected to be interviewed on campus. The references must be checked and found to be satisfactory before an invitation to campus is offered.
- d. During the interview process, candidates will complete the **Authorization and Release** form.
- e. Once the interview process is complete, the Director or Department Chair will give HR the signed **Authorization and Release** form of the final candidate.
- f. The Director of HR will initiate the Background Investigation process.
- g. The Director or Department Chair may extend a conditional offer of employment to the selected candidate.
- h. Once the Director of HR has confirmed a satisfactory background investigation, the Director or Department Chair will be notified and a start date will be communicated to the new employee.
- i. If the offer is declined, steps c-f will be completed again
- j. The Director of HR will remove the position posting from the employment board and website and communicate position filled notifications to candidates not selected. HR will need a list of all interviewed candidates to complete the candidate notifications. As a courtesy, candidates who formally visited the campus but were not selected will receive a phone call from the Department Chair or Director regarding the decision.
- k. The Director or Department Chair will complete the additional forms as listed below and return them to the designated person
  - i. **Request for Offer Letter Form– President’s Office**
  - ii. **New Employee Service Request Form – IT Receptionist**
  - iii. **Faculty/Staff Data Sheet – IT Receptionist**
  - iv. **Affirmative Action Filled Vacancy Summary (Form 2) - HR**
- l. The President’s office will send an employment letter to the new employee for their signature and formal acceptance of the offer. A final signed copy of the offer letter will be forwarded to HR.
- m. The Director or Department Chair will schedule an appointment with the new employee and the HR office within three days of the hire date to complete required paperwork and review benefits.



## B. Hiring for Full Time Faculty Members

Upon approval to hire a new faculty member or fill a recently vacated position, the following guidelines will be adhered to:

- a. The Director or Department Chair will complete the **Affirmative Action Vacancy Posting (Form 1)** and return to the Human Resources (HR) Office. This will initiate the posting to the employment board in Curtis and the Limestone College website.
  - i. Additional advertising locations will be set-up by the Director or Department Chair
- b. All applicants will complete the on-line application which will be sent to the designated Hiring Committee members of the posted position.
- c. The Director or Department Chair will complete a minimum of 2 references, using the **Reference Checking Form**, for the candidates who are selected to be interviewed on campus. The references must be checked and found to be satisfactory before an invitation to campus is offered.
- d. During the interview process, candidates will complete the **Authorization and Release** form.
- e. Once the interview process is complete, the Director or Department Chair will give HR the signed **Authorization and Release** form of the final candidate.
- f. The Director of HR will initiate the Background Investigation process.
- g. The Director or Department Chair may extend a conditional offer of employment to the selected candidate.
- h. Once the Director of HR has confirmed a satisfactory background investigation, the Director or Department Chair will be notified and a start date will be communicated to the new employee
- i. The Director of HR will remove the position posting from the employment board and website and communicate position filled notifications to candidates not selected. HR will need a list of all interviewed candidates to complete the candidate notifications. As a courtesy, candidates who formally visited the campus but were not selected will receive a phone call from the Chair or Director regarding the decision.
- j. The Director or Department Chair will complete the additional forms as listed below and return them to the designated person
  - i. **Request for Offer Letter Form – President’s Office**
  - ii. **New Employee Service Request Form – IT Receptionist**
  - iii. **Faculty/Staff Data Sheet – IT Receptionist**
  - iv. **Affirmative Action Filled Vacancy Summary (Form 2) – HR**
- k. The President’s office will send an offer letter and employment contract to the new faculty member for their signature and acceptance. A final signed copy of the offer letter and employment contract will be forwarded to HR.
- l. The Director or Department Chair will schedule an appointment with the new faculty member and the HR office within three days of the hire date to complete required paperwork and review benefits. For the fall semester, new faculty members will attend the New Hire orientation in lieu of a one on one meeting with HR.

## C. Additional Required Items

- a. New employees must obtain parking decal from Security office, if applicable
- b. New employees must obtain an “L” Card from the Student Services Office

#### D. Hiring for Part Time Staff Members (Temporary, Student Workers, Interns)

- a. Once the new hire is selected and a conditional offer of employment extended, the Director or Department Chair will complete the **Departmental Hiring Form** and forward to HR. The administrator will then schedule an appointment for the new hire to meet with HR within three days of the start date to complete the required paperwork.
- b. All newly hired part time employees, except student workers, will complete the **Authorization and Release** form.
- c. The background check will be initiated by HR and the Director or Department Chair will be notified if the background check results are not satisfactory.
- d. An offer letter will be sent from the President's office to the new part time employee, excluding student workers

#### E. Hiring for Adjunct Faculty Members - Day

- a. Once the new hire is selected, the Director or Department Chair will complete the **Departmental Hiring Form** and forward to HR. The administrator will then schedule an appointment for the new hire to meet with HR within three days of the start date to complete the required paperwork.
- b. If the adjunct faculty member is new to the college they will need to complete the **Authorization and Release** form. All other members will be grandfathered in and will not have to complete the background check process, unless there is reasonable cause. A conditional offer of employment should be offered to new individuals.
- c. The background check will be initiated by HR and the Director or Department Chair will be notified if the background check results are not satisfactory.
- d. An employment contract will be issued by the Office of Academic Affairs

#### F. Hiring for Adjunct Faculty Members - Extended Campus Classroom (ECC) and Extended Campus Internet (ECI)

- a. Once the new hire is selected, the Director or Department Chair will coordinate with the Instruction Support Coordinators of either the ECC or ECI for the completion of all necessary new hire paperwork. These items must be completed within three days of the start date.
- b. If the adjunct faculty member is new to the college, they will need to complete the **Authorization and Release** form. All other members will be grandfathered in and will not have to complete the background check process, unless there is reasonable cause. A conditional offer of employment should be offered to new individuals.
- c. The background check will be initiated by HR and the Director or Department Chair will be notified if the background check results are not satisfactory.
- d. An employment contract will be prepared by the ECC or ECI offices respectively and approved by the Office of Academic Affairs.

#### G. Hiring for Work Study Students

- a. Once a student is approved for financial aid through Financial Aid office, he or she will meet with the assigned Financial Aid counselor to complete the required paperwork and view the job listings notebook for a position.
- b. Once the student is approved for a work study position with a department, the Director or Department Chair must complete the **Work Study Contract**. Both the student and the Director or Department Chair must complete the contract.

- c. The student must also sign a **Confidentiality Agreement** and both documents must be returned to the Financial Aid counselor.

#### H. Position Changes

- a. All position or salary changes for current employees will be initiated using the **Position or Salary Adjustment** form. Once the form is completed and approved, it should be returned to the HR office with a copy to the President's office.
- b. An updated employment letter with the changes will be sent the employee and HR.

All forms referred to in this policy are located on the "T" drive (Docs/HR)

### Criminal Investigation Procedures

#### A. Criminal Investigation and Records – All Positions

Limestone College requires Criminal Background Investigations (CBI) to be performed on all newly hired full-time employees. Individuals who have been absent from the College for a period of 12 months may be subject to an additional CBI. Employees hired prior to the implementation of the Criminal Background Investigation procedure will be subject to a CBI if there is reasonable cause. Adjunct faculty who have not been previously employed by the College will also undergo a background investigation.

Upon determining that a position will be filled, Human Resources will determine which type of criminal background check to perform. The CBI may include a county and/or state criminal search, social security number trace and address verification, sex offender registry, and credit history check based on the job relevancy. The credit history check will be based on the job description which pre-determines whether money handling is relevant. During the advertisement of positions as well as during the interview process, all applicants will be informed of the Criminal Background Investigation procedure.

Once the selection process begins, the final candidate(s) will be asked to sign a Release and Authorization Form (Form 1- attached). Candidates who refuse to sign the form will be considered withdrawing from the pre-employment process and no longer viewed as a candidate for the job opening. Failure to disclose a conviction(s) or misrepresentations will be viewed as falsification of employment information and may result in disqualification for or a rescission of a job offer. Giving false or incomplete information is also sufficient cause to disqualify an applicant for employment.

A job offer will be extended to the selected candidate, contingent upon the results of the background investigation. There is the option to not extend the offer until the results of the background investigation have been received. This decision will be made based upon business necessity. If the results are satisfactory, the job offer will stand. If the results reflect issues of concern, the job offer may be rescinded.

In the event that the results of the CBI adversely impact the applicant for employment, the applicant will be given the opportunity to refute the results.

Convictions revealed in the employment process and any additional convictions which may exist on the criminal record, will be reviewed by the Vice President of the hiring division and the Director of Human Resources. Upon reviewing this information, there may be cause for disqualification or the rescinding of a job offer based upon the following:

- Length of time since the conviction(s)
- Types of circumstances of the offense(s)
- Applicants employment record or subsequent behavior since the offense(s)
- Number of convictions
- Rehabilitation
- Nature of the job and job relatedness of conviction(s)
- Location of job assignment

As necessary, legal counsel and the College President may be contacted for additional guidance. The Vice President of the hiring department will only be consulted by Human Resources when the results of a candidate's CBI are questionable or include information that could adversely affect future or current employment.

An outside agency licensed to perform Criminal Background Investigations will conduct all investigations. All employee investigations will be initiated through the Human Resources Office. All results of the investigations will be kept confidential except when it is necessary for consultation regarding questionable results. Human Resources will retain a copy of the CBI results and Authorization and Release Form in a secured location. After the designated retention period has expired, the company will take reasonable measures to dispose of the consumer reports to ensure they cannot be read or reconstructed, as required for compliance with the Federal Trade Commission.

Limestone College reserves the right to conduct criminal record searches when an employee is charged with any crime that reflects on his or her suitability for continued employment. Criminal record searches can also be initiated as a result of an internal administrative investigation.

#### B. Other Investigation and Records – Selected Positions

At times, depending on the level, location, or type of position, the College may also investigate any or all of the following areas:

Sex offender registry, social security number/name, educational verification, employment verification, credit history, driving/motor vehicle records, licenses/credentials, address history, or any other area pertinent to an applicant's background and job requirements.

# ***LIMESTONE COLLEGE POLICY ON TITLE IX COMPLIANCE***

## **LIMESTONE COLLEGE POLICY ON TITLE IX COMPLIANCE**

1. Limestone College Policy on Harassment & Discrimination
2. Role of the Title IX Coordinator and Deputies
3. Role of the Limestone Employee (Duty to Report)
4. Privileged Personnel
5. Training and Communication of Policy
6. Reporting Sexual Misconduct
7. Process for Investigating Reports of Title IX Violations
8. Options for Resolution
9. Hearings and Procedures
10. Appeals Process
11. Non-Retaliation
12. Pregnant and Parenting Students
13. Transgender Students
14. Definitions

## **LIMESTONE COLLEGE POLICY ON HARASSMENT AND DISCRIMINATION**

Limestone College encourages all members of its community to review the College's policies and procedures regarding discrimination and harassment as well as the current *Limestone College Faculty and Staff Handbook* and the *Gaslight Handbook for Students*. While this document is specific to Title IX regulations, the Campus Sexual Violence Act ("SaVE Act"), and the Violence Against Women Act (VAWA), the College's policies and procedures in relation to the above are consistent with its overall policies on discrimination and harassment. This policy applies to all faculty members, staff, administrators, executive employees, trustees, students, vendors, contractors, and visitors to Limestone College, and supplements the provisions of the *Faculty and Staff Handbook* and the *Gaslight Handbook for Students*, into which it is hereby incorporated by reference. In addition, the policy applies to conduct both on and off campus as well as to malicious use of social media if it affects students or employees.

Limestone College does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity, veteran status, or genetic information in the administration of any of its educational programs, admissions policies, scholarship and loan programs, athletic and other school-administered programs, including school-sponsored extracurricular activities, or in employment. The College complies with state and federal laws regarding equal opportunity and affirmative action, and it strives to develop a diverse community by welcoming and recruiting persons who bring a multitude of talents, abilities, and backgrounds to its community.

Limestone College seeks to maintain an environment for students, employees, and others that is free from all forms of harassment and insists that all persons associated with the College be treated with dignity, respect, and courtesy. Pursuant to this policy, any comments or conduct relating to a person's race, sex, gender identity, religion, disability, age, genetic information, or ethnic background that fails to respect the dignity and feelings of the individual is unacceptable. This includes harassing

conduct affecting tangible job benefits, interfering unreasonably with an individual's academic or work performance or environment, or creating what a reasonable person would perceive to be an intimidating, hostile, or offensive environment. Title IX protects students from sex discrimination in areas including, but not limited to:

- Admission
- Access to/enrollment in courses
- Access to and use of school facilities
- Counseling and guidance materials, tests and practices
- Vocational education
- Physical education
- Competitive athletics
- Graduation requirements
- Student rules, regulations and benefits
- Treatment as a married and/or pregnant student
- Housing
- Financial assistance
- Employment Assistance
- Health services
- School-sponsored extracurricular activities

Employees are protected from sex discrimination in areas including, but not limited to:

- Recruitment
- Compensation
- Fringe Benefits
- Employment evaluations
- Advancement
- Assigned duties and shifts
- Career advancement
- Marital or parental status

Limestone College also prohibits the crimes listed under the Violence Against Women Act (VAWA): domestic violence, dating violence, sexual assault, and stalking, as defined by current South Carolina state law. VAWA further identifies violations regarding national origin and gender identity as hate crimes as designated under federal law.

It is the policy of Limestone College that no member of the Limestone community—students, faculty members, administrators, staff, vendors, contractors, visitors or third parties – may sexually harass

any other member of the community, whether on or off-campus. Sexual advances, requests for sexual favors, and other conduct of a sexual nature constitute harassment when:

- Submission to such conduct is made or threatened to be made, either explicitly or implicitly, a term or condition of an individual's employment or education;
- Submission to or rejection of such conduct by an individual is used or threatened to be used as the basis for academic or employment decisions affecting that individual; or
- Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating what a reasonable person would perceive is an intimidating, hostile, or offensive employment, educational, or living environment.

## **TITLE IX & VAWA STATEMENT**

Title IX of the Education Amendments of 1972 protects students, employees and others from discrimination based on sex in education programs and activities operated by recipients of Federal financial assistance. Title IX states, “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.”

Sexual harassment, which includes acts of sexual violence, is a form of sex discrimination prohibited by Title IX. Actions that constitute sexual violence include rape, sexual assault, sexual battery, and sexual coercion. It is the policy of Limestone College to comply with Title IX in all programs and activities, including the prohibitions against sexual harassment, sexual violence, and discrimination on the basis of sex, as well as the prohibition against retaliation for any person asserting claims under Title IX. Similarly, it is the policy of Limestone College to comply with the regulations and requirements of the Campus SaVE Act and the Violence Against Women Act.

In accordance with Title IX regulations, Limestone College has designated the Dean for Faculty as the Title IX Coordinator and the Dean for Student Services as the Co-Coordinator.



Individuals with questions or concerns about Title IX, and/or who wish to file a complaint under Title IX, may contact the Title IX Coordinator, the Title IX Co-Coordinator, or any Deputy Coordinator as follows:

Title IX Coordinator

Dr. Mark Reger (Fall 2018)  
Dean of Faculty  
1115 College Drive  
Cooper West 104A  
Gaffney, SC 29340  
(864) 488-8317  
[mreger@limestone.edu](mailto:mreger@limestone.edu)

Stacey Mason (Spring 2019)  
Dean of Student Success  
1115 College Drive  
Cooper East 110  
Gaffney, SC 29340  
(864) 488-4540  
[smason@limestone.edu](mailto:smason@limestone.edu)

Title IX Co-Coordinator

Robert Overton  
Dean of Student Life  
1115 College Drive  
Dixie 201  
Gaffney, SC 29340  
(864) 488-4543  
[roverton@limestone.edu](mailto:roverton@limestone.edu)

The Deputy Title IX Coordinators may be contacted as follows:

Deputy Title IX Coordinator

Jessica Goins/Director of Residential Life and Housing  
1115 College Drive  
Dixie Lodge 203  
(864) 488-4590  
[jgoins@limestone.edu](mailto:jgoins@limestone.edu)

David Flynn/Director of Human Resources  
1115 College Drive  
Cooper East 310  
(864) 488-4473  
[dflynn@limestone.edu](mailto:dflynn@limestone.edu)

Ellen Long/English Preceptor  
1115 College Drive  
Fort D3  
(864) 488-4459  
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Colleen Cannon/Assistant Athletics Director for Compliance  
Senior Women's Administrator  
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[ccannon@limestone.edu](mailto:ccannon@limestone.edu)

Sigourney Ellis Davidson/Student Success Coach  
1115 College Drive  
Dixie 103  
864-488-4040  
[sellis@limestone.edu](mailto:sellis@limestone.edu)

For further information, visit <http://wdcrobcop01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves the College's area, or call 1-800-421-3481.

Should the position of Coordinator be vacant for any reason, the Co-Coordinator will serve as the interim Title IX Coordinator until the Coordinator's position is filled.

Any person having a complaint against a Limestone College student, faculty member, staff member, administrator, visitor, contractor or vendor based on sexual harassment, sex discrimination, or sexual assault should contact the Title IX Coordinator, Title IX Co-Coordinator, or one of the designated Deputy Coordinators.

To file a complaint of sexual assault or harassment, contact one of the Title IX Coordinators or Deputy Coordinators listed above, or, contact:

Office of Campus Security, Limestone College  
1115 College Drive  
Telephone number (Emergency) – (864) 488-8344

In cases of emergency, Limestone students or employees should contact the College's Office of Campus Security or call 911.

Limestone College recognizes that its obligations under the Clery Act and Title IX overlap in some areas. The College seeks to comply with its obligations under each.

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) requires institutions of higher education to comply with certain campus safety- and security-related requirements as a condition of their participation in the Title IV, HEA programs. In particular, VAWA amended the Clery Act to require institutions to compile statistics for incidents of dating violence, domestic violence, sexual assault, and stalking and to include certain policies, procedures, and programs pertaining to these incidents in their annual security reports. Specifically, VAWA

- Requires institutions to provide to incoming students and new employees and describe in their annual security reports primary prevention and awareness programs. These programs must include: a statement that the institution prohibits the crimes of dating violence, domestic violence, sexual assault, and stalking; the definitions of these terms in the applicable jurisdiction; the definition of "consent," in reference to sexual activity, in the applicable

jurisdiction; a description of safe and positive options for bystander intervention; information on risk reduction; and information on the institution's policies and procedures after a sex offense occurs;

- Requires institutions to provide, and describe in their annual security reports, ongoing prevention and awareness campaigns for students and employees. These campaigns must include the same information as the institution's primary prevention and awareness program;
- Defines the terms “awareness programs,” “bystander intervention,” “ongoing prevention and awareness campaigns,” “primary prevention programs,” and “risk reduction,” (See section 14, Definitions)
- Requires institutions to describe each type of disciplinary proceeding used by the institution; the steps, anticipated timelines, and decision-making process for each type of disciplinary proceeding; how to file a disciplinary complaint; and how the institution determines which type of proceeding to use based on the circumstances of an allegation of dating violence, domestic violence, sexual assault, or stalking;
- Requires institutions to list all of the possible sanctions that the institution may impose following the results of any institutional disciplinary proceedings for an allegation of dating violence, domestic violence, sexual assault, or stalking;
- Requires institutions to describe the range of protective measures that the institution may offer following an allegation of dating violence, domestic violence, sexual assault, or stalking;
- Requires institutions to provide for a prompt, fair, and impartial disciplinary proceeding in which: (1) officials are appropriately trained and do not have a conflict of interest or bias for or against the accuser or the accused; (2) the accuser and the accused have equal opportunities to have others present, including an advisor of their choice; (3) the accuser and the accused receive simultaneous notification, in writing, of the result of the proceeding and any available appeal procedures; (4) the proceeding is completed in a reasonably prompt timeframe; (5) the

accuser and accused are given timely notice of meetings at which one or the other or both may be present; and (6) the accuser, the accused, and appropriate officials are given timely and equal access to information that will be used during informal and formal disciplinary meetings and hearings. The Title IX Coordinator and the Committee for Title IX Compliance work with various College offices, including, but not limited to, the Office of Human Resources, Campus Security, Student Services, Athletics, and Academic Affairs, to ensure that the College meets its Title IX and VAWA obligations and requirements.

## **2. ROLES OF THE TITLE IX COORDINATOR AND DEPUTIES**

### **A. Title IX Coordinator Duties**

The Title IX Coordinator oversees college policy in relation to Title IX and VAWA; monitors print, online and hard copy publication and dissemination of Title IX policy and non-discrimination statements; implementation of grievance procedures; provides educational materials and training for the campus community; receives notice of complaints; conducts and/or coordinates investigations of complaints received pursuant to Title IX/VAWA; ensures an equitable, thorough, prompt, and confidential process for all parties; maintains records and reports on all activities related to Title IX/VAWA; and monitors all other aspects of the College's Title IX and VAWA compliance. The Title IX Coordinator may delegate data collection, training, monitoring, education, or investigation of a complaint or grievance to the Co-Coordinator or one or more Deputy Title IX Coordinators.

The Office of the Title IX Coordinator reports directly to the Provost and is responsible for maintaining records relating to discrimination or sexual misconduct reports, investigations, and resolutions. Records shall be maintained in accordance with College records policies, generally six years from the date the complaint is resolved. In cases where the parties have a continuing affiliation with the College, records may be maintained for a longer period of time at the discretion of the Title IX Coordinator. All records pertaining to threatened or pending litigation or a request for records shall be maintained in accordance with instructions from College legal counsel.

## **B. Duties and Responsibilities of Deputy Title IX Coordinators**

Under the direction of the Title IX Coordinator or Co-Coordinator, Deputy Title IX Coordinators are responsible for Title IX and VAWA compliance including training, education, communication, investigations and assisting the Title IX Coordinator and Co-Coordinator in the resolution of complaints in accordance with Limestone College's Sexual Harassment Policy, student and employee disciplinary policies, Title IX policy, and the Faculty and Staff Handbook. Deputy Title IX Coordinators will:

- Provide educational and awareness of Title IX/VAWA issues and the role of the recipient/institution's Title IX resources;
- Develop partnerships within decision-making bodies of the College to promote regular interaction with key officials;
- Engage in partnership activities with college administrative leadership; and
- Partner with campus and local officials regarding safety for members of the College community.

## **3. ROLE OF THE LIMESTONE EMPLOYEE (DUTY TO REPORT)**

### **A. Mandatory Reporters**

Title IX and Clery Act mandatory reporters include any employees who have the authority to take action to redress the harassment, who have the duty to report to appropriate school officials sexual harassment or any other misconduct by students or employees, or an individual whom a student could reasonably believe has this authority or responsibility, including, but not limited to:

- Vice Presidents, Deans, Department Chairs, Directors, Coaches and Trainers;
- Any employee in a supervisory or management role; or, any faculty member responsible for supervising activities or programs that include direct contact with students outside the classroom, including faculty advisors to recognized student organizations; and
- Police officers and contracted security personnel.

## **B. Reporting Obligations**

As to Title IX or VAWA, when any employee of Limestone College witnesses or becomes aware of an alleged act of sexual harassment, sexual assault, or gender discrimination, the employee is required to report this information to the Title IX Coordinator, Co-Coordinator or to one of the Deputy Coordinators. In addition, while complainants and respondents may share as much or as little information as they are comfortable disclosing to the Limestone employee, the employee is required to report all information received from the complainant, the respondent, or a third party to the Title IX Coordinator or the Deputy Coordinators.

*Employees are required to keep confidential all information learned from a victim or a third party. Such information is not to be shared with co-workers, students, or supervisors.*

## **4. CONFIDENTIALITY AND PRIVILEGED PERSONNEL**

Sexual harassment and sexual misconduct are sensitive issues that may potentially affect any member of the College community. Although the College cannot ensure confidentiality, its personnel will make reasonable efforts to maintain the confidentiality of the parties involved in an allegation. Decisions to release information will be made by the Title IX Coordinator on a need-to-know basis and include consideration for the College's legal obligation to investigate allegations when such allegations are brought to the College's attention and/or to take corrective action.

Once a complaint has been resolved, the College will take reasonable measures to maintain the record as confidential. All records will be housed in a locked, metal, fire-proof cabinet in the offices of the Title IX Coordinator. Furthermore, the College will take reasonable steps to protect the privacy of all individuals involved in a report of sexual misconduct to the extent allowed by state and federal law and college policy.

### **Confidential Resources**

Students and employees may prefer to discuss their situations in a private environment or seek information about a sexual harassment or sexual misconduct issue without making a formal

complaint; if so, they have a number of options. When seeking advice and support, students or employees should always inquire about any limitations to confidentiality. At the following offices on campus, students or employees may speak to individuals who are obligated to keep communications confidential within the regulations of Title IX. Generally, a student or employee may seek confidential services from the following:

- Limestone College Counseling Services, Room 104, East Cooper Hall of the Main Administration Building, (864) 488-8280; during off hours (864) 761-7030
- Limestone College Student Services, College Nurse, Dixie Lodge 105 extension 8348; during off hours dial (864) 809-4787
- Limestone College Chaplain, Room 304, Dixie Lodge, campus extension 8274; off-campus extension (864) 488-8274; during off-hours dial (864) 490-8735

## **5. TRAINING AND COMMUNICATION OF POLICY**

### **A. Training**

The Title IX Coordinator and Co-Coordinator, in conjunction with the Deputy Coordinators and the Committee on Title IX Compliance, are responsible for the education of Limestone students and employees regarding Title IX, the Campus SaVE Act, the Violence Against Women's Act, and related College policies and procedures. The College's prevention programs are intended to promote positive and healthy behaviors that foster healthy, mutually-respectful relationships and sexuality, encourage safe bystander intervention tactics, and seek to change behavior and social norms in healthy and safe directions. The College's Title IX education activities are designed to meet the prevention requirements of the SaVE Act and Violence Against Women Act and include, but are not limited to:

- Preparing and disseminating educational materials, including brochures, posters, and web-based materials that inform members of the campus community of Title IX/VAWA rights and responsibilities to the campus community;
- Preparing and disseminating training materials;



- Coordinating training for new student and continuing students about their rights under Title IX/VAWA and grievance procedures; and
- Coordinating new employee and continuing employee in-service training concerning Title IX/VAWA policies.
- Ensuring that training includes the following: a statement that the institution prohibits the crimes of dating violence, domestic violence, sexual assault, and stalking; the definitions of these terms in the applicable jurisdiction; the definition of “consent,” in reference to sexual activity, in the applicable jurisdiction; a description of safe and positive options for bystander intervention; information on risk reduction; and information on the institution's policies and procedures after a sex offense occurs.

The Title IX Coordinator is also responsible for ensuring that training is provided to the Title IX Co-Coordinator, Deputy Coordinators, Hearing Board members, personnel in Counseling Services, the Nurse’s Office, and the Chaplain’s Office, campus security officers and any other office designated by this policy as a location or office to which a complainant, witness, respondent or other party may report sexual harassment or sexual misconduct.

## **B. Communication and Reporting**

The Title IX Coordinator and Co-Coordinator, in conjunction with the Deputy Coordinators, are responsible for reporting on all matters related to Title IX compliance, with the exception of those matters related directly to athletic compliance. The Coordinator will

- Provide ongoing consultation regarding Title IX requirements, grievance issues, and compliance to the President and Provost.
- Report directly to the Provost to assist in resolution of complex harassment and discrimination cases, with a direct line to the President in situations that may present a conflict of interest for the Provost. In conjunction with the Provost, the President, and the College’s Legal Counsel, the Title IX Coordinator may recommend hiring qualified

outside persons to investigate harassment and discrimination complaints. Academic and administrative units shall cooperate with the Title IX Coordinator to provide access to information necessary to investigate complaints and enforce compliance requirements.

- Assist the Office of Campus Security in preparing annual statistical reports on the incidence of sexual misconduct. No information that identifies individuals will be reported in the annual statistical reports. Annual reporting shall be made to the Office of the President and the Office of the Provost and other bodies as required by the Clery Act.

## **6. REPORTING SEXUAL HARASSMENT OR SEXUAL MISCONDUCT**

Persons who experience sexual harassment or sexual misconduct are encouraged to report the incident(s) as soon as possible after the time of occurrence(s). Reports can be made directly to the Title IX Coordinator, the Co-Coordinator, the Deputy Coordinators, or personnel in the Counseling Service, Campus Security, Nurse's Office, or Chaplain's Office. Should the report come to any other College employee, that person is obligated to report the matter to the Title IX Coordinator or one of the Deputy Coordinators within twenty-four (24) hours. Persons with knowledge of instances of sexual harassment or sexual misconduct involving others are required to report this information to the Office of the Title IX Coordinator within twenty-four (24) hours of receiving the information.

Employees receiving complaints should first ensure that the complainant is safe and contact emergency personnel should the complainant need medical or other immediate assistance. Campus Security, the College nurse, College counselors, area support centers such as Safe Homes Rape Crisis Coalition, or 911 should be used to guarantee the safety and health of the complainant before any other action is taken.

Limestone College encourages complainants to pursue criminal action through the Public Safety Office or local police for alleged behavior that may also be a crime under state or federal law. Through the Public Safety Office, the College will assist a complainant in making a criminal report

and will cooperate with local law enforcement agencies if the complainant decides to pursue a criminal process. Pursuit of a complaint through the criminal process shall not prevent the College from pursuing the matter according to its own policies and procedures.

False accusation/testimony: The College takes the validity of information very seriously. A good-faith complaint that results in a finding of not responsible is not a false or fabricated accusation of sexual misconduct. However, a fabricated accusation of sexual misconduct or knowingly providing false information during the course of an investigation is an especially serious violation of the College's Harassment Policy, and persons found to have made such will be subject to disciplinary action, up to and including expulsion or termination. Any student found to have made a false accusation or given false testimony will be reported to the Office of Student Services for disciplinary action. Employees will be reported to the appropriate Vice President for their area of employment with the college for disciplinary action. The student or employee so found will have the right of appeal under the appeals process outlined in Section 10 below.

## **7. PROCESS FOR INVESTIGATING REPORTS OF TITLE IX VIOLATIONS**

Limestone College is committed to providing the College community with a safe place to live, learn, and work. Consistent with this commitment, the College will investigate all allegations of sexual harassment and sexual misconduct promptly, equitably, thoroughly, and impartially. Any individual may bring an allegation of sexual misconduct and trigger an investigation of sexual misconduct. Some conduct may constitute both sexual harassment under Title IX/VAWA and criminal activity. The Title IX Coordinator, Co-Coordinator, or Deputy Coordinators will immediately notify the complainant and the respondent of his or her rights, including notification that he/she has the right to file a criminal complaint or police report either during or after the school's internal Title IX investigation.

The College's responsibility to investigate allegations of sexual misconduct is independent of the criminal justice process. The Title IX Coordinator will appoint at least two investigators for each

case. In each case, an investigation will proceed to the point where a reasonable assessment of the safety of the individual and of the campus community can be made. The Coordinator, in consultation with the Co-Coordinator and investigators, will determine issues regarding the safety of individuals involved as well as the safety of the campus. Should there be deemed to be a threat to either individuals or the campus community at-large, the Coordinator, in consultation with the Co-Coordinator and investigators as well as with other relevant personnel pertinent to the case, will make appropriate recommendations for action, including but not limited to, informing the Campus Security Office, the Office of Human Resources, and the Crisis Response Team. Thereafter, the investigation may continue depending on a variety of factors, such as the request of the complainant and the risk to the individual or campus community.

In investigating allegations of sexual misconduct, the College will collect information relevant to the report, including, but not limited to, statements by the complainant(s) and the respondent(s), statements of witnesses, records and other documents, social media, and other evidence. The complainant and the respondent will be advised regarding the nature of the investigative process and the rights they have and the choices they have before the investigation itself begins.

Questioning about the complainant's sexual history with anyone other than the alleged perpetrator is not permitted. In addition, the fact that there is or was a current or previous consensual dating or sexual relationship between the two parties does not itself imply consent or preclude findings regarding sexual violence. Medical and counseling records are privileged and confidential documents, which students are not required to disclose. The College will also consider the effects of off-campus conduct when evaluating a hostile environment on campus. The first step of an investigation will usually be a preliminary interview by the Title IX Coordinators or one or more of the Deputy Coordinators with the complainant.

If a complainant does not wish to pursue a complaint, the College will use the information gathered to evaluate, and, as necessary, provide for the safety of the College community. The College

will, however, maintain records in confidence and use information for tracking patterns of behavior by individuals involved.

Should the complainant wish to pursue the complaint, the respondent will be notified of the investigation and the charge(s) being made and provided an opportunity to respond. Limestone will be sensitive to the feelings and situation of the complainant(s) and/or reporter(s) of sexual harassment or sexual violence as well as those of the respondent(s). Nonetheless, the College has a compelling interest to address all allegations of sexual harassment or sexual violence brought to its attention. As a result, Limestone reserves the right to take appropriate action in such circumstances and will take the steps necessary to eliminate a hostile work or study environment, even in cases when the complainant chooses not to proceed.

The Title IX Coordinator, Co-Coordinator, or Deputy Coordinators shall have authority to take reasonable and prudent interim measures to protect parties and witnesses during the investigation and during informal or formal procedures to resolve the complaint. The complainant may request such measures at any time during the investigation, hearing, or appeals processes. Following receipt of a report of sexual misconduct where that misconduct poses an ongoing risk of harm to the safety or well-being of an individual or members of the campus community, the Title IX Coordinator in consultation with the Co-Coordinator and the investigators, as well as with other relevant personnel depending upon the case, may implement protective measures pending completion of the investigation and resolution of the complaint. These may include, but are not limited to, the following:

- a. A voluntary No-Contact Agreement between the complainant and respondent;
- b. Imposition of a No-Contact Order and/or No Trespass warning;
- c. Interim Separation (*for employees*). During Interim Separation, an employee may continue his/her employment as outlined in the Interim Separation letter. When Interim Separation is imposed, the College will make reasonable efforts to complete

the investigation as rapidly as possible. As appropriate, an employee may be placed on paid, administrative leave during the pendency of an investigation and/or until the hearing process is completed. Placement on administrative leave shall not constitute a finding or determination of guilt or culpability;

- d. Interim Suspension (*for students*). During Interim Suspension, a student may continue his/her coursework as outlined in the Interim Suspension letter. When Interim Suspension is imposed, the College will make reasonable efforts to complete the investigation as rapidly as possible; and
- e. Restriction of a student's, employee's, or organization's access to certain College facilities or activities.

Pending resolution of the investigation, the student, employee, or organization may be denied access to the campus or to campus activities. While a complaint is under investigation, the Title IX Coordinator or his/her designee may also implement interim support measures, including but not limited to the following:

- f. Providing an escort to ensure that the complainant can move safely between classes and activities;
- g. Ensuring that the complainant and respondent do not attend the same classes or participate in the same athletic or organized extra-curricular activities (e.g. band, choir, cheer, etc.);
- h. Moving the complainant or alleged respondent to a different College residence or providing temporary housing for a student living off-campus;
- i. Providing counseling services;
- j. Providing medical services;
- k. Providing academic support services, such as tutoring;

- l. Arranging for the complainant to re-take a course or withdraw from a class without penalty, including ensuring that any changes do not adversely affect the complainant's academic record; and
- m. Reviewing any disciplinary actions taken against the complainant to see whether there is a causal connection between the harassment or misconduct that may have resulted in the complainant being disciplined.

The Title IX Coordinators or Deputy Coordinators may also implement support measures for the respondent, including counseling services. *All such measures as those outlined above will attempt to ensure the fair and equitable treatment of both the complainant and the respondent.* Failure to comply with the terms of interim protective measures may be considered a separate violation of the policy.

Any participant in an investigation who has a complaint regarding the conduct of an investigator or who believes an investigator has a conflict of interest should contact the Title IX Coordinator or the Provost, either of whom will take appropriate action to address the issue in a prompt and equitable manner.

Both the complainant and the respondent may ask a support person or advisor to accompany him or her to any complaint-related meetings, interviews, and proceedings, including hearing proceedings, and appeals. This support person may be a friend, mentor, family member, attorney, or any other person the party chooses. Complainants and respondents may have only one advisor each. Witnesses are not allowed an advisor. The support person cannot be a potential witness in the case, nor can he or she be the Title IX Coordinator, Co-Coordinator, nor any of the Deputy Coordinators; no college employee who has a role in the investigation or hearing procedures may serve as an advisor. In cases involving multiple complainants or respondents, the support person cannot be another respondent or complainant or witness. The advisor may not address directly campus officials,

any parties in the case other than his or her advisee, nor witnesses in a meeting, interview, hearing procedures, or appeals process.

The advisor is present only to guide his or her advisee, not to represent nor speak for the advisee. The advisor may not participate in any meetings or hearings without his/her advisee. The support person may confer quietly with his or her advisee as necessary as long as they do not disrupt the process. Should a longer discussion be needed, the complainant or respondent may request from the presiding college official a short break for a private conversation. Any support person who fails to follow these guidelines, in the view of the presiding official, in any meeting, interview, hearing, or appeal will receive one warning from the college official presiding and will be asked to leave should there be a second occurrence or a continuation of the disruption. Subsequently, the Title IX Coordinators or a Deputy Coordinator will determine if the support person may be reinstated. Should the support person not be reinstated, the complainant or respondent may select a different advisor. The complainant or respondent will have 24 hours to complete the selection process at which point the investigation or hearing will continue. Support persons are expected to maintain the confidentiality of the process and records of the case.

Investigations are carried out by the Title IX Coordinators and/or the Deputy Coordinators and result in a finding based on a preponderance of the evidence. The Title IX Coordinators or Deputy Coordinators may, at their discretion, obtain the assistance of other campus personnel during an investigation, including but not limited to, college counselors, academic personnel, auditors, business officers, faculty members, campus law enforcement, and Legal Counsel.

Generally, an investigation will result in a written report to the Title IX Coordinators that, at a minimum, includes a statement of the allegations, a summary of the information considered, findings of fact, and a determination by the investigators as to whether College policy has been violated. Investigators will also collect signed statements from the complainant, respondent, and witnesses for the final report. After the conclusion of the case, all records, including results of the Hearing Board



and Appeals, will be filed as noted in the section above. Any other records (e.g. handwritten notes from investigators) will be shredded.

For allegations of harassment or sexual misconduct, there are four (4) possible findings:

- a. Substantiated: It is more likely than not that the allegation is true.
- b. Unsubstantiated: It is not possible to determine whether the allegation is true or untrue. There is insufficient evidence to prove or disprove that the allegation is true.
- c. Unfounded (“Good Faith”): It is more likely than not that the allegation, while made in good faith, is untrue. A finding that the allegations are unfounded does not indicate that the complaint was improper or knowingly false; rather, it is an indication that the investigation did not find sufficient facts upon which to base a finding of culpability or responsibility.
- d. Unfounded (“Bad Faith”): It is more than likely than not that the allegation is untrue. In addition, it is more likely than not that the allegation was made in “bad faith,” that is, as stated in Section 6 above, a fabricated accusation of sexual misconduct or knowingly provided false information during an investigation. Knowingly providing false information during a College investigation is an especially serious violation of the College’s Harassment Policy and student and employee disciplinary policy. Persons found to have engaged in such activity may face disciplinary action, including expulsion or termination.

At the conclusion of the investigation or hearing, the complainant and the respondent will be notified at the same time in writing by the Title IX Coordinator of the outcome, as appropriate, pending options for resolution. At the same time, the Title IX Coordinator will report the outcome to College offices as appropriate (e.g., Campus Security, Housing, Athletics, etc.).

## 8. OPTIONS FOR RESOLUTION

When an alleged violation of the Harassment Policy is reported, the College's response is based on several factors, including the severity of the conduct and any prior policy violations by the respondent. Options for resolution are as follows:

**A. Informal Resolution:** Limestone College encourages informal resolution options when both parties agree in writing to an informal resolution and desire to resolve the situation cooperatively and informally or when the behavior alleged does not rise to the level of violation of College policy as determined by the Title IX Coordinator in consultation with the Co-Coordinator and deputies investigating the case, but nonetheless is adversely affecting the workplace or educational environment. Informal resolution may include an inquiry into the facts, but typically does not rise to the level of an investigation. The complainant must be notified of the right to end the informal process at any time or to begin the formal stage of the complaint process. Mediation and informal resolution shall not be used in cases involving allegations of rape or sexual assault or to resolve rape or sexual assault complaints.

Informal resolutions often have sanctions worked out by the parties who, then, hold themselves accountable. Informal resolution includes but is not limited to options such as separation of the parties, referral of one or both of the parties to counseling, mediation, or targeted educational and training programs. Situations that are resolved through informal resolution are usually subject to follow-up after a period of time to assure that resolution has been implemented effectively. Steps taken by the Office of the Title IX Coordinator to help the parties achieve informal resolution will be documented and the records maintained in accordance with the college's document retention policies. Appeals are typically not made in informal resolutions. Should the parties disagree about findings or sanctions, the case should move from an informal to a formal resolution.

**B. Formal Resolution:** Reports of harassment or sexual misconduct may require a formal investigation as determined by the Title IX Coordinator in consultation with the Co-Coordinator and

the deputies investigating the case. Formal resolutions involve cases where two or more parties are in disagreement about responsibility or sanction, or cases that involve severe violations such as rape or sexual assault. A special subcategory of formal resolutions involve cases where the complainant(s) may not wish to pursue the complaint for any reason. The College reserves the right to bring the case against the respondent(s) if, in the College's view, the respondent(s) poses a threat to the campus community. The Coordinator will consult with investigators and relevant parties, including by not limited to the following: campus security, counselors, campus ministry, and the Crisis Response Team.

Persons found to have violated policy will be subject to disciplinary action up to and including termination of employment or separation (expulsion) from the College. Student organizations found to have violated policy will be subject to discipline up to and including being banned from campus.

Resolutions may also include, but are not limited to, options such as separation of the parties, referral of the parties to counseling programs, or targeted educational and training programs. In addition, the College may recommend steps to address the effects of the conduct on victims and others, including academic support resources, housing assistance, change in work situation, leave of absence, training, or other services.

All investigations shall be conducted as expeditiously as possible, and the College will strive to complete them as soon as possible after the Office of the Title IX Coordinator's receipt of the complaint. Upon conclusion of the investigation, the Title IX Coordinator and Co-Coordinator in consultation with the investigators and other relevant parties (e.g. Human Resources, the Counseling Office, etc.) will determine based on sufficiency of evidence whether or not a case may be concluded with or without a hearing. In cases where the respondent accepts responsibility for the action, that is, admits to performing the violation(s) he/she has been charged with, the case will not go to a hearing but proceed to final disposition. The disciplinary sanction for students will be determined by the investigators in consultation with the Vice President for Student Services and/or the Chair of the

Judicial Hearing Board. In the case of employees, the sanction will be determined by the Vice President for the area concerned.

A complainant or a respondent may always request a hearing. In such cases, a hearing will always be scheduled.

The Title IX Coordinator will provide findings of the investigation to the complainant and the respondent at the same time as well as to the Chair of the Judicial Hearing Board or the Executive Vice President, in cases where an administrative hearing is held.

## **9. Hearings and Procedures**

When a student or employee alleges sexual misconduct by another student or employee or third party, the complainant and the respondent will be entitled to prompt resolution of the complaint, confidentiality to the extent allowed by the circumstances, the right to present witnesses and evidence, the right to notice of the decision and any sanctions imposed, and the right to appeal. Character witnesses are not permitted. The hearing will be an administrative hearing before an administrative body that includes the Chair of the Judicial Board, who will serve as the Hearing Coordinator. In addition to the Judicial Board Chair, administrative hearing boards will consist of two faculty or staff members of the Judicial Board selected by the Chair. In case the Chair of the Judicial Board is unavailable, the Chair will select one of the faculty or staff Judicial Board members to serve as Hearing Coordinator.

Administrative hearings will be scheduled at the earliest opportunity. While scheduling, the Title IX officers will try to observe the convenience of all parties; however, the College reserves the right to set the schedule as needed. All hearings will either be recorded by a transcriptionist or taped. Both the complainant and the respondent will be afforded the opportunity to have an advisor present. The advisor cannot question witnesses or speak on the parties' behalf. The advisor is intended as a support person and may not interrupt the proceedings. (For full details regarding the role

of the advisor, see Section 7 above.) Any party bringing an advisor to a proceeding must notify the Office of the Title IX Coordinator in writing at least two business days prior to the scheduled proceeding.

A student or employee who is unable to attend a scheduled hearing due to illness or other emergency must notify the Hearing Coordinator at least 24 hours in advance of the scheduled hearing. The Hearing Coordinator will determine if the excuse is valid. The student or the employee may appeal the decision of the Hearing Coordinator to the Executive Vice President.

At the hearing, the Hearing Coordinator will introduce the members of the hearing board, the complainant(s), and the respondent(s). Then the Chair introduces the case and the charges are read into the record. The respondent will then have the opportunity to enter a plea on the charges brought against him/her. The respondent has the right to remain silent without any assumptions being made about responsibility. If the respondent remains silent, the Hearing Coordinator will enter a “not responsible” plea into the record.

If the respondent pleads “responsible,” the Administrative Hearing Board will proceed with consideration of sanctions. Both the respondent and the complainant will be given an opportunity to present mitigating, aggravating or extenuating circumstances related to the incident underlying the disciplinary charge. The Administrative Hearing Board will be given the opportunity to ask questions pertinent to the issue of sanctions of the complainant, witnesses, and the respondent, as well as to consider any reports, memoranda, medical records, or other documents provided by the Office of the Title IX Coordinator, the complainant, the respondent, or a witness. The Board will also be able to question the Title IX investigators privately or *in camera* prior to the hearing for clarification regarding the documents presented. The Administrative Hearing Board will then meet in private to determine the sanction to be imposed.

If the respondent pleads “not responsible,” the Administrative Hearing Board will receive testimony, documents and other information determined within the discretion of the Board to be

pertinent and credible. Questioning about the complainant's sexual history with anyone other than the alleged perpetrator is not permitted. In addition, the fact that a current or previous consensual dating or sexual relationship between the two parties existed does not itself imply consent or preclude findings regarding sexual violence. Medical and counseling records are privileged and confidential documents that students or employees are not required to disclose.

The complainant and respondent will each be provided an opportunity to present witness testimony and other evidence. The complainant and the respondent are prohibited from personally cross-examining each other. Members of the Board may ask questions of the complainant, any witnesses, and the respondent. If the complainant or respondent wishes to question a witness during the hearing, the question must be submitted in writing to the Hearing Board. Written questions may be submitted either prior to, or during, the hearing. The Board shall have sole discretion to decide whether to ask a question of the respondent, complainant, or witness. The respondent, the complainant, and witnesses have the right to decline to respond to specific questions.

Both the respondent and the complainant shall have the right to be present during the entire hearing. The complainant may also elect to provide his/her statement from a private area via communication media. In such cases, the complainant may have only his/her advisor present. The Hearing Board may require the presence also of a campus security officer.

Should either the complainant nor respondent be present and no excuse provided prior to the hearing as stipulated above, the hearing may go forward if the Hearing Coordinator in consultation with the Title IX Co-Coordinator, Hearing Board members, and case investigators deemed there is sufficient evidence to proceed and deem it in the best interests of the College. At the conclusion of the presentation of proof, the Hearing Board will deliberate in private and render a decision regarding the violation of policy charged based on a preponderance of the evidence presented. Neither the complainant nor the respondent nor any witnesses or advisors may be present during the Hearing Board's deliberations.

If the respondent is found responsible, the Board may designate appropriate protective measures and disciplinary sanctions will be assigned. In fashioning an appropriate sanction, the Hearing Board may consider all relevant factors, including, but not limited to, the nature and severity of the misconduct and the prior disciplinary history of the respondent/employee. If the employee/respondent is found responsible, the Hearing Board in consultation with the vice president to whom the employee reports will set the sanction. The respondent and the complainant will be notified by the Title IX Coordinator at the same time and in writing of the outcome of the proceeding; appeal procedures; any change to the result before it becomes final; and when the result becomes final. A record of the hearing outcome and sanction(s) imposed will be placed in the employee's human resources file.

## **B. Preventive Measures and Sanctions**

Upon a finding of culpability, in addition to sanctions, the Judicial Hearing Board may direct the respondent to stay away from the complainant student or employee; prohibit the respondent from attending school for a period of time or require that he or she transfer to another class (if available) or another residence hall; require the respondent to undergo training or counseling; refer the respondent to the appropriate Vice President for disciplinary action, which may include the initiation of termination proceedings; refer the respondent, if a faculty member, to the Vice President for Academic Affairs for initiation of termination proceedings; or other disciplinary, protective and remedial measures.

Following a final determination of sexual harassment, sexual misconduct, rape, acquaintance rape, domestic/dating violence (sometimes referred to also as Intimate Partner Violence or IPV), sexual assault or stalking, involving a student or student organization, the College may impose the following sanctions and protective measures:

- a. **Restriction.** A restriction upon a student's or organization's privileges for a period of time may be imposed. This restriction may include, for example, denial of the right to

represent the College in any way, participation in College-sponsored travel, denial of the use of facilities, enjoyment of privileges, or participation in extracurricular activities or restriction of organization privileges.

- b. **Counseling Referral.** The student is requested to visit the college counseling center for an initial evaluation and follow-through on any prescribed treatment program.
- c. **A No-Contact and/or No Trespass order.** Directing the respondent to stay away from the complainant student or employee or requiring that he or she transfer to another class (if available) or not come within 500 feet (or other appropriate distance) of the complainant while on Campus property, including being prohibited from being on any college owned or leased properties.

In cases of Intimate Partner Violence (IPV) on Limestone College campus, no contact orders should be custom crafted to suit each individual situation so as to create no additional danger to the complainant. If a no-contact order is not issued, the complainant must be made aware of the reasons for it not be issued. In IPV cases, no-contact orders may need to be mutual. If the respondent cannot contact the complainant, it may be necessary for the complainant to adhere to the same regulation.

- d. **Housing Probation.** Continued residence in campus or student housing may be conditioned upon adherence to this policy as well as institutional housing policies. Any resident placed on housing probation will be notified in writing of the terms and length of the probation. Probation may include restrictions upon the activities of the student, including any other appropriate special condition(s).
- e. **Permanent removal from College housing.** A resident suspended from housing may not reside, visit, or make any use whatsoever of a housing facility or participate in any housing activity during the period for which the sanction is in effect. A suspended resident shall be required to forfeit housing fees (including any unused portion thereof



and the Housing Deposit). A suspended resident must vacate the housing unit. Housing suspension shall remain a part of the student resident's disciplinary record.

- f. **Probation.** Continued enrollment of a student or recognition of a student organization on probation may be dependent upon adherence to the Code of Student Conduct. Any student or organization placed on probation will be notified of such in writing and will also be notified of the terms and length of the probation. Probation may include restrictions upon the extracurricular activities or any other appropriate special conditions. Any conduct in violation of the code of student conduct while on probationary status may result in the imposition of a more serious disciplinary sanction.
- g. **Suspension.** If a student is suspended, he or she is deprived of student status and is separated from the College for a stated period of time with conditions of readmission stated in the notice of suspension. The suspension shall appear on the student's disciplinary record regardless of whether or not such student is successfully readmitted. If an organization is suspended, for a designated period of time, it cannot engage in any organizational activities and will not be recognized as a College organization or activity.
- h. **Expulsion.** Expulsion entails a permanent separation from the institution. The imposition of this sanction is a permanent bar to the student's readmission or participation in any student organization or function at the institution. Any student or organization receiving a penalty of expulsion shall be restricted from the campus of Limestone College during the period of expulsion unless on official business with the College verified in writing by the Executive Vice President.
- i. **Termination.** Termination refers to the immediate discharge of an employee from his/her position(s) at the College and an ending of all employment with the school.

Terminated employees are informed of their discharge in writing by the Human Resource Office with other information relevant to the discharge regarding such matters as medical/insurance coverage, vacation time, sick time, etc.

- j. **Any alternative sanction** deemed necessary and appropriate to address the misconduct at issue.

### **C. Failure to Appear/Waiver**

Failure to appear before a hearing body is considered a waiver of the right to a hearing and the right to appeal. This can be mitigated through evidence of illness or emergency.

### **D. Notification of Hearing Decision**

A decision will, when possible, be rendered within 72 hours after the conclusion of the hearing. The respondent and complainant will sign a notice of receipt of the hearing body's final decision acknowledging receipt of the results of a hearing. The respondent and complainant will also receive a letter from the Title IX Coordinator detailing the sanction imposed and protective measures implemented, if applicable.

All final decisions, whether for informal or formal resolutions, shall be communicated in confidence by the Title IX Coordinator with those offices who have a need to know the resolution (e.g., Athletics, Counseling, Human Resources, Campus Security, Student Services, etc.) upon the final decision, pending the appeal process.

## **10. APPEAL PROCESS**

The accused student, the victim, the Dean of Student Life or a Judicial Board member(s) official has the right to appeal a disciplinary action resulting in Suspension or Expulsion for any of the following reasons:

- Irregularity in the proceedings is a specified procedural error or error in interpretation of college conduct procedures may have substantially affected the hearing such the accused was denied a fair hearing or the error prevented the hearing officer or board from making a fair decision.
- Penalty inconsistent with the nature of the offense. The sanction appears to be significantly incongruent with the violation, given either the student's prior record or the usual action for the offense
- New or unconsidered evidence. New, significant or relevant information regarding the case becomes available that could not have been discovered at the time of the hearing. Information is not considered new if the student did not attend the original hearing or voluntarily withheld information during the original hearing.
- Disciplinary action resulting in Suspension or Expulsion from an Administrative Hearing or Judicial Board is postponed until the student has had the opportunity to exercise his/her right to appeal. However, in cases where a student is deemed a threat and/or danger to self, others, and/or property, the Provost or Dean of Student Life may, upon finding that a danger exists, impose a penalty that is effective immediately, with the right to appeal to take place after the imposition of the penalty.

The written appeal should include a statement for the grounds and the rationale for claiming that an appeal is warranted. Failure on the student's part to attend a hearing will not be grounds for an appeal. The appeal process involves an Appeals Committee, consisting of a faculty member, a staff member and a student. In Title IX cases, the student will be replaced by either a staff or faculty alternative. Written requests for this appeal by the accused, the victim, or Dean of Student Life must be submitted to the Appeals Committee at [appealscommittee@limestone.edu](mailto:appealscommittee@limestone.edu) within 3 working days after the student signs the notice of the Hearing Board 'Written Report' decision. The appeal shall include the reasons for the appeal. The Appeals Committee will review the written appeal, collect additional information, if appropriate, and render their decision within 7 working days of receipt of the appeal. The Appeals

Committee will notify the hearing officer and the Office of Student Life within three working days of receipt of an appeal. Failure to submit a written appeal within 3 working days of a decision by any hearing body or failure to appear before a hearing body is considered to be a waiver of the right of appeal. Working days do not include weekends, holidays, or other times when the College is closed.

## **11. NON-RETALIATION**

Limestone College prohibits retaliation by any person or group or third party against anyone for inquiring about suspected breaches of the College's policy, registering a complaint pursuant to its policies, assisting another in making a complaint, or participating in an investigation under its policies. Retaliation may be any behavior, attitude, or conduct which is believed to be the result of filing a complaint and adversely affects an individual's employment or creates an intimidating, hostile, or offensive environment. Others protected by this policy include, but are not limited to:

- a person who assists someone with a report of sexual harassment;
- a person who participates in any manner in an investigation;
- a person involved in the resolution of a sexual harassment report.

A complaint of retaliation will be treated as a separate incident and investigated as such and should be reported to Title IX Coordinator or a Title IX Deputy Coordinator so further action can be taken. Students found to have engaged in retaliation will be reported to the Office of Student Services for disciplinary action. Employees found to have engaged in retaliation will be reported to the appropriate Vice President for disciplinary action. Both student and employee will have the right to appeal according to the regulations outlined in Section 10.

## **12. PREGNANT AND PARENTING STUDENTS**

Title IX provides for equal educational opportunities for pregnant and parenting students including birth or adopting parents. It prohibits educational institutions from discriminating against students based on pregnancy, childbirth, adoption, emergency care, breastfeeding, false pregnancy,

termination of pregnancy, or recovery from any of these conditions. It also prohibits schools from applying any rule related to a student's parental, family, or marital status that treats students differently based on their sex.

This policy applies to all aspects of Limestone College, its students and employees. Limestone College will make reasonable accommodations to meet student needs related to pregnancy and parenting, in particular any conditions that constitute a medical necessity as determined by an appropriate health care provider. Students who may need such accommodations should contact the Office of Accessibility Services for assistance.

The college allows a pregnant student leave of absence for as long as it is deemed medically necessary. At the conclusion of her leave, the student is allowed to resume the academic and extracurricular status she held when the leave began. Pregnant students may also continue to participate in classes and extracurricular activities with reasonable adjustments (e.g., larger desks, elevator access, frequent bathroom breaks) made at the student's request. Absences due to pregnancy, childbirth, and breastfeeding are excused, and the student is allowed to submit course work missed due to pregnancy and childbirth without penalty as long as the absences are deemed medically necessary. Pregnant and parenting students who find that staff or instructors are not complying with this policy should report the matter to the Office of Academic Affairs or to the Title IX Coordinator or one of the Deputy Coordinators.

Title IX also protects pregnant and parenting students from harassment because of pregnancy, pregnancy-related issues, childbirth, and breastfeeding. A pregnant or parenting student who finds him or herself the subject of harassment should report the incident to the Title IX Coordinator or to any of the Deputy Coordinators. The harassment of pregnant students will be subject to the same processes of investigation, hearing and appeals as the other forms of sexual harassment identified in this document.

### 13. Transgender Students

It is the policy of Limestone College to comply with Title IX in all programs and activities, including the prohibitions against sexual harassment, sexual violence, and discrimination on the basis of sex, as well as the prohibition against retaliation for any person asserting claims under Title IX. Limestone College recognizes that, under Title IX, the College has a responsibility to provide a safe and nondiscriminatory environment for all students, including those who are transgender, that is, for those whose gender identity or expression differs from the sex they were assigned at birth. This includes students whose self identification or expression may challenge traditional notions of “male” or “female.”

Harassment that targets a student based on gender expression, gender identity, transgender status, or gender transition is harassment based on sex. If any such harassment occurs at Limestone College, whether on the main campus or one of its sites in South Carolina or in its online environment, the school will take prompt action, as outlined in its Title IX policy, to investigate each case and to provide an appropriate remedy. The College will also include education regarding transgender persons, gender identity, and gender transition as part of its education regarding all aspects of Title IX and VAWA.

#### 1. College Records and Documents, including FERPA

Limestone College seeks to protect the privacy of all its students, including its transgender students, in accordance with FERPA regulations regarding privacy and confidentiality.

- The College maintains records according to the legal status of a student in terms of name and gender marker. It will modify (as it does for any Limestone student) its records as a student, parent of minor student, or authorized representative provides documentation of legal changes according to appropriate state processes. Students, parents of minor students, or authorized representatives may apply to the Registrar’s Office to update records.
- At the time of admission, Limestone College collects information regarding legal name, preferred prefix of address, preferred name, gender marker, and gender identity. This information is kept confidential per FERPA regulations for personally identifiable

information. Students have the option to self-identify at any time for updating records with the Admission's or Registrar's Office, based on acceptance status.

- Under FERPA, a school must consider the request of an eligible student or parent to amend information in the student's record that may be deemed by the student or parent to be inaccurate, misleading, or in violation of a student's privacy rights. The College will amend records in light of this regulation. In cases where the College does not amend such records, it will provide the person(s) making the request with the reason(s) for its decision in writing and will inform the person(s) of their right to a hearing in accord with FERPA regulations.
- The College allows a student to designate a preferred first name to be used on campus records, including, but not limited to, campus ID cards, course and grade rosters, advisor lists, directory listings, unofficial transcripts, and team or activity rosters. Legal names will be used on official transcripts and graduation documents.
- The College encourages the practice of using the student's preferred pronoun on all occasions consistent with the student's gender identity, whether "he," "she," or as otherwise designated.
- In accord with FERPA regulations, the College designates birth name or sex assigned at birth as personally identifiable information (PII).
- In accord with FERPA regulations, the College does not designate a student's sex, gender marker, or gender identity as directory information.

## 2. Facilities and College Housing

Limestone College offers sex-segregated facilities, including but not limited to, student housing, restrooms, locker rooms, and shower facilities. In accord with Title IX, the College permits transgender students who participate in activities using sex-segregated facilities to access the facility and activity consistent with their gender identity.

- Housing: The College recognizes and respects the gender identity of each student. Every attempt will be made to give transgender students safe housing assignments. While the College will not force any student to reside with another, it will seek to have gender-inclusive housing whenever possible. Campus housing policies on bathrooms and showers allow students access to the facilities consistent with their gender identity.
- Athletics and Intramural Sports: Students participating in athletics or in intramural sports, as well as those in physical education courses, may participate in accordance with their gender identity, including the use of restrooms and locker rooms. Limestone College Athletics adheres to the NCAA transgender policy as set forth in NCAA bylaws and regulations.
- Health and Counseling Services: Limestone will provide in confidence to self-identifying students appropriate medical and psychological care or access to such care through local physicians or therapists, including access to hormones for persons going through transition.



## ***Weapons Policy***

## Weapon Definition:

The term "weapon" means any device, instrument, or substance that is designed to, or reasonably could be expected to, inflict a wound, incapacitate, or cause serious bodily injury or death, including, but not limited to, firearms (loaded and unloaded, real and replica and/or toy), ammunition, electronic control devices (such as Tasers and stun guns), devices designed to discharge an object (such as bb guns, air guns, pellet guns, potato guns, and slingshots), explosives, dangerous chemicals (such as tear gas), martial arts weapons, bows and arrows, artificial knuckles, nightsticks, blackjacks, daggers, swords, and knives (pocket or fixed blade) with a blade longer than three (3) inches. The term "weapon" does not include chemical repellents available over-the-counter for self-defense; instruments used solely for personal hygiene, preparation of food, maintenance, College-related instruction, or College employment-related duties.

Limestone College references and complies with South Carolina Section (16-23-420), with minor exceptions.

(A) It is unlawful for a person to possess a firearm of any kind on any premises or property owned, operated, or controlled by a private or public school, college, university, technical college, other post-secondary institution, or in any publicly owned building, without the express permission of the authorities in charge of the premises or property. The provisions of this subsection related to any premises or property owned, operated, or controlled by a private or public school, college, university, technical college, or other post-secondary institution, do not apply to a person who is authorized to carry a concealed weapon pursuant to Article 4, Chapter 31, Title 23 when the weapon remains inside an attended or locked motor vehicle and is secured in a closed glove compartment, closed console, closed trunk, or in a closed container secured by an integral fastener and transported in the luggage compartment of the vehicle.

(B) It is unlawful for a person to enter the premises or property described in subsection (A) and to display, brandish, or threaten others with a firearm.

(C) A person who violates the provisions of this section is guilty of a felony and, upon conviction, must be fined not more than five thousand dollars or imprisoned not more than five years, or both.

(E) For purposes of this section, the terms "premises" and "property" do not include state or locally owned or maintained roads, streets, or rights-of-way of them, running through or adjacent to premises or property owned, operated, or controlled by a private or public school, college, university, technical college, or other post-secondary institution, which are open full time to public vehicular traffic.

(D) This section does not apply to a guard, law enforcement officer, or member of the armed forces, or student of military science. *A resident in a dwelling provided by Limestone College whose presence with a weapon in or around a particular building is authorized by the Limestone College Security chief is also exempt from the provisions of this section.*

(F) This section does not apply to a person who is authorized to carry concealed weapons pursuant to Article 4, Chapter 31 of Title 23 when upon any premises, property, or building that is part of an interstate highway rest area facility.

Limestone College enforces a "No Weapons Policy" on all of its campuses both owned and controlled by Limestone College. The use, possession, distribution of, firearms, ammunition, and other weapons described above on Limestone College property is strictly prohibited. Included in this weapons ban, concealed or otherwise, are all College owned and leased buildings, parking lots and grounds. The carrying of weapons and firearms is also prohibited in Limestone College owned vehicles and personal vehicles parked on the College property at any time. No weapon or firearm shall be kept in a locker, lunch box, toolbox, briefcase, purse, or other personal property while on the Limestone College campus property.

Exceptions to this policy are certified law enforcement officers and Campus Security Officers who are duly authorized by Limestone College and the South Carolina Law Enforcement Division (SLED) to carry a weapon on College controlled property or in connection with a College affiliated activity. Other persons who are legally authorized to carry a concealed weapon pursuant to Article 4, Chapter 31, Title 23 (South Carolina code, CWP), when the weapon remains inside an attended or unattended locked motor vehicle and is secured per this chapter, this also must be authorized in writing by the Chief of Security or his/her designee. This exception only applies to Limestone College Faculty, Staff and Commuter Students who travel roadways to and from Limestone property and are legally authorized as stated above (this exception does NOT apply to residential students). No other weapons of any kind including, rifles, shotguns, BB guns, etc. may be left or stored in a vehicle or other location on school property which includes all properties controlled and operated by Limestone College campus.

#### Right to inspect

Limestone College, on behalf of itself and its students, reserve the right to inspect all employee's, including contract employees, and all students personal property, including but not limited to, toolboxes, packages, briefcases, purses, clothing, lockers and vehicles based upon a suspicion that this policy has been or is being violated. Unless time is of the essence, a request will be made to the Limestone College Department of Campus security to carry out and support such inspection. Refusal to consent or to cooperate in the search of personal property by an employee or student may be grounds for discipline, up to and including discharge from employment or dismissal from the College.

All employees and students are expected to know and abide by this weapons policy. Employees and students who fail or refuse to comply with this policy will be subject to penalties that may include permanent dismissal from the College as well as face potential criminal charges (Arrest) per SC 16-23-420 (Possession of firearm on school property/concealed weapons).

## ***WEAVE INSTRUCTIONS***

**How to Use WEAVE**  
**Part A- For Academic Departments:**

1. Log on to the **LC Portal**.
2. Go to the **FACULTY** section and click **WEAVE**.  
Log on to WEAVE using your WEAVE password.
3. Click on the **Assessment** tab. The choices include:  
Mission, Goals, Outcomes, Measures & Findings, Action Plan, Achievement Summary,  
Annual/Special Reporting, and Document Management.

An example of assessment is like this:

**Outcomes:**

Graduates of Department X will have a good understanding of research methods.

**Measures:**

Knowledge of research methods is measured in the department's capstone Course, XX497, which all graduates take their last semester of college.

Students design an experiment which tests their knowledge of experimental design and statistics. It is graded using a rubric with 4 outcomes. Scores range from 0-5 on each section of the rubric.

**Findings:**

All 20 majors from Department X completed the Experiment. The results were as follows:

Rubric:	0	1	2	3	4	5
a. Experiment Controls	0	0	0	10	6	4
b. Choice of Independent Variable levels	0	0	4	8	6	2
c. Use of Statistics	0	0	8	8	2	2
d. Evaluation of Results	0	0	8	10	3	1

[Other examples of Measures include...a survey of students, an Exit Exam, a performance or project evaluated with a rubric, a presentation evaluated with a rubric, a class pre-test and post-test, homework grades evaluated by an online system, Your department's AWE data, etc. There is something for everyone! Feel free to use statistics and graphs.

**Action Plan:** [This is where you discuss your results and decide what to do with the data.] The department discussed the data and decided to add an extra section on statistics to be included in the Capstone course, XX497, starting Fall, 2017. It is critical that we use data for making decisions.

Departments usually use 3 outcomes and 3 measures each. They are usually Student Learning Outcomes, as opposed to Department goals (e.g., "add a new professor").

#### 4. The Departmental Annual Report.

Your whole Annual Report is included on WEAVE. All you do is look under Assessments and go to **Achievement Summary** and to **Annual/Special Reporting**. Those areas contain the 5 questions necessary for the Annual Report. You can also attach important documents to the Annual Report using the **Document Management** tab, such as newspaper articles about your department, pictures, etc.

#### How to Use WEAVE Part B- For Non-Academic Departments

1. Log on to the **LC Portal**.
2. Go to the **FACULTY** section and click **WEAVE**.  
Log on to WEAVE using your WEAVE password.
3. Click on the **Assessment** tab. The choices include:  
Mission, Goals, Outcomes, Measures & Findings, Action Plan, Achievement Summary, Annual/Special Reporting, and Document Management.

Your basic choices here will be Outcomes, Measures & Findings, and Action Plan. As in the last example, you may want to add documents (brochures for students, etc) under Document Management for illustration.

#### **Outcomes**

Students will have easy access to computers in the Student Center Computer Lab.

#### **Measure**

A student worker monitors the computers in the student center computer lab from 9 AM to 8 PM , Monday through Sunday. 20 computers are available.

### Findings- 2016-2017

It was found that the average computer use fluctuated by day and by hour:

	9AM- 12:59 PM	1:00 PM- 4:59 PM	5-8:59 PM
Monday	12	8	20
Tuesday	8	15	16
Wednesday	7	16	17
Thursday	10	14	15
Friday	5	5	8
Saturday	15	18	5
Sunday	5	20	20

Computer monitors could not meet the demand for laptops an average of 3 time periods a week, Monday PM, and Sunday afternoon and Sunday PM.

### Action Plan

Budget for 10 additional laptops for 2017-2018.

(This is using the data to make decisions- very important!)

### Other measures might include:

- \* a survey to gauge student needs, as the library uses;
- \* Facebook use, as the Alumni office uses;
- \* Attendance (students attending plays, speakers, athletic events, etc.);
- \* Money raised from events;
- \* Student opinion (from surveys or focus groups)
- \* Student use (10 students were treated for flu the first week of Feb., 15 students were tested for STDs the second week of Feb., etc.)
- \*Student problems: 35 students received fines for wall damage.

# ***Request of Payment, Request for Purchase, Request for Travel Expense, and Travel Expense Report***

*(All Policies and associated forms will be available on the LC Portal)*



# Employee Travel Policy

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*Effective 7/1/2018*

Employees will have travel expenditures reimbursed or paid for by the College in compliance with the College travel guidelines. Adequate documentation must exist to allow for verification of expenditures. This policy is applicable to all travel, regardless of the source of funds used.

All travel expenses submitted for reimbursement or to be paid for by the College are required to complete a Expense/Payment/Purchase (EPP) Form, have the signature of the traveler certifying the amounts are true and correct and conform to Federal and College laws, rules and regulations. All signatures must be original or in a pre-approved electronic format. No stamped signatures will be accepted. The reimbursement expenditures must be approved by the employee's supervisor or supervisor's designee, and follow the approval levels provided in the Purchasing Policy. The designee cannot be a direct subordinate of the traveler. The supervisor or designee's approval is asserting that they are aware of the employee's travel and the expenditures appear reasonable.

Travel outside the continental United States, Alaska, Hawaii, Canada or Puerto Rico meets the definition of International travel and requires approval from the employee's divisional Provost/Vice President prior to departure.

Any employee who falsifies records or documents or willfully violates written rules, regulations or policies can be suspended or terminated from their employment with Limestone College.

Final interpretation of the Limestone College Travel Policy will be determined by the Controller or the Vice President of Financial Affairs.

## Definitions

**Travel** – as described in this policy, is travel more than 10 miles from an employee's primary office at the College for the purpose of conducting business of the College, attending professional meetings, special demonstration meetings and other related meetings. Expenses related to the cost of relocating/moving are not classified as travel per this policy.

**Primary Office** – the location of an employee's office. In the case where an employee works out of more than one office on different campuses/College locations, the employee and their supervisor will agree in writing on a primary office from which travel reimbursement may be allowed if pre-approved by supervisor. Based on work schedule, the Primary Office may change day-to-day or week-to-week, again, as agreed upon in writing with the supervisor.

**Reasonable Expense** – An expense that is ordinary and reflects a prudent decision to incur the expense on behalf of College business. Not extreme or excessive.

## Travel Guidelines

Employee travel expenditures may be paid by the traveler via personal funds and reimbursed, by the Limestone College Purchasing Card, by cash advances, by direct payment by the College, or a combination of them. An EPP Form must be completed before and/or upon return. The EPP Form is the document used to account for acceptable faculty and staff travel costs. Travelers are expected to exercise discretion when making travel arrangements and expenditures. Each employee should use the following guidance when traveling:

- Avoid excess costs, circuitous routes, delays or luxury accommodations unnecessary or unjustified in the performance of an assignment.
- Travel by commercial airlines must be in coach or economy class.
- Automobile transportation may be used when air and ground transportation cannot be arranged satisfactorily, or to reduce expenses (especially when two or more College employees are traveling together).
- Transportation to or from points of arrival and departure should be by the most economical method.
- If expenses are incurred due to a conference, seminar, training, etc. then documentation disclosing the dates of those events will be required to be submitted along with the related incurred expenses on the EPP Form
- If the expenses incurred are for multiple people, a list and relationship to Limestone College will need to be provided.
- If expenditures is being provided to or submitted by one employee for multiple people (i.e. other employees or students), a list will need to be provided showing their name, relationship to the College, per diem amount received (if applicable), and the individual must sign beside their name indicating that they received the per diem or incurred the expense.

### Travel Status Reimbursement versus Business Meal Reimbursement

An employee must be in travel status to be eligible for their meals to be paid for by the College. Meals provided while in travel status should not be confused with business meal expense. If an employee on non-overnight travel has their meals provided by the College, this amount could be considered income and be reported on their W-2 tax form. For instance, meals on day trips are subject to tax withholding except when a business purpose for the meal can be documented.

Business Meal reimbursement procedures will be followed when an employee is traveling within 10 miles of their headquarters or overnight travel is not required. Please see the Limestone College Purchasing Policy for guidelines regarding business meals.

NOTE: Meals will be considered business meals for employees who are traveling for the recruitment of students as part of their normal job duties. Keep in mind that the daily per diem dollar amounts shall be followed. If an employee does not spend the full dollar amount, no payment/reimbursement of those funds shall be paid to the employee. If an employee is submitting a reimbursement, then only the exact purchase amounts up to the per diem amounts will be reimbursed. In addition, if an employee uses their Limestone College purchasing card and goes over the per diem limits, they are responsible for paying the college back upon returning and the payment must be included with the EPP Form and credit card statement. If the payment is not submitted during the submission of the approved EPP form, then it will be considered a personal purchase and the guidelines under the Purchasing Card apply.

### Local Travel or Travel to Other Limestone Locations

Local travel is authorized between an employee's primary office location and another Limestone location when pre-approved or authorized by the employee's supervisor, in a manner of approval determined by the supervisor. If not pre-approved, mileage or other travel expenses may not be reimbursed.

### Meals

While on official travel (domestic or international) per diem for meals will be provided and determined by which cities are attended. The standard rate is a rate of \$40 per day for full travel days. In addition, on traveling days to and from the conference/training/or business destination per diem will be paid at \$25 per day. If the conference/training/or business destination provides semi-daily meals (i.e. breakfast, lunch, or dinner) then per diem will be provided at \$25 per day. The standard rate applies to all travel except those specifically named as high rate cities in this policy. For high rate cities a rate of \$50 per day for full travel days. In addition, on traveling days to and from the conference/training/or business destination per diem will be paid at \$35 per day. If the conference/training/or business destination provides semi-daily meals (i.e. breakfast, lunch, or dinner) then per diem will be provided at \$35 per day. The following are considered High Rate Cities: Chicago - Illinois, Washington D.C., Dallas/San Antonio/Houston – Texas, Atlanta – Georgia, and Philadelphia, Pennsylvania. It is the responsibility of the traveler to provide supporting documentation proving that meals were not provided. If the Per Diem rate is exceeded due to the cost of an official banquet, the excess will be allowed provided a receipt and proper explanation for the banquet charge accompanies the EPP Form.

The College policy allows up to a 15% tip, with the exception of large group bills where the establishment requires more gratuity. In addition, the College will not reimburse or pay for any alcoholic purchases.

### Lodging

Lodging arrangements and deposits are the responsibility of the traveler and it is recommended that the lodging be paid directly by the Limestone College Business Office unless the employee has a Limestone College Purchasing Card, in which case the card can be used. Moderately priced accommodations should be selected when a choice is available.

No travel expenses will be allowed for overnight lodging within 50 miles of the employee's official headquarters or residence. If the room is shared with someone other than a College employee, only the single room rate will be reimbursed by or paid for by the College.

If a trip involves students, then the faculty/staff accompanying the students and the students themselves must stay in the same hotel.

All necessary and reasonable tips for baggage handling will be reimbursed by or paid for by the College.

Parking Fees related to parking at a hotel, NOT valet parking, are reimbursed by or paid for by the College with receipt. Other parking fees for parking meters and non-hotel related are reimbursed or provided per Reimbursement Procedures and Receipt sections below. Only parking fees for Limestone College employees will be paid.

## Means of Travel

### Rental Cars

Charges for automobile rental are allowed when it is more economical than alternative methods of transportation or is the only practical means of transportation. While traveling on College business originating from South Carolina, employees are required to use the Limestone fleet vehicles unless one is not available at the location where the employee desires to pick up a vehicle. Documentation stating that a Limestone fleet vehicle was not available should be attached as supporting documentation to justify the use of another vehicle.

If it is necessary to rent an automobile while in travel status outside the United States, it is recommended the collision damage waiver insurance be obtained. The charge and the applicable tax will be included on the automobile rental statement submitted with the request for reimbursement.

### Personal Cars

College employees may use their own automobile for official travel if a Limestone fleet vehicle is not available and the employee will receive mileage reimbursement of \$.50 per mile. If a Limestone fleet vehicle is available, an employee may still use their personal vehicle, however they will only have their gas expense provided to them via reimbursement or the College Purchasing Card. Gas receipts are required to be turned in with a completed EPP Form. If gas receipts are not provided and a Limestone fleet vehicle was available then reimbursement will be calculated at 20 mpg and the average gas rate at the time the EPP Form was submitted.

Mileage between an employee's home and his/her place of employment is not subject to reimbursement. No reimbursement will be made for fines related to moving or non-moving violations.

EXCEPTION: For Faculty traveling to observe field experiences or internships for students, reimbursement will be provided at \$.50 per mile and a Limestone fleet vehicle is not required to be used or be available. No reimbursement will be granted unless the accumulated trips total at least 20 miles.

EXCEPTION: If an employee is traveling via airplane and a vehicle is being left at the airport for multiple days, it is recommended that a Limestone fleet vehicle not be used. Reimbursement will be provided at \$.50 per mile and a Limestone fleet vehicle is not required to be used or be available. The mileage reimbursed will be from personal residence to the airport or from their place of work to the airport, whichever is less.

### Air and Ground Transportation

Transportation for individuals traveling alone should be by the most economical route available (air, rail, bus, car, etc.) whenever practical. Advantage of reduced round-trip rates must be taken when available. Travel must be by the most direct route possible. Individuals traveling by an indirect route must bear any additional expenses.

EXCEPTION: When discount fares are available which result in a savings to the College by extending a trip using personal time, the reimbursement will be limited to the lesser of the actual expenses incurred or the amount that would be incurred for the business portion only. The calculations for the business portion of the trip must be made using the least expensive rates available.

### Travel by Airplane

This is recommended when the cost of the employee's time is an important factor or where the travel time by other methods would increase the subsistence expense. Accommodations must be limited to tourist or economy class.

- **Direct Payment by the College**

Air transportation tickets is recommended to be purchased in advance directly by the College. The departmental purchasing card may be used for prepayment of airline tickets only if direct pay is not available.

- **Initial Payment by the Individual**

When direct pay is not available and employees purchase their tickets with their own funds, the employee must secure reimbursement through an EPP Form after travel is completed. No reimbursement for reduced-fare advance purchase tickets will be made to employees prior to completion of travel.

- **Frequent Flyer Program**

College employees while in official travel status shall select air carriers based on the cost and time criteria, not on whether frequent flyer premiums are given. College employees earning frequent flyer premiums while on college business must use them to reduce the cost of subsequent Limestone College business travel whenever possible.

- **Adequate Documentation**

In order for the traveler to receive reimbursement, be allowed to use their Limestone College Purchasing Card, or have the College direct pay the travel expenses, adequate documentation reflecting the ticket cost, dates and destination must accompany the EPP Form. This may be accomplished via one or several of the following: boarding pass, copy of a printed ticket or print-out from internet purchase.

### Airport Shuttle

The use of the airport shuttle to transport employees between the airport and hotel can be considered a part of the employee's travel expense and will be reimbursed as such.

### International Travel

International Travel, for reimbursement and approval purposes, is defined as travel outside the continental US, Alaska, Hawaii, Canada or Puerto Rico. International travel requires approval from the employee's divisional Provost/Vice President prior to departure.

While on International travel lodging expenses is recommended to be paid directly by the Limestone College Business Office. If direct pay is not available, then other options will be allowed. Fees for the purchase of traveler's checks, passports and visas will be covered provided a receipt is furnished. All

expenses claimed must be converted to U.S. dollars and the conversion rate be properly documented. In addition, a per diem of \$40 per day will be provided for meals.

If it is necessary to rent an automobile while in travel status outside the United States, it is recommended the collision damage waiver insurance be obtained. The charge and the applicable tax will be included on the automobile rental statement submitted with the request for reimbursement.

### College Purchasing Card Usage

Personal charges made on a College Purchasing Card are NOT acceptable and must be paid back to the College by the individual immediately upon return. Please see the Purchasing Card section under the Purchasing Policy for further information. All employee travel expenditures must be paid by the traveler from personal funds and reimbursed upon return or have the expenditures paid directly by the Limestone College Business Office via an EPP Form prior to traveling with the exception of:

### Allowable College P-card Charges for Travel (Only if direct pay is not available)

- airline & train tickets (including baggage fees IF purchased with ticket)
- baggage fees when purchased with ticket
- conference/registration fees (not including hotels)
- Hotels student travel (includes hotels, ground transportation, airline/flights)
- rental cars

### Reimbursement Procedure

When individuals file for reimbursement of travel expenses they are certifying:

- they have followed the College's travel policies,
- they have not nor will not receive reimbursement for these expenses from any other entity outside the College,
- all expenses are business related and, that all supporting documentation is on file with their department or business office.

Reimbursement will be made upon completion of the travel. Any reimbursements not filed within the same fiscal year require additional explanation and approval by the appropriate Provost/Vice President or designee thereof.

Employee reimbursements will be placed into intercampus mail once processed unless other arrangements have been made with the Accounts Payable clerk.

### Cash Advances

If an employee receives a cash advance for travel, upon return the employee must submit a completed EPP Form within 10 business days with proper supporting documentation. Failure to do so may have their cash advance privileges suspended.

### Receipts

You must submit receipts for all expenditures. All receipts and paid bills must be submitted with your EPP Form. In rare occasions, a receipt may not have been provided to the traveler or the traveler may misplace

the receipt. In which case, a detailed explanation signed by the traveler may be substituted and included with an acceptable proof of payment such as a canceled check or a scanned copy of a purchasing card statement.

### Registration Fees

Registration fees in the amount necessary to qualify individuals to attend conventions, meetings, conferences, etc. are allowed. These fees are recommended to be paid directly by the Business Office or by using the Purchasing Card.

### Miscellaneous Expenses

Receipts are required for all expenses, including all miscellaneous expenses.

### Allowable

Expense must be required for College business trip.

- Baggage charges:
  - A. Transportation charges for authorized excess baggage when carrying equipment necessary to complete official business
  - B. Necessary charges for storage when such are a result official business - including tips
  - C. Charges for checking baggage
  - D. Charges or tips at transportation terminals or lodging for handling luggage and items necessary to complete business mission
  - E. Tips for handling luggage, such as taxi, shuttle or courtesy transportation drivers or hotel staff
  - F. Sending baggage, samples, display materials, and/or supplies to official business location and back to official station
  - G. Services of guides, interpreters, or drivers
- Use of computers, printers, fax machines, and scanners when necessary to complete official business mission
- Fees for conference/meeting rooms and equipment when necessary to complete official business mission
- Official telephone calls/service, such as faxes, internet access, etc...
- Emergency purchases of materials or services (i.e., film, batteries, photocopying, etc.) when necessary to complete official business mission
- Airport shuttles, taxis, ground transportation
- Other reasonable expenses if justified and approved by supervisor as required for travel.
- Tips (must be pre-approved by the Controller or VP of Finance). If the tips are not pre-approved and appropriate documentation is not provided. Then the cash advance will not be granted or the reimbursement may not be provided.

### Non-Allowable

Movies, bar bills, laundry, room service, health or spa fees, etc. will not be subject to reimbursement by the College or be paid for by the College. These are considered personal in nature and should be paid by the traveler. Employees will be responsible for unauthorized costs and any additional expenses incurred for personal preference or convenience. If certain non-allowable expenses are deemed business essential and justified as such, they may be reimbursed/paid for by the College with approved written consent of the supervisor, VP/Provost of the Department, and the VP of Financial Affairs or the Controller.

# Purchasing Policy

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*Effective 7/1/2018*

Sound purchasing policies and procedures are necessary for efficient and effective management. These policies and procedures for Limestone College are as follows:

With the exception of construction or other Board of Trustees designated requirements, only the president and the vice president for financial affairs are authorized to commit funds for the College. The vice president for financial affairs, in administering these policies and procedures, will act as the central agency for all purchasing.

The purpose of these policies is to assist department heads in purchasing the goods and services necessary to operate their departments. These procedures are also intended to aid in budget control. Requests which are denied may be appealed to the president.

Any purchases which cause a budget to be exceeded become the responsibility of the administrator responsible for that budget.

The Business Office has the authority and responsibility for procuring the requirements for all materials, equipment and services within the College System in accordance with the Limestone College Procurement Guidelines.

Purchases are to only be made for expenses for Limestone College and the employees of Limestone College when the purchases are needed to perform the employee's job. If there is any expense that is being made for individuals that are not Limestone College employees or perspective Limestone College employees then they will need to be pre-approved by the VP of Finance or the Controller.

All purchases must provide a proper audit trail. This includes a completed Expense/Payment/Purchase (EPP) Form and other supporting documentation that provides the nature of the expenditure (business purpose), receipt of goods or services, signatures of authorized approving authorities, and the appropriate budget account number to which the expenditure is to be charged. When providing information for business purpose make sure the following questions are answered: who, what, when, why, and where.

Any employee who falsifies records or documents or willfully violates written rules, regulations or policies can be suspended or terminated from their employment with Limestone College.

Final interpretation of the Limestone College Purchasing Policy will be determined by the Controller or the Vice President of Financial Affairs.



# Procurement Guidelines

## Check Cashing and Petty Cash Services

The College cashier is authorized to cash personal checks not to exceed \$100.00 for students, faculty, and staff employees. The college cashier is also authorized to disburse petty cash for small one-time purchases not to exceed \$50.00 when time does not permit the completion of an EPP Form and use of the normal purchasing procedures, however the same supporting documentation is required. A \$25.00 bad check fee will be assessed in the event a personal check is returned from the bank marked “NSF” and check-cashing privileges of the individual who wrote the bad check will be suspended. Travel and Staff Development expenses should not use Petty Cash, they should use the normal purchasing process in order to have proper approval of the expenses.

## Requests for Payment/Purchase/Reimbursement

The employee will need to provide a completed EPP Form for all Purchase, Payment, and Reimbursement Requests.

The College’s normal procedure is payment after the receipt of goods and services within thirty (30) days of receiving an invoice. Vendors submit invoices directly to the Business Office, giving such information as date delivered, purchase order number (if applicable), description of products or services, and the amount. Upon receipt of the invoice, the College Accounts Payable Specialist will compare the information to that contained on the purchase order (if applicable). The budget manager requesting this purchase will then be asked to complete and sign the EPP Form if they are ready for payment. This signature will certify (1) that the goods or services were received in good order; (2) that they were correct in quantity stated; (3) that the pricing is correct as stated; and (4) that the invoice is ready for payment. The Accounts Payable Specialist will then complete processing of the invoices. The signature on this form is one of the most important parts in proper utilization of the College’s resources. The Accounts Payable Specialist should be informed of any problems that exist in the information contained on an invoice and a plan of action should be developed which would resolve these problems at the earliest time. Invoices submitted to the Business Office which do not have documented prior approval will not be the responsibility of the College and may be payable by the person responsible for the purchase.

## Approval Limits

Limestone College has multiple levels of approval that are determined by the dollar value of the entire purchase. All signatures must be original or in a pre-approved electronic format (faxed or electronic mail). No stamped signatures will be accepted.

- Level 1 - \$0 - \$1,999
  - Requires the approval of the Administrative Officer (Director, Deans, etc.) of the Department.
- Level 2 - \$2,000 - \$4,999
  - Requires the approval of the Administrative Officer and the Vice President/Provost of the Department.
- Level 3 - \$5,000 - \$9,999
  - Requires the approval of the Administrative Officer and the VP/Provost of the Department, and the Controller.
- Level 4 - \$10,000 or more
  - Requires the approval of the Administrative Officer and the VP/Provost of the Department, the Controller, and the Vice President of Financial Affairs.

### Quotes and Competitive Bids

Limestone College has multiple levels of bid and quote requirements that are determined by the dollar value of the entire purchase.

- Level 1 – \$0 - \$2,499
  - (Required) No Quotes or Bids are required
  - (Recommended) Two or Three quotes to be supplied by different vendors (electronic and website related supporting documentation is allowed)
    - Attach Quotes to the EEP Form
- Level 2 - \$2,500 - \$24,999
  - (Required) Three quotes to be supplied by different vendors (electronic and website related supporting documentation is allowed)
    - Attach Quotes to the EEP Form
- Level 3 - \$25,000 or more
  - (Required) Competitive Bid (The Completion of a Bid Documentation Form is Required)
    - Bids should be handled through the Business Office
    - The Bid Documentation form should be attached to the EEP Form

### Purchasing Policy Exceptions

Limestone College understands that there are certain circumstances that may require partial departure from the Limestone College Purchasing Policy

- Sole Source
  - This kind of procurement is permissible only when there is a single supplier for the requirement(s). If the department has a valid sole-source requirement, it must complete the Sole Source Justification Form and attach any back-up information they may have to justify the sole-source. This form along with the EPP Form must be completed and approved prior to any commitment being made. If there is any reasonable doubt, competition will be attempted by the Business Office or the Department making the purchase will be required to make additional attempts at competition.
- Bid Exemption
  - There are 2 situations that can arise that will cause an allowed exemption from the Bid process and they are:
    - If bidding out the purchase would cost the school more than not bidding it out.
    - If there is a time restraint that would not allow proper bidding to occur.
    - In order for a bid exemption to occur a sole source form will have to be completed along with the EPP form and have the Controller or Vice President of Financial Affairs approval and the President's approval.
- Emergency Procurements
  - These procurements are performed when a situation or condition occurs which "creates a threat to public health, welfare, or safety such as may arise by reason of floods, epidemics, riots, equipment failures or fire loss". The existence of such conditions must create an immediate and serious need for supplies, services or construction that cannot be met through normal procurement methods and the lack of would seriously threaten:
    - the functioning of the College;
    - the preservation or protection of property; or
    - the health or safety of any person . . ."
  - In all cases, written documentation explaining the situation must be provided to the Business Office who will obtain approval from the Controller or the Vice President for

Financial Affairs. Additionally, the Policy requires that "competition as is practical, be obtained" during emergency procurements.

- Other Exceptions
  - All exceptions outside of Sole Source, Bid Exemption, and Emergency Procurements will be considered an Unauthorized Procurement.

### Unauthorized Procurements

All commitments for goods and services other than those outlined in this Policy must have the prior approval of the Business Office. Those that do not may be considered unauthorized procurements.

If a change in the quantity or dollar amount of an existing Purchase Order is required, it must be approved by the Business Office before the change is made.

Corrective action for ratifying an unauthorized procurement is to request in writing through the Controller and the Vice President for Financial Affairs, that the President of the College approve the unauthorized transaction based on the written documentation provided. In cases where this approval is not granted, it will become the personal responsibility of the individual who made the transaction.

### Additional Policies Regarding Purchases

**Cash Purchases:** Individuals making cash purchases from their own funds for the College will be reimbursed by the Controller upon presentation of a properly prepared EPP Form and a bona fide receipt(s).

**Cash Advances:** If an employee receives a cash advance, upon completion of purchase the employee must submit a completed EPP Form within 10 business days with proper supporting documentation. Failure to do so may have their cash advance privileges suspended.

**Business Meal Purchases/Meal Reimbursement:** For differences between Travel and Business Meals, please see Employee Travel Policy. Supporting Documentation for business meals should include the name and affiliation of the person sharing the meal and the general nature of the business discussed. The College will only reimburse or pay for reasonably priced meals. The College policy allows up to a 15% tip, with the exception of large group bills where the establishment requires more gratuity. In addition, the College will not reimburse or pay for any alcohol purchases. Any events that include alcohol purchases, will be considered an Unauthorized Procurement unless pre-approval is granted from the Vice President of Financial Affairs or the Controller, and the President. "Reasonably priced meals" mean meals that have a dollar amount that normally would be spent in that specific situation. The amount will vary depending upon circumstances: lavish or extravagant meals will not be paid for by the College. Expenses for meals may be subject to additional approval by the Business Office. In the course of spending College funds, consider these questions to ensure that resources are being used appropriately and that you are being a good steward of the funds entrusted to you: Could the amount spent be comfortably defended under public scrutiny? Would you be free from worry if the expense was selected for audit? Would you be comfortable reading about it in the newspaper? Would you be comfortable explaining to a donor that you used his/her money this way?

**NOTE:** Meals will be considered business meals for employees who are traveling for the recruitment of students as part of their normal job duties. Keep in mind that the daily per diem dollar amounts shall be followed. If an employee does not spend the full dollar amount, no payment/reimbursement of those funds shall be paid to the employee. If an employee is submitting a reimbursement, then only the exact purchase amounts up to the per diem amounts will be reimbursed. In addition, if an employee uses their Limestone

College purchasing card and goes over the per diem limits, they are responsible for paying the college back upon returning and the payment must be included with the EPP Form and credit card statement. If the payment is not submitted during the submission of the approved EPP form, then it will be considered a personal purchase and the guidelines under the Purchasing Card apply.

**Personal Acquisitions:** The purchasing power of the College will not be used for personal acquisitions for administrative, faculty, and staff members.

**Gift Cards:** It is Limestone College policy that gift cards purchased by student organizations must have a completed EPP Form that indicates the reason for the purchase of the gift card and then have additional supporting documentation that has the name of the individual who received it, the amount that they received, and they must have the individual who received the gift card sign a document stating they received the gift card. Gift cards purchased by all other departments must only be for special occasions and special circumstances and are required to submit a completed EPP Form that indicates the reason for the purchase of the gift card, the name of the individual who received it, the reason they received it, the amount that they received, and have the Vice President of the Department's approval.

**College Property:** The Board of Trustees, the president, and the vice president for financial affairs have control over the property of the College. As such, they have final jurisdiction over assignment or disposition of gifts made to the College for its general use, furniture, furnishings, household goods, and other items received as gifts by the College.

**Alterations to the Physical Plant:** Requisitions involving alterations to the College buildings or purchase of equipment that requires utility connections or alterations to buildings must be referred to the Vice President of Financial Affairs for technical review before being placed. Such Purchase Requisitions and written requests must have the signature of the director of the physical plant affixed.

**Inventory and Control of Property:** An inventory of College-owned equipment, except band equipment and information technology equipment, valued in excess of \$5,000 is kept in the Business Office. Band equipment and information technology equipment does not have a set threshold. The items from those departments that are being maintained on an inventory listing is a result of cooperation between the Business Office and those departments. To maintain the accuracy of this inventory, the cooperation of all the areas of the College is required. Periodic physical checks by all areas are required to verify these records and scheduling of such checks will be the responsibility of the vice president for financial affairs.

**Insurance:** The vice president for financial affairs has the responsibility for placing and maintaining insurance policies of fire and extended damage, workers' compensation, public liability, automobile, theft, travel, student athletic insurance, and other needs as they arise. Generally, College insurance policies cover College material only while on campus. Coverage is not provided for College material off campus.

Some departments have insurance policies that are specific to their program; i.e., Social Work and Athletic Training.

## Purchasing Card

### Personal Charges

Personal charges made on a College Purchasing Card are NOT acceptable and must be paid back to the College by the individual immediately. After the first instance of personal charges are made a warning will be issued. After the second instance of personal charges are made, then the employees Limestone

Purchasing Card will be removed. The College understands that certain instances may occur that may require use of the Limestone Purchasing Card for personal purchases, however these must be reimbursed immediately upon return to Limestone College. These instances are as follows:

- A situation occurs that would seriously threaten the health or safety of any person.
- A situation occurs that might leave an employee stranded due to unforeseen circumstances.
- Entertainment purchases that are included with conferences, seminars, or training.

This instance will require prior approval from the Provost/Vice President of the Department and VP of Finance or Controller.

#### Purchases

All travel purchases must follow the guidelines in the Employee Travel Policy while all other purchases must follow the guidelines in this Purchasing Policy.

An EPP Form must be completed and approved by the supervisor and the Provost/Vice President of the employees Department for every purchasing card statement.

**Sole Source Justification Form**

Date:	<input type="text"/>	Department:	<input type="text"/>
Requisition or voucher #:	<input type="text"/>	Dept. ID:	<input type="text"/>
		Amount: \$	<input type="text"/>

Purchasing Policy and Procedures at Limestone College requires that at least three quotes are provided for purchases from \$5,000 to \$24,999. The College also requires that competitive bidding be conducted for purchases of \$25,000 or more. Sole source means that a single vendor is uniquely qualified the procurement objective and therefore the purchase should be exempt from gathering 3 quotes and exempt from the competitive bid process. The Business Office is the single point of contact for central procurement activities and is therefore responsible for enforcing this policy.

This **Sole Source Justification Form** is to be used by departments and personnel to document sole source purchase requests of \$5,000 or more, in an effort to make sure purchases are being made in compliance with College's Policy and Procedures. If it is determined that the purchase qualifies as a sole source, follow the instructions below:

- Request a quote from the vendor or have the Business Office request a quote and negotiate with the vendor on your behalf (involving the Business Office early to make sure all necessary forms are properly completed will expedite the approval process). Competition, whether real or perceived, ensures that suppliers keep their prices reasonable.
- Complete a Sole Source Justification Form.
- Complete an Expense/Payment/Purchase (EPP) Form and attach a copy of the Sole Source Justification Form.
- Copies of all quotes and other supportive documentation shall be maintained in accordance with College record retention guidelines. The Business Office reserves the right to request and review documentation related to the purchase, solicit additional bids, or conduct additional negotiations.

A Purchase Order (if needed), will be issued and sent to the vendor when the completed EPP Form has been received with all applicable supporting documentation and approvals.

1. To be considered a sole source, and therefore exempt from gathering 3 quotes and exempt from the competitive bid process, one of the following conditions must be met (check appropriate boxes):

- ☐ The actual product or service needed is the only one that will meet the need and it can only be purchased from one source (manufacturer or distributor).
- ☐ The product or service must match or be compatible with current equipment or services.
- ☐ Product needed is specifically required for use in conjunction with grant or contract.
- ☐ Service needed is controlled or mandated by the local utility or government.
- ☐ Contract is for professional or artistic services.
- ☐ Order is being placed against an existing contract or agreement.

Contract No:	<input type="text"/>	Vendor Name:	<input type="text"/>
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- ☐ Re-order based on previous bids or analysis (within one year). Attach an electronic copy of the previous bid.

PO No:	<input type="text"/>	Date:	<input type="text"/>
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- ☐ An unusual or compelling urgency exists.
- ☐ Other.

2. Vendor Name:

3. Provide a **Detailed explanation** below of the “need” that has to be fulfilled, focusing on the requirements (not a description of the company’s product or service). Also, explain what activities related to this purchase have already occurred prior to submitting this request, what other products or services in the market were considered and why they did not fulfill your need, has the vendor already done any work related to this project, etc. Finally, explain why this vendor is uniquely qualified to meet your needs. If this form is being performed for a Bid Exemption, this is where you list why it is being exempted.

4. **Conflict of Interest.** . It is the policy of Limestone College that its employees conduct the affairs of the College in accordance with the highest ethical, legal, and moral standards. An employee must not be in a position to make a decision for the College if his or her personal, professional, or economic interests may be directly influenced or affected by the outcome. Please answer the following questions as it relates to the relationship or activities between the individual who selected the vendor and the proposed vendor. A ‘Yes’ answer does not necessarily constitute a conflict of interest. However, without complete disclosure, a fair and reasonable assessment of whether this vendor is an appropriate business partner of the College cannot be made.

Individual who selected the vendor:

To the best of your knowledge:	Yes	No	Comments:
Is the individual who selected the vendor, immediate family member, or extended family member (e.g. spouse, child, sibling, parent, niece, nephew, or in-law) employed by, acting as a consultant, or have a financial interest in the vendor?	<input type="checkbox"/>	<input type="checkbox"/>	
Has the individual who selected the vendor, immediate family member, or extended family member received any gifts (other than promotional items or an occasional meal) or more than incidental hospitality from the vendor within the last 12 months?	<input type="checkbox"/>	<input type="checkbox"/>	
Has the individual who selected the vendor, immediate family member, or extended family member given a gift or provided more than incidental hospitality to the vendor within the last 12 months?	<input type="checkbox"/>	<input type="checkbox"/>	

*Purchasing decisions are business decisions made on behalf of the College and therefore should be made with the utmost consideration for what is in the best interest of the College. The Departments, as well as individuals, take full responsibility that the information on this form and all related documentation is accurate and truthful and that Purchasing Policies and Procedures were followed. The Departments, as well as individuals, that are not handling purchases according to Policy and Procedures are subject to disciplinary action.*

Individual who filled out the Sole Source Justification Form:

Name:

Phone:

Title:

E-mail:

Individual who selected the vendor:

Name:

Phone:

Title:

E-mail:

Business Office  
1115 College Drive  
Gaffney SC, 29340  
Phone: 864-488-8555

**Bid Documentation Form**

Date:	<input type="text"/>	Department:	<input type="text"/>
Requisition or voucher #:	<input type="text"/>	Dept. ID:	<input type="text"/>
		Amount: \$	<input type="text"/>

Purchasing Policy and Procedure at Limestone College requires that competitive bidding be conducted for purchases of \$25,000 or more. Bids should be awarded to vendors that offer the best value to the College. The Business Office is the single point of contact for central procurement activities and is therefore responsible for enforcing this policy.

This **Bid Documentation Form** is to be used by departments and employees to document how an award decision is made whenever a competitive solicitation is performed in an effort to make sure purchases are being made in compliance with Purchasing Policy and Procedures. Follow the instructions below:

- Request quotes from at least three vendors (maximum participation by the vendor community is encouraged) or have the Business Office request quotes on your behalf (involving Purchasing Resource Services early to make sure all necessary forms are properly completed will expedite the approval process).
- Complete a Bid Documentation Form.
- Complete an Expense/Payment/Purchase (EPP) Form and attach a copy of the Bid Documentation Form. If the selected vendor's quote references terms and conditions, the quote and terms should be attached to the Bid Documentation Form.
- Copies of all quotes and other supportive documentation shall be maintained in accordance with College record retention guidelines. The Business Office reserves the right to request and review documentation related to the purchase, solicit additional bids, or conduct additional negotiations.

A Purchase Order (if needed), will be issued and sent to the vendor when the completed EPP Form has been received with all applicable supporting documentation and approvals.

1. **Background Information.** Describe below the product or service being purchased:

2. **Selection Criteria/Evaluation.** Summarize below the key components of each vendor's bid. Indicate N/A for factors that were not considered in the award decision.

Vendor Name	Specification Compliance	Delivery	Warranty	Service	Price
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$ <input type="text"/>

3. **Award Recommendation.** (Check appropriate box)

- ☐ Award to low bidder.
- ☐ Award to a vendor other than the low bidder because evaluation of all information submitted has determined that another vendor offers the best value.

Vendor Recommended for Award:

**Detailed** Explanation of Award Decision:



4. **Conflict of Interest.** It is the policy of Limestone College that its employees conduct the affairs of the College in accordance with the highest ethical, legal, and moral standards. An employee must not be in a position to make a decision for the College if his or her personal, professional, or economic interests may be directly influenced or affected by the outcome. Please answer the following questions as it relates to the relationship or activities between the individual who selected the vendor and the proposed vendor. A 'Yes' answer does not necessarily constitute a conflict of interest. However, without complete disclosure, a fair and reasonable assessment of whether this vendor is an appropriate business partner of the College cannot be made.

**Individual who selected the vendor:**

To the best of your knowledge:	Yes	No	Comments:
Is the individual who selected the vendor, immediate family member, or extended family member (e.g. spouse, child, sibling, parent, niece, nephew, or in-law) employed by, acting as a consultant, or have a financial interest in the vendor?	<input type="checkbox"/>	<input type="checkbox"/>	
Has the individual who selected the vendor, immediate family member, or extended family member received any gifts (other than promotional items or an occasional meal) or more than incidental hospitality from the vendor within the last 12 months?	<input type="checkbox"/>	<input type="checkbox"/>	
Has the individual who selected the vendor, immediate family member, or extended family member given a gift or provided more than incidental hospitality to the vendor within the last 12 months?	<input type="checkbox"/>	<input type="checkbox"/>	

*Purchasing decisions are business decisions made on behalf of the College and therefore should be made with the utmost consideration for what is in the best interest of the College. The Departments, as well as individuals, take full responsibility that the information on this form and all related documentation is accurate and truthful and that Purchasing Policies and Procedures were followed. The Departments, as well as individuals, that are not handling purchases according to Policy and Procedures are subject to disciplinary action.*

**Individual who filled out the Bid Documentation Form:**

Name:  Phone:

Title:  E-mail:

**Individual who selected the vendor:**

Name:  Phone:

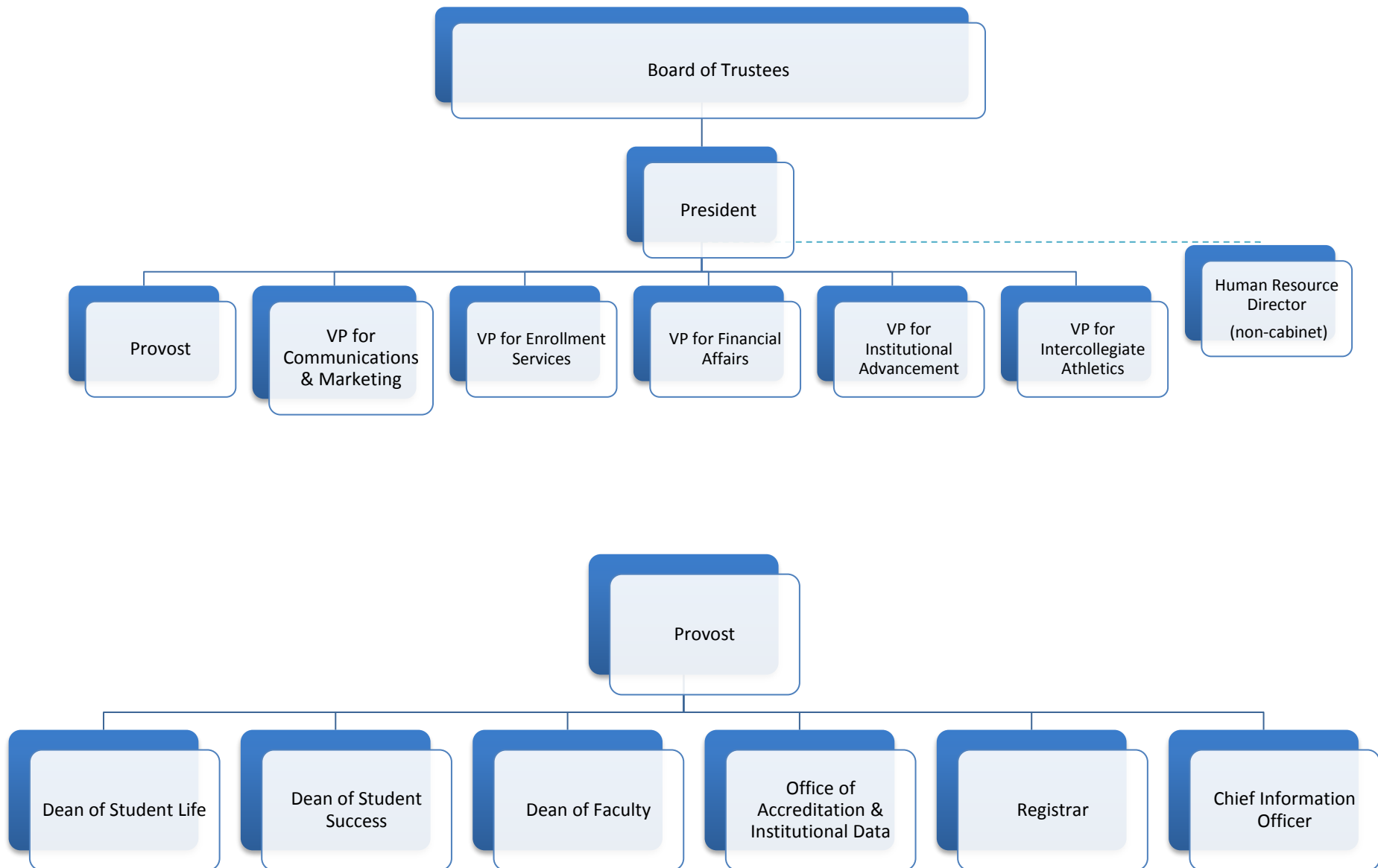
Title:  E-mail:

Business Office  
1115 College Drive  
Gaffney SC, 29340  
Phone: 864-488-8555

## Expense/Payment/Purchase (EPP) Form

	<u>Date of</u> <u>Receipt/Invoice/Travel</u>	<u>Company</u>	<u>Amount</u>	<u>Detailed Description/Business</u> <u>Purpose</u>	<u>Account No#</u>
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
		Total	\$0.00		
				Subtotal by GL Account Number	
				<u>Amount</u>	<u>GL Account Number</u>
	Signature	Date	1		
			2		
			3		
	Administrative Officer	Date	4		
			5		
	VP/Provost of Department	Date			
	Controller	Date			
	VP of Finance	Date			

# ***ORGANIZATIONAL CHART***



## APPENDIX K

# ***HISTORY OF LIMESTONE COLLEGE***

<https://www.limestone.edu/about/history>