Florida Agricultural and Mechanical University

Faculty Handbook

Published 1987-88, Faculty Handbook Committee

Revised 2007, Academic Policies Review Committee

Approved by the University Faculty Senate, April 2008

ACCEPTED BY GENERAL FACULTY, SEPTEMBER 23, 2008
# Table of Contents

## I. University History, Governance and Organization

A. Historical Overview and General Information

B. Governance

C. Organization

## II. Faculty Policies

A. Faculty Conduct Code

B. Non-Discrimination Policy

C. Ethical Conduct of the University Community

D. Consensual Relationships

E. Faculty Assignments

F. Faculty Overloads

G. Summer Instructional Assignments

H. Academic Advisement

I. Faculty Promotion

J. Faculty Tenure

K. Faculty Annual Performance Evaluations

L. Faculty Office Hours

M. Outside Activity

N. Conflict of Interest
O. Academic Freedom and Responsibility

P. Sabbaticals and Professional Development Leave

Q. Books and Teaching Materials

R. Faculty Meetings Attendance

S. Course Syllabi

T. Pay Plan and Procedures

U. Additional Compensation

V. Fringe Benefits

W. Leaves

X. Grievance Procedure

Y. Reappointment/Non-reappointment

Z. Sexual Harassment

III. Academic Policies

IV. Academic Support Services

A. Instructional Space Assignment

B. University Libraries

C. Instructional Media Center

D. University Counseling and Assessment Center

E. University Testing Services

F. Learning Development and Evaluation Center

G. Central Copy Center

H. Florida A&M University Bookstore
(f) With sufficient justification, an employee may be nominated by the President and approved by the BOT for tenure at the time of initial appointment or prior to the fifth year of tenure earning service. The President or President’s designee shall consider the recommendation of the department or equivalent unit prior to making his/her tenure nomination.

(6) **Transfer of Tenure** – A tenured faculty member may seek a transfer with tenure through the normal hiring process within the University to a vacant position in the same or similar discipline. The President or Provost may approve the transfer at her or his discretion and may consider any discrepancies in the tenure criteria in approving the transfer. When a tenured faculty member is transferred as a result of reorganization or program curtailment within the University and is employed in the same or similar discipline in which tenure was granted, the employee’s tenure shall be transferred to the new department.

(7) **Standards for Maintaining Tenure of Faculty Employees.**

An employee with tenure who is appointed to an Administrative and Professional position shall retain tenure in the academic position and in the academic department/unit where granted and not in the Administrative or Professional position.

(8) **Duration of Tenure** – A tenured faculty member retains this status as long as he/she is employed in any appropriate academic unit of the University.

(9) **Additional Criteria** - Each college/school or institute may require additional criteria for promotion and/or tenure.

**K. FACULTY ANNUAL PERFORMANCE EVALUATIONS**

(1) The performance of all faculty (instructors, assistant professor, associate professor,
professor), including faculty with the appointment modifiers of adjunct, visiting, research and clinical must be evaluated at least once annually, with a more intensive review in the third year of employment. This regulation is supplemented by the Collective Bargaining Agreement for applicable faculty employees.

(2) Faculty Employee Evaluation.

(a) The purpose of the evaluation is to assess and communicate the nature and extent of an employee’s performance of assigned duties as it relates to teaching effectiveness, contribution to the discovery of new knowledge, the development of new educational techniques, service, and other forms of creative activity.

(b) Application of the criteria for evaluating faculty employees shall not violate the faculty employee’s academic freedom or constitutional rights. A faculty employee shall not be punished for exercising such freedom or rights, either in the performance of University duties or duties outside the University. At the same time, a faculty employee may reasonably be expected to show, both in performance of University duties and duties outside the University, an awareness that membership in the academic profession carries with it special responsibilities.

(c) The criteria and procedures set forth in this rule pertain to the annual and other evaluations of faculty. In cases where dishonesty, incompetence, neglect of duty, or irresponsibility of a bargaining unit faculty member is charged, different proceedings should be undertaken pursuant to the BOT/UFF Collective Bargaining Agreement. In cases of misconduct or incompetence of an out-of-unit faculty member, different proceedings should be undertaken pursuant to applicable University rules.

(d) The performance evaluation shall be based upon assigned duties and shall consider the nature of the assignments.
(f) In evaluating teaching, the evaluation of its effectiveness shall be related to approved written objectives of each course which shall be given to each class at the beginning of the academic term.

(g) Faculty employees may be evaluated by other University officials. In this regard, a faculty employee may be evaluated for duties performed under the supervision of academic vice presidents, deans, directors, chairpersons, and/or any other University official who may supervise the faculty employee’s activities. If appropriate, a faculty employee may be evaluated by public school officials for service to public schools or school districts.

(h) Utilization of Evaluation.

1. The chairperson of each department or other administrative unit shall collect the evaluation data for each faculty member in the department, which data shall be placed in the faculty member’s personnel file.

2. Existing evaluations and the data in the faculty member’s personnel file upon which evaluations are based shall be considered in recommendations and final decisions on tenure, promotion, salary, and retention.

3. The contents of the faculty evaluation file shall be confidential and shall not be disclosed except to the affected faculty employee, and to those whose duties require access to the file in accordance with the University’s evaluation procedures or by the President or President’s designee in the discharge of official responsibilities or upon order of a court of competent jurisdiction.

(3) Evaluation Instrument. Faculty should be evaluated using the “Florida A&M University Faculty Evaluation Form” or a comparable instrument which has been approved by the University. The University evaluation form can be accessed on the Academic Affairs website at www.famu.edu.

L. FACULTY OFFICE HOURS