

William Carey University
College of Osteopathic Medicine

Faculty Handbook

2022-2023



Approved by the BOT

DISCLAIMER

The WCUCOM Faculty Handbook does not supersede or take the place of the WCU Faculty Handbook and Bylaws of the University; nor does it limit in any way the authority of the Board of Trustees. As circumstances warrant, the University reserves the right to make changes from time to time; however, final approval of all policies represented in this handbook resides with the Board of Trustees.

The Bylaws of William Carey University Board of Trustees assure that William Carey University is committed to full compliance with requirements and standards of the Commission on Osteopathic College Accreditation (COCA). Any provision of this handbook, or other documents of the university or the WCUCOM, that may appear to conflict with COCA standards are hereby declared null and void.

COMPLAINTS CONCERNING ACCREDITATION

Complaints or grievances concerning WCUCOM accreditation standards and procedures should be submitted in writing to the Secretary, Commission on Osteopathic College Accreditation, American Osteopathic Association, 142 East Ontario Street, Chicago, IL 60611; Phone: 312.202.8097; Fax: 312.202.8397; predoc@osteopathic.org. Upon receipt of the complaint, the WCUCOM Dean will assign an ad hoc committee composed of the Associate Dean responsible for the area of accreditation concern, three faculty members, one which would be related to the academic concern, and two students selected by the Student Government Association (SGA).

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WILLIAM CAREY UNIVERSITY COLLEGE OF OSTEOPATHIC MEDICINE

Hattiesburg, Mississippi

MISSION STATEMENT

The Mission of the WCUCOM is to prepare men and women to become osteopathic physicians through an emphasis on primary care, lifelong learning, research and scholarly activities, service, including osteopathic clinical service, and graduate medical education. Using a community-based training model, the COM will educate and train graduates who are committed to serving the healthcare needs of all individuals, with special attention directed to the medically underserved and diverse populations of the state, region, nation and across the globe.

GOALS AND OBJECTIVES

Consistent with its mission and the osteopathic medical profession, the goal of WCUCOM is to provide high-quality medical education with the following objectives:

- Recruit and train students primarily from Mississippi and the Gulf South region in order to positively address the physician shortage in the region;
- Emphasize training in primary care through a high-quality, professional education program;
- Prepare students for lifelong learning through the involvement in scholarly activity;
- Provide an academic community in which the individual student is encouraged to develop his or her highest potential in scholarship, leadership, and service, and where the atmosphere will foster recognition of the infinite worth of the individual and acceptance of and respect for a variety of religious expression; and
- Engage faculty and students in research and scholarly activities in order to advance the body of existing knowledge in osteopathic medicine.

PART I

ORGANIZATION AND ADMINISTRATION

William Carey University (WCU; the university) is a nonprofit corporation operating as an institution of higher learning from its domicile in Hattiesburg, Mississippi. The University operates under the governance of a Board of Trustees (Board; BOT). The University operates in friendly cooperation with the Mississippi Baptist Convention (MBC). The Board is responsible for all general institutional policies as outlined in the university's bylaws. Policies should originate with the Board or be recommended to the Board by the administration. The

administration is responsible for implementing official policies within the framework established by the Board. The faculty are responsible for the quality of the educational programs and operates within the policies determined by the administration and the Board.

A. Board of Trustees

The Board is composed of twenty-four (24) persons selected jointly by the WCU trustees and the Committee on Nominations of the Mississippi Baptist Convention (MBC) for terms of three years. The Board is responsible for all general institutional policies as outlined in the university's bylaws. Policies should originate with the board or be recommended to the Board by the administration.

Duties of the Board include the following:

1. To ensure that the university is committed to be an institution of unquestioned integrity and loyalty to the ideals of Christ.
2. To ensure that the university's Mission Statement is implemented and that the university maintains an ongoing Institutional Effectiveness Assessment, seeking improvements in the University's provision of sound educational programs.
3. To appoint or remove officers of the university in accordance with the bylaws.
4. To approve faculty appointments, annual contracts, salary levels, promotion in rank, and removal from said appointments, based on recommendations from the President and the Committee on Academic Programs, Faculty Resources, and Institutional Assessment.
5. To approve educational programs, honorary degrees, and the academic reorganization/administration of the University, based upon the recommendations of the President, the faculty, and the Committee on Academic Programs, Faculty Resources, and Institutional Assessment.
6. To approve the size, quality, and character of the student body and major student development programs and policies based on recommendations of the President and the Committee on Student Programs, Enrollment and Spiritual Life.
7. To ensure that all Board members and administrators with fiduciary responsibilities sign an annual Conflict of Interest Statement that includes full disclosure of contractual, employment, personal, or familial financial interest in the University. They will be evaluated by the Board to determine whether a conflict of interest exists. In order to comply with the American Osteopathic Association's (AOA) Commission on Osteopathic College Accreditation (COCA) standards, all faculty and administrators of the WCUCOM must sign the Conflict of Interest Statement.

8. To confer the degree Doctor of Osteopathic Medicine (DO) upon those students who have satisfactorily completed the requirements for graduation and have been recommended for graduation by faculty.

B. Administration

1. President and CEO of the University

The President is primarily responsible for ensuring a quality academic program in a Christian environment through the following:

- a. implement the University Mission Statement;
- b. implement the long-range institutional and financial plans of the University;
- c. secure financial resources for the University;
- d. expand the donor base of the University;
- e. strengthen ties between the University, the churches, and the MBC;
- f. give direction and oversight to the intercollegiate athletic program;
- g. keep faculty, staff, students, and alumni informed about the progress of the University;
- h. evaluate annually the effectiveness of the Office of the President to make improvements;
- i. conduct annual performance evaluations of those persons reporting directly to the President; and
- j. assume other functions necessary for achieving excellence as a Christian university.

2. Executive Vice President and Provost

The Executive Vice President and Provost (referred to as the Provost) reports directly to the President. The Provost implements supervision to all academic and selected non-academic areas of the university. The Provost is responsible for working in coordination with the President to implement the University Mission Statement and to assist with carrying out the University Financial and Strategic plan(s). The Provost will annually evaluate the effectiveness of the office and will project goals for advancing the University. The Provost is empowered to make decisions in the absence of the President within the policies and procedures established by the Board and University documents, subject to review by the President.

3. Vice President for Academic Affairs

The Vice President for Academic Affairs shall report directly to the Provost. The primary responsibilities of the Vice President for Academic Affairs are as follows:

- a. assist the University in implementing the Mission Statement;

- b. assist the University in implementing the long-range institutional and financial plans;
 - c. direct and coordinate the scheduled course offerings in academic areas;
 - d. provide oversight to the process of student advisement;
 - e. direct the process for conducting faculty evaluations and making recommendations to the President for promotion;
 - f. oversee library operations;
 - g. evaluate the effectiveness of the Office of Academic Affairs;
 - h. evaluate annually the effectiveness of the academic deans; and
 - i. perform such other duties as may from time to time be assigned.
4. Vice President for Business Affairs/Chief Financial Officer

The Chief Financial Officer shall report directly to the President. The Vice President for Business Affairs/Chief Financial Officer shall be responsible for the following:

- a. assist the University in implementing the Mission Statement
 - b. assist the University in implementing the long-range institutional and financial plans
 - c. administer personnel and payroll services, financial controls and University-wide budgeting, accounting and independent audits, financial services to students, auxiliary and facility operations, endowment management and investment, cash management and investments, and long-term financing
 - d. provide a bond to the University to faithfully perform the duties of the office and to account for all monies
 - e. cooperate with the independent auditors or certified public accountants retained by the Board and the Committee on Budget, Finance, Investments, and Audits with respect to the financial condition and operations of the university; and
 - f. evaluate annually the effectiveness of the Business Office and perform such other duties that may from time to time be assigned.
5. Vice President for Institutional Effectiveness and Long-Range Planning

The Vice President for Institutional Effectiveness and Long-Range Planning reports directly to the President and is responsible for developing and implementing the institutional effectiveness program evaluation models, the annual Institutional Plan, and the long-range institutional and financial plans. Specific responsibilities include coordinating all academic and administrative units' assessment models, overseeing institutional research, monitoring the distribution of institutional data, and assisting the Institutional Effectiveness, Planning, and Development Committee in evaluating the effectiveness, planning, and development processes at the university. Perform such other duties that may from time to time be assigned.

6. Vice President for Student Support

The Vice President for Student Support reports directly to the Provost and is responsible for planning, leadership, and overall management of all student development functions of the University, including student activities, student judicial affairs, residence life, and food services. Specific responsibilities include interpreting and enforcing the student code of conduct, addressing concerns and issues of personal safety for students, providing fair procedures for dealing with student judicial matters, maintaining and distributing the student handbook, The Translation, and perform such other duties that may from time to time be assigned.

7. Dean, College of Osteopathic Medicine

The William Carey University College of Osteopathic Medicine (WCUCOM) Dean reports directly to the President. The WCUCOM Dean is responsible for the overall development and management of WCUCOM, including, but not limited to:

- a. recruitment and selection of faculty;
- b. recruitment of students;
- c. fiscal management of the WCUCOM budget;
- d. supervision of personnel;
- e. assurance of compliance with standards of COCA and policies of the University;
- f. fund-raising; and
- g. assuring that all administrators and faculty sign conflict of interest statements.

The WCUCOM Dean shall lead WCUCOM in implementing its mission statement and shall perform any other duties pertaining to WCUCOM as assigned by the President. For other duties of the WCUCOM Dean, please refer to the *WCU Policy and Procedures Manual*, and the job description for the Dean Osteopathic Medicine. (Administrative Section 100). As required by COCA standards, the WCUCOM Dean must devote his/her full time to the role of dean and may not engage in any outside employment. The WCUCOM Dean shall be evaluated by the President.

*Appendix 6 includes an organizational chart of the College of Osteopathic Medicine.

C. Organization of Academic Programs

The academic programs of the university are organized into one college and seven schools with each unit administered by a dean. Some schools are further divided into departments, each administered by a department chair. Deans, with the exception of the WCUCOM Dean, report to the vice president of academic affairs and department chairs report to their respective deans. Responsibilities of both school deans and department chairs include academic programs within their areas, recruitment of students, and annual evaluation of faculty and staff.

<u>School</u>	<u>Departments</u>
College of Osteopathic Medicine	
School of Arts and Letters	Art, History and Social Science, Language and Literature, Theatre and Communication
School of Business	
School of Education	Education Department, Department of Health, Physical Education, Recreation and Coaching, Department of Educational Leadership
School of Music and Ministry Studies	Music, Biblical Studies, Christian Ministries
College of Health Sciences	Nursing, Health Administration Education, Health Information Management, Physical Therapy
School of Natural and Behavioral Sciences	Psychology Department, Biological Sciences, Chemistry and the Physical Sciences and Mathematics

D. William Carey University College of Osteopathic Medicine Committees and Councils

1. Faculty Congress

The purpose of the WCUCOM Faculty Congress is to represent the faculty in sharing responsibilities, communication, and visions between the administration and faculty. In particular, it is advisory to the WCUCOM Dean in both academic and non-academic matters. To meet this purpose, the functions of the Faculty Congress are to:

- a. Facilitate communication among the faculty and between faculty and administration;
- b. Develop and recommend academic policy;
- c. Develop and recommend standards for teaching, research, service, scholarly activity, and professional growth and advancement;
- d. Consider matters of student and faculty responsibilities, privileges, and welfare;

- e. Recommend establishment of standing and ad hoc committees;
- f. Receive reports from all WCUCOM Faculty Congress committees for review and then make recommendations to the WCUCOM Dean. Faculty Congress committee reports will protect student and faculty anonymity when speaking to the Congress as a whole;
- g. Receive timely reports and updates from Dean-appointed committees and councils to ensure faculty have the most current information;
- h. Consider all issues of importance that affect the quality of education of future osteopathic physicians;
- i. Validate the credentials of candidates for graduation and forward their names to the Registrar via the WCUCOM Dean and President for final approval; and
- j. Respond to the WCUCOM Dean on issues as required.

2. Faculty Congress Governance (Faculty Congress Executive Committee)

- a. Faculty Congress shall elect an executive committee consisting of a President, Vice President and Secretary for the purpose of Faculty Congress governance. Elections shall occur in May for service to begin the following academic year.
- b. Further details can be found in the WCUCOM Faculty Congress Bylaws.

*Note: In accordance with Mississippi “Right to Work” laws, WCU does not recognize any employee organization as a collective bargaining agency for employees. The Faculty Congress and all committees exist to provide opportunities for input and involvement of all stakeholders and to utilize the expertise of the faculty in directing the operation of the College of Osteopathic Medicine. The WCUCOM Dean is charged with ensuring that the WCUCOM functions successfully and adheres to the standards of COCA.

3. Standing committees of the College of Osteopathic Medicine including descriptions from the WCUCOM Faculty Congress Bylaws:

- a. Promotion and Matriculation Committee
 - i. Responsibilities
 - (1) The Committee shall review and recommend to the WCUCOM Dean, or the Dean’s designee, actions regarding unsatisfactory student academic performance, inclusive of COMLEX-USA examinations and clinical rotation performance, and / or academic misconduct as described in appropriate sections of the *WCUCOM Student Handbook and Catalog*
 - (2) The Committee shall work closely with the Offices of the Associate Deans, Academic Affairs and Clinical Sciences to monitor student academic performance including COMLEX-USA examination results, and clinical rotation performance, as described in appropriate sections of the *WCUCOM Student Handbook and Catalog* and/or *WCUCOM Clinical Rotations Manual*.
 - (3) The Committee shall inform the WCUCOM Dean in writing, and in a timely manner, of student academic standing and status and actions recommended for remediation of failed courses/clinical rotations.

- (4) The Committee may, in consultation with the appropriate Course Directors, consider (only in extraordinarily extenuating circumstances) alternative remedial action(s) proposed by students; however, the Committee is under no obligation to deliberate such requests if the presented rationale(s) is/are deemed insufficient.
 - (5) The Committee will hear appeals of test/course grades by students or faculty that are not resolved by prior actions outlined in appropriate sections of the *WCUCOM Student Handbook and Catalog*, and/or *WCUCOM Clinical Rotations Manual*.
 - (6) The Committee shall review its organization and responsibilities on an annual basis in order to ensure ongoing efficacy and coordination. Recommendations for changes shall be presented to the WCUCOM Faculty Congress for approval prior to submission to the WCUCOM Dean.
 - (7) The Committee will recommend placement within the curriculum of students returning from a leave of absence to the WCUCOM Dean.
 - (8) An annual report shall be submitted to the Faculty Congress by the Chair.
- ii. Membership
- (1) The voting membership of the Committee shall consist of seven (7) faculty members having full voting privileges in the WCUCOM Faculty Congress. At least two (2) members must be from the biomedical science faculty and at least two (2) members must be from the clinical faculty.
 - (2) The Chair will be appointed annually by the WCUCOM Dean.
 - (3) The Vice Chair will be elected annually by the Committee.
*Note: It is suggested that the chair and vice chair consist of representatives from both biomedical and clinical science when practicable.
 - (4) Non-voting members shall consist of the following WCUCOM administration: The Associate Dean, Student Affairs, the Assistant Dean, Assessment and Curricular Affairs, the Associate Dean, Preclinical Sciences, and the Associate Dean, Clinical Sciences *or* the OMS 3 and OMS 4 Program Director(s); and the Administrative Assistant to the WCUCOM Faculty, who will serve as the recording secretary.
 - (5) Members shall be elected or appointed for a term of two (2) years except the Chair who serves a one (1) year term. Members may not serve more than two (2) consecutive two-year terms.
 - (6) The WCUCOM Dean shall appoint one (1) qualified member of the clinical faculty and one (1) qualified member of the biomedical faculty to the Committee. Four (4) qualified at large members shall be elected by the WCUCOM Faculty Congress. Appointments and elections shall be completed in May for service to begin the following academic year. The Promotion and Matriculation Committee should have some committee members with experience that are retained each year. The Committee will have members with staggered terms, the logistics of which will be decided by the Faculty Congress.

- (7) A meeting quorum shall consist of four (4) members in addition to either the Chair or the Vice Chair. Committee decisions shall be determined by simple majority vote.
 - (8) The Committee shall meet regularly for the review of student academic progress at the discretion of the Chair, or appropriate administrator, but must meet at least once annually in order to review student performance and academic status, and present students to the WCUCOM Faculty Congress and to the WCUCOM Dean for yearly promotion and final graduation. Additional meetings shall be coordinated as required between the Committee Chair and any relevant administrative officials of the WCUCOM.
 - (9) Faculty may not serve on the Student Affairs committee while members of this committee.
- b. Curriculum Committee
- i. Responsibilities
 - (1) As recommended by COCA, the Committee reports to the Chief Academic Officer (CAO) of the COM, who is the WCUCOM Dean.
 - (2) The Committee shall meet at least four times a year at the call of the Chair or, in the absence of the Chair, the Vice Chair.
 - (3) The Committee shall consider all matters pertaining to the establishment, review, and continual evaluation of the curriculum and prepare reports for consideration by the CAO and the Faculty Congress. This consideration shall include review of both preclinical (OMS 1 and OMS 2) and clinical (OMS 3 and OMS 4) courses.
 - (4) The Committee shall develop and implement ongoing review and evaluation of the curricula, and demonstrate application of the findings towards improvement of the educational program.
 - (5) The Committee shall collaborate with the faculty and administrators to ensure adherence to the following policies and protocols:
 - (a) The Committee, prior to the start of the academic year, will review and recommend to the Faculty Congress an appropriate evaluation process.
 - (b) The Committee will review all course syllabi prior to the start of the academic year to ensure adherence to format, style, and content requirements, such as, but not limited to, ADA statements, school-wide policies on tobacco, internet usage and the online learning system, etc.
 - (c) Annually, the Committee will perform a comprehensive review of curriculum content. This analysis will be used to identify content gaps and redundancies, and will recommend changes as needed.
 - (d) The Committee will submit, at a minimum, an annual report to the CAO and the Faculty Congress that assesses the ability of the curricular and program requirements to fulfill the goals and objectives of the WCUCOM Mission.

(e) To foster collaboration amongst faculty, Curriculum Committee meetings are open to all faculty unless Executive Session is called by the CAO or Chair.

ii. Membership

The Committee shall have 15 members that consist of two co-chairs (Associate Dean Preclinical Sciences and Associate Dean Clinical Sciences), Assistant Dean Assessment and Curricular Affairs, an optional vice chair (who must be a full-time WCUCOM faculty member and selected by vote of the Committee), five (5) additional full-time WCUCOM faculty members, and OMS 3/OMS 4 course director, one interdisciplinary professional, Director of Interprofessional Education and Public Health, one clinical preceptor (plus one alternate preceptor), one GME representative, and three students (OMS2, OMS3, OMS4).

Membership shall be divided between clinical and biomedical faculty members. Students will be elected by the Student Government Association. Student votes will be combined to reflect one vote for the preclinical years (OMS 1 and 2) and one vote for the clinical years (OMS 3 and 4), for a total of 2 student votes (OMS3 and OMS4 student vote counts as 1).

Ad hoc members:

Ad hoc members are not counted in the council membership.

The SGA may elect to have a non-voting representative from each OMS class.

Faculty members at the rank of Associate Dean, not otherwise appointed to the council, may serve as ad hoc members.

(1) The Committee will be co-chaired by the Associate Dean, Preclinical Sciences and the Associate Dean, Clinical Sciences. Chairs will only vote when Committee voting results in a tie. The vice chair of the Committee will be elected by the Committee from the six WCUCOM full-time faculty members on the Committee. Both the preclinical science and clinical science faculty will be represented on the Committee. Of the six (6) WCUCOM faculty members, two (2) will be elected from the full-time preclinical science faculty, two (2) will be elected from the full-time clinical science faculty, by respective caucuses of the faculty, and two (2) will be appointed by the WCUCOM Dean, one preclinical science and one clinical science faculty. One clinical faculty member must be an OP&P faculty member and there must be at least one faculty member from OMS 1 and one from OMS 2.

(2) Faculty Congress elections will be completed by the end of May for service to begin the following academic year.

(3) Full-time faculty members with decanal administrative responsibilities, and who also serve as course directors, may be elected to serve as members of this Committee.

(4) Three students (one from the OMS 1 and one OMS 2 classes, and one from the OMS 3 or OMS 4 classes) will be nominated by their peers to serve on the Committee. These nominees must be approved by the SGA and then recommended to the WCUCOM Dean for approval. Student votes will be

combined to reflect one vote for the preclinical years (OMS 1 and 2) and one vote for the clinical years (OMS 3 and 4). Students who become ineligible for committee service during the term of their appointments will be replaced promptly by appointment of the WCUCOM Dean.

- (5) A quorum will consist of seven (7) full-time voting Committee members. A quorum cannot be achieved when completion of the quorum is the result of counting student votes.
 - (6) The Curriculum Committee faculty members will serve for two (2) year terms for up to a two term limit.
 - (7) The elected Committee will have members with staggered terms, the logistics of which will be decided by the Faculty Congress.
 - (8) The interdisciplinary professional, the clinical preceptor, clinical preceptor alternate, and a GME representative will be appointed by the WCUCOM Dean and will have voting privileges.
- iii. Protocol for Curriculum Change

Changes to WCUCOM curriculum may be proposed by WCUCOM students, faculty, or administrators. The process for this task is:

- (1) The proposal of a **new course or change to a course** is submitted to the Curriculum Council for inclusion on the agenda for its next scheduled or called meeting. The process will include the following steps:

(a) Process for Curriculum Changes

Complete a written proposal that includes the following information:

- Rationale for the proposed course or change to a course;
- Supporting data will be included (this may include performance data, student or faculty feedback, new standards etc.);
- Specific request or details of the proposed change (this may include increased course hours, additional material covered, restructuring of the course etc.);
- Timeline for implementation must be provided; and
- Approval to include the signatures of all course directors who will be impacted by the change. Signatures verify acknowledgement but do not need to verify approval of the proposed change.

(b) Additional Documentation for New Course Proposals

- Complete a preliminary Course Syllabus;
- Submit all materials to the Chair of the Curriculum Council;
- You will receive confirmation when your request has been added to the agenda, please be prepared to attend and present your proposal;
- You will receive a decision in writing from Curriculum Council (it may include (suggested revision, resubmission, rejection, further discussion or acceptance);

- Final decisions will be documented in the Curriculum Council meeting notes and will be presented to faculty congress for review and documentation; and
 - Include:
 - Evidence that the course supports stated objectives and the WCUCOM mission;
 - Evidence of a recent review of the literature regarding content;
 - Academic medical literature regarding the need for integrating this content into a medical college's curriculum;
 - Course title;
 - Credit hours;
 - Laboratory/lecture hours;
 - Faculty required;
 - Other resources required;
 - Syllabus;
 - Assessment plans;
 - Grading policy; and
 - Discussion on how added curriculum time will be offset by reducing time for other courses(s) and justification for doing so.
- c. Instructional Resources Committee
- i. Responsibilities
- (1) The Committee shall review and consider all matters related to the operation of the medical library, all educational resource holdings, and services and facilities affecting instructional quality at the WCUCOM. This review includes but is not limited to:
- (a) A yearly inventory and evaluation of WCUCOM facilities and classroom instructional technology resources to access online databases; use of other media and other technology as appropriate;
 - (b) A report from the librarian concerning library holdings, acquisitions, and resource needs. The librarian is a member of the library staff tasked with maintaining relevant medical journals, books and other publications. The office of the librarian can be found in the WCU library;
- b. An assessment of instructional resource availability and quality at OMS 3 and OMS 4 clinical rotation sites as determined by rotation coordinator(s) inspection;
- (a) Develop and implement a continuous assessment process that reviews all facility resources appropriate to achieve the

WCUCOM's mission and objectives. Reports of this assessment shall be submitted to the WCUCOM Dean at least annually;

- c. In conjunction with the office of the WCUCOM Associate Dean, Clinical Sciences identify the specific learning resources necessary for students at each affiliated site and conduct an evaluation of all affiliated sites to ensure each site has the necessary space, technology, and other material as identified by WCUCOM; and
 - (a) IRC is expected to work with the Chair of the Research Committee to ensure issues related to the adequacy of dedicated facilities to conduct research, either at the COM or with a partnering institution, are addressed.
 - (2) The Committee shall recommend policy changes and actions to the Faculty Congress.
 - (3) The Committee shall meet at least once a semester, as called by the Chair.
 - (4) A quorum shall consist of four committee members, at least one of whom is a faculty member.
 - (5) An annual report will be submitted to the Faculty Congress by the Chair.
- ii. Membership:
 - (1) Faculty members of the Instructional Resource Committee are to be elected by a vote of the Faculty Congress. Elections shall be completed in May for service to begin the following academic year.
 - (2) The Chair and Vice Chair must be faculty members who will be elected annually by the Instructional Resource Committee.
 - (3) Faculty members will serve for two-year terms for up to a three-term limit.
 - (4) The Committee will consist of ten (10) members: Three (3) members of the faculty (at least one [1] is a clinical faculty member), the medical librarian, an information technology representative, the Director of Clinical Rotations, ~~and~~ two (2) students recommended by the SGA, and approved by the WCUCOM Dean, the WCUCOM facilities resource coordinator, and one (1) inter-professional representative (COM's Director of Inter-professional Education) to serve as a liaison between the COM and the WCU Inter-professional Council.
 - (a) The Administrative Assistant to the Director of Clinical Simulation will serve as the recording secretary.
 - (5) Students who become ineligible for committee service during the term of their appointments will be replaced promptly by appointment of the WCUCOM Dean.
- d. Admissions Committee
 - i. Responsibilities
 - (1) The Committee shall meet, as called by the Chair, to review and consider applicants for admission. The Committee will then advise and recommend to the WCUCOM Dean the candidates for admission.
 - (2) The Committee shall annually review criteria and procedures for screening and admission and, if necessary, recommend to the Faculty Congress changes to the criteria or procedures. Faculty Congress approved recommendations for

changes to criteria and procedures for screening should be made by the President of the Faculty Congress and sent to the WCUCOM Dean for consideration.

- (3) The Committee shall work with the WCUCOM Associate Dean, Student Affairs to ensure admission processes and admission criteria are related to student outcomes in order to validate that WCUCOM is admitting students who may be expected to have the ability to complete the curriculum of study in accordance with WCUCOM's Mission and Objectives.
- (4) A quorum shall consist of four (4) voting members, excluding the Chair.

ii. Membership

- (1) Committee shall consist of six (6) voting members appointed by the WCUCOM Dean from both biomedical science and clinical science faculty.
- (2) Faculty members will serve for two year terms for up to a two term limit.
- (3) Reappointments are at the discretion of the WCUCOM Dean and will be staggered appropriately.
- (4) The Associate Dean, Student Affairs will be an ex-officio member and will serve as chair, voting only to break a tie. The Senior Associate Dean and Associate Dean, Clinical Sciences shall also serve as ex-officio members.
 - (a) The Administrative Assistant to the Associate Dean, Student Affairs will serve as the recording secretary.
- (5) A Vice Chair will be elected within the six voting members appointed by the WCUCOM Dean in (1)

e. Research Committee

i. Responsibilities

- (1) The Committee will promote, develop, and support research at the WCUCOM. The Committee will also help formulate, recommend, and develop the needed policies required for research and scholarly activities.
- (2) The Committee shall formulate and publish the required application forms and documentation for internally funded research proposals.
- (3) The Committee shall recommend eligibility for internally funded proposals.
- (4) The Committee shall recommend in writing to the WCUCOM Dean the level and duration of internal support to be awarded for all approved research proposals.
- (5) The Committee shall develop procedures for acquiring capital equipment suitable to support faculty research.
- (6) The Committee shall recommend to the WCUCOM Dean the specifications of facilities and capital equipment to be acquired consistent with the strategic plan for research support, development, and productivity that is linked to faculty adequacy, facilities, outcome goals, and budget.
- (7) The Chair of the Committee will work with the IRC to ensure issues related to the adequacy of dedicated facilities to conduct research, either at WCUCOM or with a partnering institution is adequate.
- (8) An annual report will be submitted to the Faculty Congress by the Chair.

* Note: Research proposals involving human subjects must be approved by the University Institutional Review Board (IRB) prior to implementation. All research proposals involving animals must be approved the University Institutional Animal Care and Use Committee (IACUC).

- ii. Membership
 - (1) The Committee shall consist of six (6) voting members including the Chair.
 - (2) The Chair will be the Associate Dean, Research. All other voting members will be appointed by the WCUCOM Dean from both biomedical science and clinical science faculty based on recommendation of the Chair.
 - (a) A Vice Chari will be elected by the committee.
 - (b) The Office Manager for MBS and Research will serve as the recording secretary.
 - (3) The Committee on Committees will determine the staggering of memberships, excluding the Chair of the Committee.
- f. Faculty Affairs Committee
 - i. Responsibilities
 - (1) The Committee shall promote faculty development and welfare.
 - (2) The Committee shall jointly review and develop the WCUCOM Faculty Handbook with the administration biennially, or as needed or requested.
 - (3) The Committee shall advise the administration via the Faculty Congress President on other issues involving faculty.
 - (4) The Committee shall serve as a representative resource for processing and developing faculty-initiated ideas, plans and constructs.
 - (5) The committee shall meet at least once per semester with a quorum of membership.
 - (6) An annual report will be submitted to the Faculty Congress by the Chair.
 - ii. Membership
 - (1) Six (6) members shall be elected for staggered two year terms for up to a limit of three (3) consecutive terms.
 - (2) Elections shall be completed in May for service to begin the following academic year.
 - (3) Members should be two (2) elected by biomedical scientists, two (2) elected by clinicians, and two (2) elected at large by the Faculty Congress (one clinician and one biomedical scientist).
 - (4) The Chair should be someone who has been on the Committee for at least one (1) year.
 - (5) A vice chair will be elected by the committee members.
 - i. The Chair will serve as the recording secretary. In the event that the Chair is not present, then the Vice Chair will serve as the recording secretary.
- g. Student Affairs Committee
 - i. Responsibilities

- (1) The Committee shall review annually policies that affect student conduct, responsibilities, privileges, and welfare.
 - (2) The Committee shall recommend to the Faculty Congress changes or amendments to existing policies or the creation of new policies as the need arises. This committee will work with the Associate Dean, Student Affairs, an ex-officio non-voting member of the Committee, in reviewing the student handbook and soliciting input from the P&M Committee, the Curriculum Council, and all other committees for recommendations to be made to the WCUCOM Dean as deemed appropriate by the committee.
 - (3) The WCUCOM Dean may accept input on Student Handbook and Catalog revision from other interested parties.
 - (4) The Student Affairs Committee is responsible for the deliberation and recommendations to the WCUCOM Dean in matters involving violations of student conduct, professionalism, classroom etiquette, code of ethics, and WCUCOM rules and policies not directly related to academic performance.
 - (5) Substantial compliance with any conditions set forth as stipulations for return from the leave of absence will be determined by the Student Affairs Committee, and a recommendation to the WCUCOM Dean will be made prior to granting a return from leave of absence.
 - (6) The student affairs committee is to act in concert with the appropriate administrator(s) to address potential instances of unprofessional, or unethical, behavior on the part of OMS 1 – 4 students. If recommended by the Committee, a formal hearing may be held so that an appropriate recommendation can be sent to the WCUCOM Dean.
 - (7) An annual report shall be submitted to the Faculty Congress by the Chair.
- ii. Membership
- (1) The membership will include six full-time WCUCOM faculty - five members plus a Chair.
 - (2) The WCUCOM Dean will appoint the Chair of the committee. The Chair will only vote to break a tie.
 - (3) The Vice Chair will be elected by the committee from the committee membership.
 - (4) One WCUCOM biomedical and one clinical faculty member will be appointed by the WCUCOM Dean.
 - (5) Three members will be elected by the faculty. These will include at least one biomedical and one clinical faculty.
 - (6) The committee will include two non-voting ex-officio members, the Associate Dean, Student Affairs and the Faculty Congress President, unless the Faculty Congress President is appointed or elected as a full voting member.
 - (7) Faculty may not serve on the Promotion and Matriculation committee while members of this committee.

- (8) The Student Affairs membership term will be two (2) years, with a term limit of three terms. Membership appointments and elections shall be staggered as appropriate.
- (1) The Chair is responsible for writing up the Committee recommendation and submitting to the WCUCOM Dean. This written letter also constitutes the ONLY written documentation prepared. No “meeting minutes” are prepared. Video and/or audio recording of the meetings are specifically prohibited.
- h) WCUCOM Faculty Congress Bylaws Committee
- i. Responsibilities
The Committee shall review the Faculty Congress Bylaws and make recommendations to the Faculty Congress for improvement, changes or additions. Any proposed change in the Bylaws should be presented to this Committee for evaluation before presentation to the Faculty Congress.
- ii. Membership
- (1) The Committee will include five (5) full-time faculty, with two (2) members chosen by biomedical faculty, two (2) members chosen by clinical faculty, and the President of the Faculty Congress, all with voting privileges.
- (2) Elections shall be completed in May for service to begin the following academic year.
- (3) The Chair, who cannot be the Faculty Congress President, will be elected by the Committee.
- a. The Chair will serve as the recording secretary.
- b. A Vice Chair will be elected by the committee.
- i) Master of Biomedical Science (MBS) Committee
- i. Responsibilities
- (1) The Committee shall meet as needed at the call of the Chair or Vice Chair and at a minimum of four (4) times a year.
- (2) Curriculum: The Committee shall consider all matters pertaining to the establishment, review, and continual evaluation of the MBS curriculum. Proposals from the Committee for course changes or modifications will be submitted to the WCUCOM Curriculum Council and then to the Faculty Congress. Final approval will be requested from the WCUCOM Dean.
- (3) Recruiting: While the MBS Director will have primary responsibility for off-campus recruiting, MBS committee members will assist in recruiting by developing recruiting materials, meeting with prospective students visiting WCU, and in other appropriate ways encouraging applications of qualified students.
- (4) Admissions: The Committee shall meet, as called by the Chair, to review and consider applicants for admission. The committee will establish and publish in the MBS Student Handbook minimal standards for admission. Upon committee approval, the MBS Director is authorized to send the applicant a formal letter of admission to the MBS program.

- (5) The Committee shall at least annually review criteria and procedures for screening and admission and, if necessary, recommend to the WCUCOM Dean changes to the criteria or procedures.
- (6) The Committee will annually review the MBS Student Handbook and make suggestions for revisions to the WCUCOM Dean by March 31 every year.
- (7) An annual report will be submitted to the Faculty Congress by the Chair.
- (8) MBS Director Responsibilities
 - (a) The Director will be the primary recruiter, as well as the primary academic advisor for the MBS students.
 - (b) The Director will chair the MBS Committee.
 - (c) The Director will oversee all aspects of recruiting, admissions, matriculation, graduation, and evaluation of the master of biomedical science program including an annual review of the MBS Student Handbook.
- ii. Membership
 - a) The Committee shall consist of four (4) full-time biomedical science faculty members plus the MBS Director. All members are appointed by the WCUCOM Dean. One of the members with at least a year of experience on the Committee will be selected by the Committee as vice chair and will act as chair when the MBS Director is unavailable and a committee meeting is required.
 - b) The MBS Committee recording secretary will act as an ex officio, nonvoting member and will record and distribute committee meeting minutes, maintain files on student applicants, and perform other appropriate duties as needed by the MBS Director.
 - c) A quorum shall consist of three voting members and the chair.
 - d) The MBS Committee members will serve for two years, with the possibility of renewal, but not to exceed three (3) consecutive terms.
 - a. The Office Manager for MBS and Research will serve as the recording secretary.
- j) Faculty Ethics and Faculty Grievance Committee Principles and Procedures
 - i. Purpose
 - a) The purpose of the Ethics and Faculty Grievance Committee and the Principles and Procedures to be followed is to enable the prompt and equitable resolution of grievances involving faculty members of the William Carey University College of Osteopathic Medicine (WCUCOM) by either informal or formal means.
 - ii. Coverage
 - a) The grievance principles and procedures specified in this document apply to full-time faculty members of WCUCOM and to part-time faculty members having at least 50% effort directed towards activities of the WCUCOM.

Grievances raised by part-time or otherwise affiliated faculty will be reviewed by the Faculty Ethics and Faculty Grievance committee.

- b) This document does not apply to students or to members of the WCUCOM staff. It shall also be understood that grievances relating to interactions between the WCUCOM faculty and the wider William Carey University community may fall under the governance of the existing faculty grievance procedures established by the William Carey University Board of Trustees, as detailed in the most recent edition of the approved University Faculty Handbook (see Appendix).
- iii. Definition and Scope of a Grievance
 - a) Definition of a grievance
 - A) A faculty grievance is defined as a complaint by a faculty member concerning a decision or action that is perceived to affect adversely the grievant in their professional academic capacity.
 - b) Generally, the perceived grievance will arise from a specific issue ("specific grievance"), but occasionally the cause for concern may arise from an ongoing series of issues whose cumulative effect forms the basis for the perceived grievance ("cumulative grievance").
 - c) It is important to note that, as expressed by the U.S. Equal Employment Opportunity Commission (EEOC) (www.eeoc.gov)(2018): Petty slights, annoyances and isolated incidents (unless illegal) will not rise to the level of serious violations. To be unlawful, the conduct must create a work environment that would be intimidating, hostile, or offensive to reasonable people.
 - d) The Ethics and Faculty Grievance Committee of WCUCOM is not a legal adjudicating body. However, the consideration presented above from the EEOC indicates that mere differences of opinion, personality, personal beliefs, or reasonable personal behavior do not constitute grounds for a grievance. This consideration is also adopted by the WCUCOM Ethics and Faculty Grievance Committee. A perceived lack of collegiality or cordiality, in and of itself, does not normally provide sufficient foundation for a submitted grievance.
 - e) Examples of potential grievances:

Decisions or actions related to the following subject matters may be the cause of a grievance submitted to the Ethics and Faculty Grievance Committee of WCUCOM. Note, however, that this list does not represent an exhaustive detailing of potential foundations for a grievance. Other situations may certainly apply. Examples of grievances could include: (1) faculty non-reappointment; (2) assignment of and support for teaching and/or primarily academic responsibilities; (3) support and sponsorship of research and scholarly activity; (4) situations resulting in a clearly defined and prejudicial hostile work environment; (5) infringement of academic freedom; (6) salary or remuneration inequity within the

WCUCOM; (7) matters relating to the suspension or revocation of clinical privileges or similar factors.

- f. Exclusions from Ethics and Faculty Grievance Committee consideration
 - i. Situations that constitute formally illegal forms of harassment will not be the basis for grievances considered by the WCUCOM Ethics and Faculty Grievance Committee. Individuals should consult public information provided by the EEOC pertaining to matters that constitute illegal forms of harassment. Importantly, the EEOC defines harassment as "unwelcome conduct that is based on race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability, or genetic information. Harassment becomes unlawful where 1) enduring the offensive conduct becomes a condition of continued employment or 2) the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive" (Title I, 1990) Grievances resultant from any of the above considerations should be presented directly to the higher administrative offices of the William Carey University, as specified in the most recent edition of the University Faculty Handbook.
 - ii. Grievances based upon claims of sexual harassment should be brought before the existing and relevant offices of the higher administration of the William Carey University, not the Ethics and Faculty Grievance Committee of WCUCOM.
 - iii. Matters pertaining to the appointment or non-appointment of WCUCOM administrative personnel are also excluded. Examples here include termination of an individual's role as a departmental Chair, Division Head, or similar position. Such appointments are the sole purview of the relative appointment authority. In addition, if the WCUCOM institutes a procedure for granting faculty Promotion potential grievances arising therefrom shall not be considered by the WCUCOM Ethics and Faculty Grievance Committee.
 - iv. Non-Retaliation
 - (1) No individual shall be penalized in any manner by WCUCOM for initiating or participating in any of the procedures described in this document.
- g. COMMITTEE CHARGE, MEMBERSHIP AND FUNCTIONAL DETAILS
 - i. Committee Charge
 - ii. The WCUCOM Ethics and Faculty Grievance Committee shall develop procedures for handling Faculty Grievances, shall develop a Faculty Code of Ethics to be published as part of the WCUCOM faculty handbook. In addition, this Committee shall assume the primary responsibility for the investigation and consideration of formal grievances or potential ethical violations in order that a recommendation for resolution may be presented to the Dean of the College of Osteopathic Medicine.
 - iii. Committee Membership and Organization

- iv. All members of the Committee shall be full voting members of the WCUCOM Faculty Congress. A minimum of two members shall hold the rank of Full Professor. Members shall include representation from both biomedical and clinical sciences. No faculty member holding an administrative position (Department Chair, Assistant Dean, Associate Dean or Dean of the College of Osteopathic Medicine) shall be a member of the Committee.
- v. The Committee shall consist of seven members.
- vi. Committee membership shall be elected by majority vote of the WCUCOM Faculty Congress, with 2 members being elected from the biomedical science faculty, 2 members being elected from the clinical faculty and three members being elected at large. Elections shall be held prior to July 1st preceding the beginning of each Fall semester.
- vii. Committee members shall be elected for 2-year terms. No member shall be elected for more than three consecutive 2-year terms of service. It is anticipated that elections shall be arranged so that the committee membership rotates in a staggered fashion in order to promote continuity of experience.
- viii. Once elected the Committee membership shall elect a Chair and Vice-Chair. Both of these offices shall be held by members at the rank of Professor. Committee officers shall be elected for a term of 2-years.
- ix. If a committee member is involved in a grievance complaint, do must recuse themselves from the decision-making process of that complaint.
- h. Committee Activity
 - i. The Committee shall meet at least once annually, at the request of the Chair/Vice Chair, in order to review the currently operative procedural codes and protocols to determine if alterations need to be recommended to the WCUCOM Faculty Congress. Additional meetings will occur as required if informal/formal grievances or potential ethical violations need to be considered. Such meetings shall be coordinated by the Committee Chair/Vice Chair as appropriate.
 - ii. A meeting quorum shall consist of 4 members including the Chair or Vice Chair.
 - iii. Committee decisions shall be decided by a simple majority of all voting members.
 - iv. Final recommendations for the resolution to formal grievances or potential ethical violations shall be presented in writing, with appropriate justification to the Dean of the College of Osteopathic Medicine who may accept, modify, or reject the recommendations.
- i. INFORMAL PROCEDURES
 - i. General Statement

Faculty members contemplating submission of a formal written grievance to the WCUCOM Ethics and Faculty Grievance Committee are strongly urged to consider

their actions and the potential outcomes of said actions carefully. Whenever possible potential grievance concerns should be resolved using informal, rather than formal measures. If a dispute is resolved informally, the committee shall maintain a written record of the incident without recommendation to the Dean of the College of Osteopathic Medicine. Many perceived disputes result from misunderstandings or over-interpretations by one or all of the parties involved. Rationality, reason and a willingness to work constructively between individuals can often serve to settle difficulties without further involvement.

ii. Methods of Procedure

- a) Whenever possible, the grievant(s) should resolve the grievance through direct interaction with the person(s) involved. Attempts at resolution should be conducted in a constructive fashion and should demonstrate a willingness to consider all important aspects of the issue under discussion. Repeated attempts to resolve the grievance at this interpersonal level are advised. Informal records should be maintained if a formal grievance is pursued.
- b) If this action remains unproductive, the grievant should discuss the complaint with their next higher level supervisor as appropriate.
- c) If the grievant remains unsatisfied, or if the supervisor is an involved party in the grievance, the grievant is encouraged to discuss the complaint with the next higher-level supervisor at WCUCOM. Every effort should be made to resolve the dispute equitably, rather than allow it to become the business of the WCUCOM Ethics and Faculty Grievance Committee via the Formal Grievance Procedure.
- d) If the grievant(s) continue(s) to be dissatisfied with the proposed resolution, the grievant should then proceed to the formal grievance process. Grievances involving the Dean of the College of Osteopathic Medicine are beyond the purview of the WCUCOM Ethics and Grievance Committee.
- e) It is suggested that during any or all of the aforementioned attempts at informal resolution, the grievant(s) and responder(s) consider including an appropriate "third-party" discussant, mediator or observer, jointly approved. However, legal representation on behalf of either party is not appropriate when pursuing resolution of a grievance that could ultimately become an issue for the Ethics and Faculty Grievance Committee.
- f) Nothing requires that a grievant pursue informal means to resolve a potential grievance prior to submission of a formal written grievance to the WCUCOM Ethics and Faculty Grievance Committee. However, participation in informal attempts at

reconciliation is, again, very strongly encouraged. By their very nature, formal procedures may result in outcomes that all parties involved, grievant(s) and responder(s), may wish to avoid.

iii. FORMAL PROCEDURES

a) Submission

1. Submission Format:

- a. The grievant shall submit a request for a formal grievance hearing in writing as a hard-copy, typewritten, signed letter hand delivered by the grievant directly to the Chair of the WCUCOM Ethics and Faculty Grievance Committee. The Committee Chair will then inform all other Committee members as well as the proposed aggrieved party (s) that a formal request for a hearing has been received. No details of the submitted grievance shall yet be disclosed. The Chair will call a meeting as soon as is practicable (no later than 30 calendar days) of the entire Committee and present the formal written grievance to the Committee as a whole for initial discussion. Electronic means of communication shall not be used to disseminate the contents of the submitted formal grievance request. The aggrieved party (s) shall not be provided a copy of the formal submitted letter at this early point in the Committee deliberation. Once the committee has had its initial meeting to determine if the grievance meets requirements, the aggrieved party will be provided a copy of the formal letter.
- b. Content of the Formal Written Grievance Hearing Request:
- c. The grievance shall include in the written request for a hearing: (1) the specific basis for the grievance and (2) the particulars of the alleged violation(s) or event(s). If a specific established WCUCOM personnel or procedure policy is involved in the alleged grievance, that specific policy or procedure should be indicated. In the situation where an alleged "cumulative" grievance (Section 1.3.1) has occurred, the grievant(s) must provide documentation demonstrating that a series of adverse events has occurred, i.e., provide evidence that a pattern of adverse actions has occurred.

- d. The grievant(s) when documenting the reason for a formal submission should include sufficient facts pertaining to the alleged incident(s). Dates, locations, times, involved party(s), and a clear description of the actual event(s) shall be provided by the grievant(s). However, the names of potential witnesses or other "third-party" individuals not otherwise involved directly in the alleged situation, shall specifically be excluded in the initial written request for a formal grievance hearing.
 - e. The grievant(s) may suggest potential remedies that would provide a perceived satisfactory outcome should a formal hearing proceed and should it be recommended on behalf of the complainant(s). The grievant should consider carefully any proposed remedy to insure that it is reasonable and balanced given the nature of the alleged incident(s).
 - f. The grievant is under no obligation to provide any proposed remedy.
 - g. The grievant must understand that formal committee hearings can result in recommendations to the Dean of the College of Osteopathic Medicine. The Dean may accept, modify, or reject the recommendation.
2. Deadline:
- a. The deadline for formal submission of a written grievance shall be 60 calendar days subsequent to the date of the alleged incident. In the case of a "cumulative" grievance, the written request should be submitted no later than 60 calendar days following the most recent event in the series engendering the formal hearing request. No minimum elapsed time following the alleged occurrence is mandated prior to submission of a written grievance request. However, potential grievant(s) are reminded that they should proceed deliberately and that they are strongly encouraged to pursue any and all informal means of settling disputes before requesting a formal grievance hearing.
3. Preliminary Committee Deliberations
- i. As stated in Section 4.1.1, upon receipt of an appropriately framed and delivered formal written

request for a grievance hearing, the WCUCOM Ethics and Faculty Committee Chair or designated alternate shall initiate deliberative procedures. After a preliminary discussion with the alleged grievant(s), the Chair or designated alternate shall determine if an initial meeting of the full committee is warranted. The grievant(s) shall not be in attendance.

iv. Initial Committee Meeting

- a) The Chair shall present to each member of the Committee a verifiable direct hard copy of the submitted written request for a formal hearing. After Committee members have had sufficient time to consider the particulars of the alleged event(s), the Chair shall poll individual Committee Members to determine whether they request to be excused from further discussions. Any Committee Member may so be excused without explanation. If any committee member asks to be excused, the remaining members will be polled to determine if alternates should be solicited to serve with full responsibilities and voting privileges for the related hearings.

v. WITHDRAWAL OF A GRIEVANCE

a) Deadline

- 1. At any point in the proceedings prior to the Committee submitting its recommendation report, the grievant may withdraw the grievance.

b) Procedure

- 1. Notification of the withdrawal of the grievance shall be in writing to the Committee Chair who shall then notify the other party(s) and the other Committee members.

c) Resultant Action

- 1. Immediately upon receipt of a grievance withdrawal notice, all Committee deliberations shall cease. Existing materials pertinent to earlier deliberations shall be collected, sealed and securely stored with the Dean of the College of Osteopathic Medicine's records for a period of 5 years, and

may be unsealed for review only at the request of the Dean of the College of Osteopathic Medicine and with the approval of the WCUCOM Ethics and Faculty Grievance Committee.

vi. FINDINGS AND RECOMMENDATIONS

- a) Final findings and recommendation for resolution will be directly presented to the Dean of the College of Osteopathic Medicine.

vii. CONSIDERATIONS OF APPEAL

a) 7.1. Appeal Process

- 1. Since the recommendation of the WCUCOM Ethics and Faculty Grievance Committee will normally proceed directly to the Dean of the College of Osteopathic Medicine, any further appeals of judgment should be submitted as detailed in the most recently approved version of the William Carey University Policy and Procedures Manual. It is expected that the Dean, WCUCOM will be informed of the submission of any appeal.

viii. GENERAL REPORTING PROCESS

- a. At the final spring semester meeting of the WCUCOM Faculty Congress, the Ethics and Faculty Grievance Chair shall present a formal report to the Faculty Congress detailing Committee activities during the past academic year. This report shall include the status of all grievances or ethical violations filed during the preceding academic year (including summer sessions) and any grievances/ethical violations that remain in progress. The report shall not include names of the parties or the nature of the grievance/ethical violation(s).

- k) Faculty Promotion Committee
 - i. Scope and Purpose of the Committee
The WCUCOM Faculty Promotion Committee is charged with the evaluation of applications for promotion from COM faculty members. The Committee may also serve as a source of information and guidance for the preparation of promotion applications.
 - ii. Membership

Faculty Congress will recommend five (5) faculty members (4 members and 1 alternate) to the WCUCOM Dean for membership on the Committee. The membership of the Committee should be chosen in order to create a balance between biomedical and clinical faculty. Membership term on the committee will be for two-years with a staggering of terms. Since the WCU Faculty Handbook states that the committee will “be comprised of full-time faculty of the same or higher rank as the rank to which the applicant is requesting promotion,” all members of the Committee will hold the rank of either Professor or Associate Professor. Also according to the Handbook, faculty holding administrative positions (WCUCOM Dean, Associate Dean, or Assistant Dean) cannot serve on the Committee. During votes, committee members may not vote on the promotion of an applicant who is moving above them in rank. For example, an Associate Professor may not vote on the promotion of an applicant to Professor.

iii. Committee Chair

The Committee will elect a chair, who will be responsible for calling meetings, reporting to the WCUCOM Dean, and serving as a liaison between the committee and the WCUCOM faculty.

iv. Promotion Portfolio

Candidates for promotion will prepare a portfolio to include a minimum of the following

(1) A Table of Contents for the portfolio

(2) An introductory narrative section where the candidate sets out his or her qualifications for promotion, and teaching and research philosophies. A current CV, which contains the information requested in the “CV Format” section below, will be part of this section as well.

(3) Individual sections addressing the candidate’s accomplishments and excellence in the following areas (each section may include whatever evidence is appropriate to the faculty member and his or her discipline):

i. Teaching

(i) Must include summary evaluations from courses, course directors (if applicable), and deans;

ii. Professional Activity

(i) Evidence of significant publications in national/referenced journals is expected;

iii. Service to the COM and the University;

iv. Commitment to the Mission of the University;

v. Community Service;

vi. Professional Development in the Discipline of Instruction

vii. Letters of support for the candidate’s promotion. These can be from any appropriate source (including external sources), as determined by the applicant and the Promotion Committee; and

viii. The candidate's Professional Development Plan. For promotion, this plan must cover the next complete academic year (similar to the yearly Professional Development Plan for faculty evaluation);

(4) A digital portfolio (PDF) is strongly preferred over a paper version, but either will be accepted.

v. CV Format

As part of the promotion application, the applicant must provide the committee an up-to-date curriculum vita. While each candidate is encouraged to prepare a CV that reflects his or her unique qualifications for promotion, all CVs submitted to the committee must contain the following information

(1) Date prepared;

(2) Name;

(3) Office address;

(4) Work phone, email, and fax;

(5) Education, with degrees in reverse chronological order;

(6) Postdoctoral training or residencies/fellowships, in reverse chronological order;

(7) Academic faculty appointments, in reverse chronological order;

(8) Other professional positions, including

(a) Industry,

(b) Private practice,

(c) Foundations,

(d) Major administrative/leadership positions;

(9) Committee service in academic or professional settings;

(10) A brief listing of pertinent honors and awards;

(11) Professional society membership (including society committees and leadership positions);

(12) Bibliography (listed in chronological order, and in APA, AMA, or other discipline-appropriate styles);

(a) Original research articles,

(b) Reviews, chapters, monographs, and/or editorials,

(c) Books/textbooks,

(d) Case reports,

(e) Letters to the editor,

(f) Clinical practice guidelines,

(13) Community service activities (list only the major and most pertinent items);

(14) Clinical faculty should also include:

(a) Appointments at hospitals or affiliated institutions,

(b) Current licensure and board certification information;

(15) If applicable and pertinent, the CV should also include any or all of the following:

a) Grant review activities,

b) Editorial activities (including the name of the journal and the type/level of editorial activity),

- c) Invited lectures,
 - d) Technological innovations/patents; and
- (16) Things NOT to include:
- a) Do not include personal information such as age (birthdate & birthplace), gender, race, religion, political affiliation, marital/parental status (partner & children), disability, or national origin. Absolutely do not include your social security number!
 - b) Do not include medical license or DEA numbers,
 - c) Do not include information that is related to your personal life, such as hobbies, sports, etc.
- vi. Timeline of committee activity
- (1) Beginning of the academic year: The Chair of the Committee will remind WCUCOM faculty of the process for promotion and issue an initial call for letters of intent and applications.
 - (2) October 1: Faculty who are interested in applying should submit a letter of intent to the WCUCOM Dean by this date (see model). This letter expresses the candidate's intent to apply for promotion, including a brief summary of the reasons why the candidate feels he or she is qualified to apply.
 - (a) Minimum requirements for promotion: depends on the rank desired; see the WCU Faculty Handbook for complete minimum requirements; see Part II, Section D, Academic Rank
 - (3) November 1: Candidates will submit application materials to the Chair of the Committee by this date.
 - i. At this time, the candidate may submit the names of one or more potential external reviewers to the Committee if he or she desires. The Committee will then be responsible for communication and coordination with the external reviewer(s).
 - (4) The Chair of the Committee will disseminate the applications to the Committee for review.
 - (5) The Chair of the Committee will call a meeting of the full Committee. The Committee will make a final review of the application materials and will make a recommendation to the WCUCOM Dean for each candidate:
 - (a) that the applicant be approved for promotion; or
 - (b) that the applicant not be approved for promotion.
 - (6) December 1: The Chair of the Committee will submit the Committee's report to the WCUCOM Dean. (Approved applications for promotion are due in the office of the WCU Vice President for Academic Affairs by December 15 each year.)
- 1) The Committee on Committee (COC)
- i. Responsibilities:
 - (1) The COC is charged by the WCUCOM Dean with maintaining a current and complete list of WCUCOM and MBS standing committees and councils and their membership.

- (2) The COC will make yearly recommendations to the WCUCOM Dean for Dean Appointments to committees. Additionally, the COC will recommend administrative support for each committee as it deems appropriate.

ii. Membership:

The Committee will be composed of five (5) voting members and one ad hoc member:

- (1) The Chair will be the President of the Faculty Congress.
- (2) One faculty member will be appointed by the WCUCOM Dean such as to give equal representation of clinical and biomedical faculty. The clinical or biomedical faculty member will be chosen from the opposite group as the Faculty Congress President.
- (3) The Assistant Dean, Assessment and Curricular Affairs
- (4) The Associate Dean Student Affairs,
- (5) The Administrative Assistant to the WCUCOM Dean will serve as recording secretary.

iii. Committee activity:

- (1) The Committee will meet prior to the May committee elections to review all committee and council placements and report these to Faculty Congress. The committee will subsequently meet following the May elections to make recommendations to the WCUCOM Dean for appointments to positions on all councils and committees for which the WCUCOM Dean has responsibility to make appointments.
- (2) The Committee will make such recommendations based on faculty desire to serve, faculty work load, and individual member skill set.
- (3) The Committee will recommend administrative support based on individual staff members job duties and strengths. The Committee will make its recommendation to the WCUCOM Dean by July 15 of each year.

E. William Carey University Councils and Committees

1. Councils

William Carey University has two councils: The Academic Council and the Administrative Council. The Academic Council reports to the Vice President for Academic Affairs and the Administrative Council reports to the President. Members of both councils serve on an annual basis and membership is composed of administrators, faculty, and staff.

2. Standing Committees of William Carey University

There are twenty-seven (27) standing university committees including the Committee on Committees. Committee memberships include faculty, administration, staff, and students.

Faculty, administration, and staff committee appointments are made annually by the Committee on Committees. WCUCOM students are included in university committees to ensure input into university affairs. WCUCOM student representatives on university committees are nominated to the Committee on Committees by the WCUCOM Student Government Association. Membership of the Committee on Committees is determined annually by the President. The functions of each committee, as well as general guidelines regarding standing committees, can be found in the document *Procedures for the Operation of University Councils & Committees*.

3. Faculty Assembly and Graduate Faculty Assembly of William Carey University

The Faculty Assembly is the official representative body of the faculty and expresses the will of the faculty as a whole. As such, it will express the will of the faculty in all matters pertinent to the faculty. All actions of the Faculty Assembly are subject to approval of the President and, in cases of policy, the Board of Trustees.

Members of the Faculty Assembly consist of all full-time faculty (undergraduate and graduate) and administrative officers with faculty rank. Although representatives from the WCUCOM faculty are invited to attend these faculty assemblies, WCUCOM faculty do not vote on university policy and curriculum.

Meetings of the Faculty Assembly may be called by the President or Vice President for Academic Affairs. The Vice President for Academic Affairs shall serve as chairman of all meetings except those called by the President. The President will preside at special meetings called by the President. The Graduate Faculty Assembly consists of faculty who have graduate faculty rank and is the official body that deals with academic policies at the graduate level, subject to approval of the President and Board of Trustees.

The Faculty Senate serves as a liaison between the faculty and administration. It is not legislative but is empowered to make recommendations to the President and Academic Council on policies affecting the University, and to advise on such matters as the President shall lay before it. The membership of the Faculty Senate consists of representatives from each departmental unit and must be approved by the full Faculty Assembly. Officers of the Faculty Senate consist of a president, vice president and secretary. The president of the Faculty Senate serves as a voting member of the Academic Council. Officers rotate bi-annually. The president of the WCUCOM Faculty Congress serves as the COM representative to the WCU Faculty Senate.

F. Institutional Effectiveness

In an effort to engage in an ongoing quest for quality, the University maintains a comprehensive system of planning and evaluation in all major aspects of the institution. The Mission Statement for the University is used as a foundation for this evaluation. A

variety of assessment methods are used, and the results are implemented to improve both the education programs and support activities. Educational quality is determined by how effectively the institution achieves its established goals. The results of the University's assessment procedures are incorporated annually into the University's planning process in order to achieve continual improvement in programs and services.

The WCUCOM fulfills its mission by ensuring that the goals and objectives at all levels are consistent with its mission. The American Osteopathic Association Commission on College Accreditation provides accrediting standards that require systematic review of the osteopathic medical education program. Specific assessment procedures appropriate for measuring outcomes have been developed. The results are utilized to implement specific strategies for program enhancement or improvement.

WCUCOM has adopted the WCU's Five-Column Model for institutional effectiveness. The WCUCOM Curriculum Council has the responsibility for tracking the evaluation process and recommending changes to the WCUCOM Dean.

G. Accreditation

William Carey University is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award bachelors, masters, specialists, and doctoral degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097 or call 407.679.4500 with questions about the accreditation of William Carey University. All normal inquiries regarding the operation of the University, including admissions, financial aid, educational programs, and other operational matters should be addressed directly to the University and not to the Commission. The Commission should be contacted only if there is evidence of significant non-compliance with the requirements or standards for accreditation.

The Mississippi Council on College Accreditation (MCCA) follows the recommendation of SACSCOC.

The American Osteopathic Association's (AOA) Commission on Osteopathic College Accreditation (COCA) [142 East Ontario Street, Chicago, IL 60611] accredits all colleges of osteopathic medicine. WCUCOM received full accreditation on May 3, 2014.

PART II RECRUITMENT AND EMPLOYMENT POLICIES

A. Equal Employment Opportunity Statement

William Carey University College of Osteopathic Medicine (WCUCOM) will not discriminate on the basis of race, ethnicity, color, sex, sexual orientation, gender, gender identity, religion, national origin, age or disabilities, and religion. It is the official policy of WCUCOM that recruitment and selection of faculty for employment, consideration for financial matters, the administration of its education policies, committee appointment, and other school-administered rights, privileges, programs, and activities generally accorded or made available to faculty at the college will not discriminate on the basis of race, ethnicity, color, sex, sexual orientation, gender, gender identity, religion, national origin, age or non-disqualifying disabilities.

B. Recruitment, Selection, and Hiring (Appointment)

1. When a faculty position becomes vacant or when a new position is authorized by the President, an appropriate WCUCOM search committee will be authorized by the WCUCOM Dean to obtain and evaluate applications from well-qualified people.
2. In order to generate a pool of qualified applicants for open full-time faculty positions, the advertisement procedure normally consists of internal posting, ads in academic or professional journals, and notices to selected colleges, universities, and other appropriate institutions, as well as appropriate professional organizations and conferences. WCUCOM values diversity and will seek to recruit faculty which reflects this value.
3. Applicants are selected for interviews by a search committee and submitted to the WCUCOM Dean for approval. After the interviews are completed, the search committee will make recommendations to the WCUCOM Dean concerning applicants that are considered acceptable. The WCUCOM Dean will present to the President the curricula vitae of applicants who are interviewed with their ranking. The President will recommend to the Board the applicant to be hired. Final approval to hire will be given by the Board. In certain instances, interim approval for applicants for a position may be given by the WCU President and presented to the WCU Board of Trustees at its next regular meeting. Candidates for part-time positions will be interviewed by the appropriate administrators, faculty representatives, department chairs, and the WCUCOM Dean.
4. In the recruitment process, candidates for both full-time and part-time positions must demonstrate or show potential for:
 - a. Proper academic credentials. Applicants for professorial rank should possess a terminal degree or professional doctorate in an appropriate discipline. Faculty members employed as instructors must possess a Master's degree as the minimal level

of academic preparation.

- b. Successful teaching as evidenced by regular faculty evaluations or by other valid means of determining performance. Those who have no formal teaching experience must adequately demonstrate potential for being a successful teacher.
 - c. A willingness to provide significant academic support of the University's educational mission.
 - d. Proficiency in oral and written communication.
 - e. The ability to work with students of diverse backgrounds.
 - f. Participation in WCUCOM committee work.
 - g. Participation in professional organizations.
 - h. Productive scholarship, creative work, research or publications.
 - i. Participation in student activities.
 - j. Involvement in civic and community affairs.
5. The Immigration Reform and Control Act of 1986 (IRCA) prohibits employers from knowingly hiring, recruiting, or referring for a fee aliens who are not authorized to work in the United States because they illegally entered into the country or their immigration status does not permit employment.
 - a. All employees must complete Federal Form I-9, Employment Eligibility Verification, within three (3) days of employment. The employer must sign the form attesting that appropriate documents have been examined verifying the applicant's identity and authorization to work in the United States. Everyone hired after November 6, 1986, must complete the form and have it verified by the employer no matter what size or type of company.
 6. The University may not employ any person in any capacity if such a person is related by blood or marriage within the third degree to any other employee in the same department or unit if either one of the two related employees in the same or different units will have direction or supervision of the other. A relation within the third degree is defined as a person related by blood or marriage which would include spouse, parents, children, brothers, sisters, aunts, uncles, nieces, nephews, grandchildren, grandparents, great-grandparents, and step relatives.
 7. Employees who separate from service and are rehired within one year of their separation date will maintain credit for prior years of service for purposes of computing the employer's retirement contribution percentage and the employee's leave accrual. A rehired employee must satisfy another six (6) month's probationary period. Employees returning after more than one year of separation will return to base-level benefits.
 8. Adjunct clinical faculty are selected based on the needs of the WCUCOM. This will be based on WCUCOM's annual assessment which will demonstrate evidence of having secured the necessary affiliations for all students' required core clinical rotations and a

retrospective assessment of the availability of “elective” clinical rotation.

9. WCUCOM holds the affiliated or educational sites and the adjunct clinical faculty to its established goals and objectives. WCUCOM personal will conduct routine, periodic visits to affiliated sites to ensure the goals and objectives are being met.

10. Adjunct Clinical Faculty

While a stipend may be offered, no salary or benefits are included in this appointment. Appointment of Adjunct clinical faculty follows a process different from that of full time faculty. The following is the WCUCOM procedure for Credentialing and Approval of Faculty, Affiliation Agreements, and Appointment Process for the Facilitation of Clinical Rotations Responsible Executive:

CREDENTIALING AND APPROVAL OF FACULTY; AFFILIATION AGREEMENTS AND APPOINTMENT PROCESS FOR THE FACILITATION OF CLINICAL ROTATIONS PROCEDURE

REASON FOR PROCEDURE: This procedure is established to define the process for academic credentialing and appointment or approval of Faculty involved in the teaching, supervision, and evaluation of William Carey University College of Osteopathic Medicine (WCUCOM) students on clinical rotations. This process is designed to ensure that a) students' clinical experiences take place under the guidance of appropriately trained and qualified clinical preceptors and b) WCUCOM maintains compliance with the requirements set forth in Accreditation of Colleges of Osteopathic Medicine: COM Accreditation Standards and Procedures, published by the American Osteopathic Association Commission on Osteopathic College Accreditation (AOA-COCA).

WHO SHOULD READ THIS PROCEDURE?

- Dean, Associate and Assistant Deans
- Directors of Medical Education
- Prospective and Active Adjunct Faculty
- Faculty
- Students

PROCEDURE STATEMENT: All students on clinical rotations must train under the supervision of personnel appropriately trained and qualified, and approved by the institution. These supervisors, known as clinical preceptors, must agree to the expectations of all parties as delineated by the William Carey University College of Osteopathic Medicine Faculty Handbook. Only by adhering to such processes can WCUCOM ensure the consistent high quality of experiences for its students.

Prior to the commencement of any clinical rotation, the supervising physician for the rotation must be academically credentialed or approved. Any supervising physician may be appointed to the Adjunct Faculty through the process described below. Appointment

to the Adjunct Faculty may be initiated by the Department of Clinical Rotations in the process of ongoing recruitment, by a current Adjunct Faculty member (e.g., upon hiring a new associate or partner in practice), by a hospital with which WCUCOM has an affiliation (e.g., upon appointment of a new staff member), or by the prospective Adjunct Faculty member himself/herself.

All adjunct faculty appointments are made by the WCUCOM Dean as outlined by the WCU Board of Trustees.

Process of Appointment to the Adjunct Faculty:

- 1) An Adjunct Faculty Appointment Packet is issued to the prospective Adjunct Faculty member. This packet includes a cover letter describing the contents and instructions for the recipient, a Preceptor Information Sheet and Fact Sheet, a copy of the Preceptor Evaluation of Students, a Preceptor Agreement, and W-9 form and Electronic Payment form if precepting for 3rd year core clinical rotations.
- 2) The prospective Adjunct Faculty member returns a current Curriculum Vitae (CV), completed Information Sheet, and signed Preceptor Agreement (if applicable), Malpractice insurance, Medical License and financial paperwork if precepting for 3rd year core clinical rotations.
- 3) The returned packet is reviewed by the Associate Dean for Clinical Sciences, or his/her designee. If the documents are satisfactory, the application will be noted "Acceptable" and signed and dated by the reviewer.
- 4) All reported professional licenses are verified by the Department of Clinical Rotations and an AMA background check is performed. Any notations that may call into question the applicant's fitness to serve as a preceptor (e.g., restrictions, disciplinary actions) must be brought to the attention of the Associate Dean for Clinical Sciences and/or the Dean for review, and possible rejection of the application.
- 5) If no prohibiting issues are identified, an academic rank of Adjunct Clinical Professor is approved by the Dean.
- 6) The new Adjunct Faculty member is added to the official roster, a welcome letter and appointment certificate are issued, and any pending assignments of students to that Preceptor may be finalized.
- 7) If either the Associate Dean for Clinical Education or the Dean objects to the appointment, the application is rejected, and a notation is made in the file to that effect.

Adjunct Faculty appointments are valid for three years, though an appointment may be withdrawn by the Adjunct Faculty member, or rescinded by the Dean, prior to its expiration. In order to apply for reappointment at the end of the 3-year period, an adjunct faculty member must apply for reappointment with the Clinical Rotations Department.

Process of Reappointment to the Adjunct Faculty:

- 1) Potential reasons not to reappoint may include, but are not limited to, a low level of participation (i.e., no students precepted in the preceding year), consistently negative student reviews, or a correlation of poor performance on objective evaluations by students having rotated with the Adjunct Faculty member.
- 2) The license verification and evaluation process, including background check, is repeated as described for initial appointments in step 4 above.
- 3) The Adjunct Faculty member applying for reappointment has an option to verify that the information contained in the Faculty Information Sheet is still current and can submit updates to previous appointment documents. If updates are needed for any of the credentialing documents listed above, the preceptor will be requested to submit all document updates to the Office of Clinical Rotations.
- 4) Upon receipt of all updated reappointment information, the reappointment is completed, a renewal certificate is issued to the Adjunct Faculty member, and the new appointment expiration date is noted in the official roster spreadsheet.

Credentialing of the Preceptors for elective clinical rotations:

The OMS 4 student may choose to complete an elective in one of the core affiliated hospitals or practices, all of which hold appointments with WCUCOM. WCUCOM has many 4th year elective choices for students with appointed faculty.

WCUCOM considers equivalency of credentialing for Elective Preceptors:

- Faculty within an ACGME or AOA accredited residency,
- Faculty within an Osteopathic Postgraduate Training Institute,
- Faculty assigned through VSAS, the rotation application software

If a student wishes to complete a rotation with a preceptor who is not credentialed by WCUCOM or one of the above processes, the student must adhere to the following:

- 1) One or more individuals must be specifically identified as ultimately responsible for supervision and evaluation of the student on rotation, and designated as the clinical preceptor(s), this preceptor name(s) must be submitted with the rotation request form. This (these) name(s) must be submitted to the Department of Clinical Rotations with the initial request from the student for the rotation, utilizing an Elective Rotation Request Form.
- 2) The Department of Clinical Rotations will verify that the clinical preceptor(s) has (have) a valid license(s), without restriction, to practice medicine in the jurisdiction in which the rotation will take place. Any notations that may call into question the potential preceptor's fitness to serve in this role (e.g., restrictions, disciplinary actions) must be brought to the attention of the Director of Clinical Rotations, the Associate Dean for Clinical Sciences and/or the Dean for review, and possible denial of the rotation request.
- 3) If no prohibiting issues are identified, the Director of Clinical Rotations and the Associate Dean for Clinical Sciences will note an approval for this preceptor on the request for elective rotation form.
- 4) This approval is valid only for the single rotation requested, and is not transferable to additional rotations for the student, or to other students' requests.
- 5) A signed affiliation agreement, along with printed confirmation of acceptance, is required for final approval of a rotation. If a signed institutional or individual Affiliation Agreement is in place with the rotation site, a Delineation of Responsibilities is not needed. If an affiliation agreement cannot be put in place prior to the onset of the rotation, the rotation will be denied.

Applicable Accreditation Standards:

Element 7.2 Faculty Approval at All Teaching Sites:

A COM must academically credential and/or approve the faculty at all COM and COM-affiliated and educational teaching sites. COM Accreditation Standards and Procedures, American Osteopathic Association Commission on Osteopathic College Accreditation, effective July 1, 2017.

Element 9.10: Non-Academic Health Professionals:

A COM must ensure that any health professional providing health services, via a therapeutic relationship, must recuse him/herself from the academic assessment or promotion of the student receiving those services.

C. Faculty Evaluation

1. Purpose

The overall purpose of the faculty evaluation process is to ensure that students receive high-quality instruction by competent professionals. Specific purposes include:

- a. Stimulating personal and professional growth on the part of the individual faculty member by designing strategies to maximize strengths and to overcome weaknesses;
- b. Strengthening the academic effectiveness of the University by relating the work of the faculty member more closely to its institutional mission; and
- c. Creating and nourishing a context in which sound, objective decisions may be made in such areas as the advancement in rank, granting of sabbatical leaves, awarding of salary increases, and planning of retirement.

2. Criteria

The two central concerns of each faculty evaluation are 1) the quality of personal and professional growth on the part of the individual and 2) the extent to which this growth enables the University to fulfill its institutional mission and the WCUCOM to achieve its goals and objectives. Factors to be considered in addressing these concerns are 1) teaching effectiveness, 2) scholarship, 3) service to the University, and 4) service to the community (local/ national).

3. Sources of Evaluation

Faculty evaluations include input from the following:

a. Self-evaluation

- i. Professional Development Plan – Each year, faculty submit a Professional Development Plan with measurable goals for each of the following four areas of the University mission:

- (1) teaching,
- (2) scholarship,
- (3) service to the University, and
- (4) service to the community. (Refer to Appendix 1A—Professional Development Plan)

- ii. Faculty Report – Each year, faculty submit a report detailing their activities in the four evaluation areas. Faculty should list their professional goals, as stated in the Professional Development Plan of the year under evaluation, and describe how those goals were met, not met, or revised. (Refer to Appendix 1B--Faculty Report of Professional Goals.)

- iii. Curriculum Vitae (CV) – Each year, faculty will submit a current CV;

- b. Student evaluations –The students of each faculty member are required to evaluate professional performance using the WCUCOM student evaluation instrument during each course of each semester. If needed or desired by faculty, supplemental student evaluation forms may also be employed;
- c. Peer evaluations – Each faculty member will submit at least one peer evaluation in

- each course where instruction is given. The evaluator may be by a faculty member from outside of the discipline, and may be chosen upon request by the Curriculum Council. (Refer to Appendix 1C--Faculty Report of Professional Goals.); and
- d. Supervisory evaluation – The WCUCOM Dean or designee prepares a written evaluation based on a study of the faculty member’s self-evaluation, current student evaluations, and optional peer evaluations. The evaluation may also include supervisory observation. The supervisor will review the annual academic performance in a meeting with the faculty member in person. (Refer to Appendix 1D—Supervisory Evaluation.)
4. Procedure
The annual process described earlier may be implemented in accordance with this time table, for evaluating faculty for the academic year:
 - a. September – Establish timing of student evaluations for the academic year.
 - b. December 31 – Deadline for faculty to submit self-evaluations for the academic year.
 - c. March 1 – Deadline for the WCUCOM Dean to submit evaluations to the President.
 - d. Recommendations in all areas of faculty evaluation are prepared for review by the President and, with his concurrence, by the Board. Faculty will be notified of any decisions.
 5. Right of Appeal
Since annual faculty evaluations form the cumulative basis for major decisions regarding retention and advancement, it is important to reach clear understandings on which all parties concur. When significant differences arise between faculty member and supervisor regarding the conclusions of an annual evaluation, the faculty member may submit a written request for further review to the WCUCOM Dean within thirty (30) days. If the matter is not satisfactorily resolved, then the faculty member may appeal to the President within an additional thirty (30) days.
 6. Part-time Faculty
Part-time faculty (i.e., those under annual contract for less than full-time teaching) must meet all requirements of evaluation and participate fully in the annual faculty evaluation process.
 7. Adjunct Faculty (including adjunct clinical faculty-)
Adjunct faculty members and those under contract solely for short-term teaching assignments are to be evaluated at the discretion of the WCUCOM Dean or by request from the adjunct faculty member.

D. WCUCOM Faculty Remediation Policy

All WCU faculty are required to have, at a minimum, a yearly performance review. The components of this review are attached in the WCUCOM Faculty Handbook 2022-2023 as approved by the WCU Board of Trustees on. This review consists of a faculty completed

Professional Development Plan (Appendix 1 A), faculty completed Faculty Report of Professional Goals (Appendix 1B), an optional Peer Evaluation (Appendix 1C), and a Supervisory Evaluation (Appendix 1 D). These are to be reviewed with the appropriate Supervisory Authority (SA). SA primarily consist of Department Chair, if appropriate, or the respective Associate Dean. Reviews should be conducted near the end of the Fall semester each year.

Beginning in June 2018, any evaluation that includes a rating of “Below expectations” on the Supervisory Evaluation will include a remediation plan before the evaluation is submitted to the Dean of WCUCOM (Dean) for review. The Dean will review the plan with the faculty member and the SA. The Dean has the authority to accept, modify, or reject the plan after the conference is held. This conference should occur within 15 work days of the completion and signing of the Supervisory Evaluation by the SA and the faculty member.

Faculty members will not be given a “Below expectations” evaluation without a Remediation Plan being developed, given clear expectations for improvement, and the opportunity to improve.

1. Remediation Plan Development Procedures

- a. The development of the Remediation Plan is the joint responsibility of the respective SA and the respective faculty member under review. The remediation plan is referred to as developmental as its purpose is to help the faculty member reach appropriate improvement goals in line with the area(s) of deficiency identified. The developmental remediation plan should reflect both the mission, goals, and objectives of WCU and WCUCOM and the faculty member’s professional development needs and objectives
- b. Each remediation plan will be unique to the faculty member and shall be developed jointly with the SA and faculty member and be agreed upon mutually. The development of the plan should be viewed by all parties as an aid that will enhance the faculty member’s future performance which in turn results in a better fulfillment of the institution’s mission.

1. The remediation plan shall:

- a. Clearly indicate the area(s) needing improvement.
For “Below expectations” recorded on a Supervisory Evaluation, the area(s) needing attention should be clearly indicated and the link(s) between the deficiency or deficiencies and the area being evaluated should be noted for each section. A clear plan of action should be addressed as mean to improvement. The sections include (not all sections will apply to all faculty):
 - i. Teaching
 - a. Courses
 - b. Professional Expertise

- c. Student Motivation
- d. Fulfillment of Duties'
- e. Student Relationships
- ii. Scholarship
 - a. Membership in appropriate professional organizations
 - b. New courses developed/taught
 - c. Continuing education (classes, workshops, seminars)
 - d. Conventions and conferences attended
 - e. Manuscripts in progress
 - f. Scholarly publications
 - g. Professional presentations
 - h. Participation in research activities
 - i. Other activities
- iii. Service to the College/University
 - a. Overall service to College/University
 - b. Service on WCUCOM/WCU committees
 - c. Participation in WCUCOM recruitment/admissions process
 - d. Academic advisement
 - e. Faculty advisor to student organizations
 - f. Leadership (e.g., Faculty Congress officer, committee chair, directorship)
 - g. F. Other
- iv. Service to the Community Overall service to the Community
 - a. Service to the profession
 - b. Service to local community organizations
 - c. Participation in state organizations
 - d. Participation in national organizations
 - e. Leadership positions
 - f. Other
- v. The following section applies only to course directors.
 - a. Overall Directorship
 - b. Coordinated administration of the course
 - c. Supervised the development of examinations and assignments
 - d. Supervised the grading of examinations and assignments
 - e. Monitored and assured effectiveness of the course and quality of instruction
- 2. Include a list of resources for appropriate support from WCUCOM and/or other campus resources as applicable (e.g., Faculty Development Resources, Language Arts Support, Educational Courses). Specific financial resources, including supplies and equipment supporting the specific area(s) of improvement should also be identified if needed and agreed upon.
- 3. Clearly indicate a deadline (not to exceed 3 academic semesters starting the Spring semester subsequent to the development of remediation plan) by which time all elements of the plan must be satisfied, as judged by agreement between the SA and faculty member.

E. Academic Rank

1. The most recent, Board-approved version of this handbook will always be the reference document; however, no faculty member will be reduced in rank as a consequence of periodic changes in this handbook.
2. Academic rank is reserved for full-time employees. Appointment to various academic ranks is based on the following minimal qualifications.

“Professor: a doctorate or terminal degree in the teaching field plus significant teaching or other acceptable experience. **Normally a total of at least eight years of teaching experience and a demonstration of excellent quality performance are required for promotion from associate professor.**”

“Associate Professor: a doctorate or terminal degree in the teaching field, or a master’s degree in the teaching field plus additional graduate study toward the doctorate amounting to at least 72 semester hours (108 quarter hours) above the bachelor’s degree. Appointment to this rank also requires significant teaching or other acceptable experience. **Normally a total of at least six years of teaching experience and a demonstration of very high-quality performance are required for promotion from assistant professor.**”

- a. “Instructor: At least a master's degree and a commitment to high-quality teaching.”
- b. “Adjunct: A part-time faculty member at any rank contracted to teach courses, provide lectures, provide equivalent clinical instruction, or meet additional responsibilities in regards to teaching and service as designated by the WCUCOM Dean.”
- c. All adjunct clinical faculty (preceptors) are appointed to the rank of adjunct clinical professor. Adjuncts have no guarantee of continuing appointment or reappointment. Adjunct faculty members are not eligible for benefits and may not vote in faculty governance bodies.

F. Graduate Faculty

Faculty teaching graduate classes must demonstrate a high level of competence in teaching and scholarship. Graduate faculty members must hold a terminal degree. In unusual cases, a Master’s degree in the teaching discipline with a doctoral degree in a related discipline is appropriate. Faculty teaching at the graduate level must be designated as graduate faculty by the WCU Vice President for Academic Affairs in consultation with the Graduate Committee. Decisions on academic matters that affect only graduate programs are made by the graduate faculty.

G. Administrative Rank

Personnel with faculty rank may also hold full-time administrative positions. For such individuals, the policies stated in the *WCU Administrative and Staff Handbook* apply; however, administrative personnel are subject to the promotion policy of WCUCOM for the portion of their contract that involves faculty duties.

H. Promotion in Rank

Recommendations for promotion in rank are made by the WCUCOM Dean. Recommendations should be forwarded to the President by December 15 every year. Advancement in rank does not guarantee an increase in salary. Initial promotion evaluations will be made by the WCUCOM Promotion and Committee. (See Promotion Committee).

1. The WCUCOM Dean will prepare a written recommendation pertaining to the applicant's qualifications for promotion, which will be submitted to the President along with the recommendation file previously described. The applicant shall be notified in writing of the WCUCOM Dean's recommendation.
2. The President shall either deny the recommendation or agree with it and recommend the applicant to the Board for promotion. The applicant shall be notified in writing of the President's decision.
3. All awards of promotion must finally be approved by the Board, which retains ultimate authority in this matter. The promotion review process shall be completed no later than the February/March meeting of the Board of Trustees in the academic year during which application for promotion is made. If promotion is granted, the promotion will take effect at the beginning of the same academic year that the request is made.
4. If promotion is denied, then the applicant may, upon request in writing, be informed in writing of the reasons for denial of promotion. If negative action is taken, then the applicant will have recourse to appeal to the President and the Board in that order.
5. If promotion is denied following appeal, then the applicant may reapply no earlier than the next academic year.
6. Promotion in rank will be an occasion for formal review of salary; however, salary decisions are based on multiple factors, including economic conditions. Advancement in rank does not guarantee an increase in salary.

I. Salary Increases

Salary increases are based upon overall faculty member performance related to teaching,

professional development, research, licensure and board certification maintenance (where appropriate), annual performance reviews, and service. Economic conditions and availability of university funds will play a role in salary decisions. Recommendations on salary increases are made by the WCUCOM Dean to the President. Final approval regarding salary is made by the Board.

J. Academic Freedom

1. Faculty and students are free to examine all pertinent data, question assumptions, be guided by the evidence of scholarly research, and teach and study the substance of a given discipline.
2. Faculty are entitled to full freedom in research and in the publication of its results, subject to the adequate performance of their other academic duties and the University Policy on Intellectual Property. Research and publication for pecuniary return should be based upon an understanding with the authorities of the institution.
3. Faculty are entitled to freedom in the classroom in discussing their subject, but they should not consistently introduce controversial matter which has no relation to the subject. Any limitations of academic freedom shall be clearly stated in writing at the time of the appointment. Students will be graded solely on the basis of their reasoned answers and appropriate knowledge of the AOA Core Competencies and subjects and disciplines they study and not on the basis of their political or religious beliefs.
4. Faculty are citizens, members of a learned profession, and officers in an educational institution. When they speak or write as citizens, they shall be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As persons of learning and educational officers, they should remember that the public may judge their profession and their institution by their utterances. They should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they do not speak for the institution.
5. During the nonrenewal termination procedure of faculty, the academic freedom (within the guidelines provided) of the faculty member will not be violated.

K. Non-Renewal/Termination of Faculty

1. Faculty serve the University on a contractual basis which involves a decision on the part of the University either to offer continued employment or not to offer continued employment.

2. Non-Renewal. A faculty member under contract who will not be offered employment for the next academic year will be so informed in writing on or before April 1.
3. Termination. A faculty member under contract may have his/her employment terminated during the course of the contract for a variety of reasons. This action constitutes termination for cause. Reasons justifying termination of the contract include:
 - a. Immoral behavior (conduct that is considered contrary to community standards of justice, honesty or good morals);
 - b. Failure to maintain standards of academic and professional performance as delineated in the section on academic rank;
 - c. Financial exigency of the institution or programmatic or enrollment changes which cause the institution to reduce faculty;
 - d. Insubordination or consistent unwillingness to support the purpose of the University and WCUCOM as stated in the *University Catalog* or to observe the directives of the University or WCUCOM administration;
 - e. Mental or physical incompetence, which cannot be overcome with reasonable accommodation; and/or
 - f. Neglect of assigned duties.

PART III

FACULTY-RELATED POLICIES AND PROCEDURES

All WCUCOM faculty have a duty to adhere to policies and procedures of the WCUCOM in all matters.

A. Sexual Misconduct Policy

William Carey University is committed to providing its students, faculty and staff with an environment free from implicit and explicit coercive behavior used to control, influence or affect the well-being of any member of the university community. Sexual misconduct of any person is inappropriate, unacceptable and contrary to the Christian standards of conduct expected of all members of the university community; students, faculty, and staff.

Employees have the right to be free from sexual misconduct. Sexual misconduct can include unwelcome sexual advances, requests for sexual favors and other verbal comments or physical conduct of sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Students have the right to be free from sexual misconduct. Sexual misconduct can include physical conduct or verbal innuendo of a sexual nature, imposed on the basis of sex by an employee or agent of the university, when (1) submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting such individual, and (2) such conduct has the purpose or effect of creating an intimidating, hostile or highly offensive environment.

Any person who engages in sexual misconduct will be subject to disciplinary action ranging from a warning to discharge. Employees who have a complaint regarding sexual misconduct should contact the human resource director who will conduct an investigation in accordance with the complaint procedure listed below.

Faculty are required to sign a certification of receipt annually acknowledging that they have received, read, and understood the Sexual Misconduct Policy of William Carey University.

B. Complaint Procedure for Sexual Misconduct

If the employee suspects that his/her rights under the above-stated policy have been violated, he/she may register his/her complaint in writing with the Title IX Coordinator. Upon receipt of a complaint which alleges a violation of this policy, the Title IX Coordinator will decide

whether the claim should be investigated as a Title IX complaint or as a sexual misconduct complaint under the university policy. If it is determined that the misconduct does not rise to the level of a Title IX violation, the complaint will be remanded to the associate vice president of human resources who shall begin an investigation of the charge(s). An investigation shall include as a minimum, an interview with the person filing the complaint, the person(s) accused of violating the sexual misconduct policy and any person designated by either of the principal parties as witnesses to the incident(s) in question. The investigation shall be completed as expeditiously as possible, but in any case within thirty (30) days of the receipt of the complaint. The matter shall then be presented to the president in the form of a written recommendation. The president may accept the recommendation, interview the person(s) involved, direct further investigation by the university and/or hold formal hearings on the matter. If formal hearings are ordered, no party shall be allowed to be represented by legal counsel or advisor. This process shall be completed and, the president shall make a final decision on the merits of the complaint within sixty (60) days of the receipt of the complaint by the university. The decision of the president shall be final. Throughout this process the identities of the complaining party and accused will be kept confidential and disclosed only on a need-to-know basis. Any disciplinary action taken as a result of such finding will be noted in the employee personnel file.

C. Non-Discrimination Policy

William Carey University is committed to providing an environment in which all persons are protected from discrimination and intimidation based on race, ethnicity, color, sex, gender, gender identity, national origin, age or disability, or religion. Such discrimination is contrary to the standards of conduct expected of all members of the William Carey University community, whether student, staff or faculty.

A diverse administrative staff, faculty, and student body are needed to provide the richness necessary for osteopathic medical education. WCUCOM makes every effort to recruit and hire faculty from diverse backgrounds to foster that richness while meeting its mission and objectives. This policy complies with the “Accreditation of Colleges of Osteopathic Medicine: COM Accreditation Standards and Procedures (effective July 1, 2015).”

Any person who engages in discrimination will be subject to disciplinary action ranging from a warning to discharge. Those who have a complaint regarding discrimination should follow the complaint procedure in Section F.

D. Anti-Harassment Policy

William Carey University is committed to providing an environment in which all persons are protected from harassment and intimidation. Harassment can include verbal or physical conduct that denigrates or shows hostility or aversion toward an individual or an individual's relatives, friends, or associates, and that 1) has the purpose or effect of creating an

intimidating, a hostile, a highly or consistently offensive work environment, 2) has the purpose or effect of unreasonably interfering with an individual's work performance, or 3) otherwise adversely affects an individual's employment opportunities. Such harassment is contrary to the standards of conduct expected of all members of the University community, whether student, staff, administrator, or faculty.

Any person who engages in harassment will be subject to disciplinary action ranging from a warning to discharge. Those who have a complaint regarding harassment should follow the complaint procedure listed below.

E. Anti-Retaliation Policy

In accord with the University's attempt to create an environment where employees feel comfortable to report possible violations of civil and legal rights, retaliatory actions will be strictly prohibited. Retaliation against any individual who has filed a complaint of discrimination, who has reported witnessing discrimination, who has participated in the discrimination complaint process, or who has been the subject of an investigation or the subject of a complaint of discrimination is illegal and will not be tolerated by the University. If, after investigating any complaint of unlawful discrimination, the University determines that an employee intentionally provided false information regarding the complaint, disciplinary action may be taken against the one reporting the false information.

Any person who engages in retaliation will be subject to disciplinary action ranging from a warning to discharge. Those who have a complaint regarding retaliation should follow the complaint procedure listed below in section F.

F. Complaint Procedure for Discrimination, Harassment and Workplace Issues

The purpose of this procedure is to promote the orderly resolution of problems concerning discrimination, harassment and workplace issues. Employees who submit complaints or grievances in accordance with the procedures that follow may do so without penalty or fear of reprisal.

1. Step One: An employee having a grievance concerning employment will first take the problem to the appropriate immediate supervisor: department chair, director, WCUCOM Dean, or vice president. Most problems should be worked out with the supervisor. After investigation of the situation, the supervisor shall provide a written report to the employee within ten (10) working days. If the grievance is with the direct supervisor, complaint process shall begin with step two.

2. Step two: If the employee is not satisfied with the decision by the immediate supervisor, within ten (10) working days the employee shall present the grievance in writing to the next highest official as determined by the university organizational chart. The employee must provide (1) statement and basis of grievance; (2) date (s) of the occurrence; (3) attempts

made to solve the grievance; (4) the remedy or corrective action sought; and (5) signature of the aggrieved employee and the date of signature. Within ten (10) working days after receiving a written complaint, the appropriate official shall ascertain all pertinent facts, discuss (if feasible) the matter with the employee, and provide to the employee a written report. If the employee is still not satisfied, he/she should repeat the process to the next highest official up through the level of the president.

3. Step Three: Any employee or supervisor dissatisfied with the decision(s) in step two may present those grievances in writing to the president within ten (10) working days after receipt of the appropriate official's decision. As before, the written statement should include (1) statement and basis of the grievance; (2) date(s) of the occurrence(s); (3) attempts made to solve the grievance, and (4) signature of the aggrieved employee and the date of signature.

The President shall render a written decision within ten (10) working days. The President may hold a hearing with the employee or may, at the President's discretion, refer the matter to a three (3) member committee, within the University, for a hearing. If the case is to be referred to a committee, the President shall make such referral within ten (10) working days after receiving the complaint. The committee shall be composed of a senior official designated by the president, one member selected by the aggrieved employee, and one person selected by the first two members. The committee will submit a statement of its findings and recommendations to the president for final decision on the matter within ten (10) working days.

An employee dismissed by the University may, within ten (10) working days after notice of termination, submit in writing to the appropriate senior official a complaint concerning the discharge. This complaint will then be processed in accordance with Step Two and Step Three above.

G. Americans with Disabilities Act (ADA) Policy

As of July 26, 1992, job discrimination against people with disabilities is illegal. The Act also makes it unlawful to discriminate against an applicant or employee, whether disabled or not, because of the individual's family, business, social, or other relationship or association with an individual with a disability. Under the ADA, a person has a disability if he/she has a physical or mental impairment that substantially limits a major life activity.

To be protected under the ADA, an individual must have a record of, or be regarded as having, a substantial, as opposed to a minor, impairment. A substantial impairment is one that significantly limits or restricts a major life activity such as hearing, seeing, speaking, breathing, performing manual tasks, walking, caring for oneself, learning, or working. An individual must inform the University and request accommodations necessary to the performance of the job requirements. The university accepted request form is available under the Human Resource tab on Sadernet.

An individual with a disability must also be qualified to perform the essential functions of the job, with or without reasonable accommodations, in order to be protected by the ADA. This means that the applicant or employee must:

- Satisfy job requirements for educational background, employment experience, skills, licenses, and any other qualification standards that are job related; and
- Be able to perform those tasks that are essential to the job, with or without reasonable accommodations.

The ADA does not interfere with the right to hire the best qualified applicant, nor does the ADA impose any affirmative action obligations. Factors to consider in determining if a function is essential include:

- Whether the reason the position exists is to perform that function.
- The number of other employees available to perform the function or among whom the performance of the function can be distributed, and
- The degree of expertise or skill required to perform the function.

A reasonable accommodation is any change or adjustment to a job or work environment that does not promote an undue hardship on the employer that permits a qualified applicant or employee with a disability to participate in the job application process, to perform the essential functions of a job, or to enjoy benefits and privileges of employment equal to those enjoyed by employees without disabilities. For example, reasonable accommodation may include:

- Acquiring or modifying equipment or devices;
- Job restructuring;
- Part-time or modified work schedules;
- Reassignment to a vacant position;
- Adjusting or modifying examinations, training materials, or policies;
- Providing readers and interpreters; and / or
- Making the workplace readily accessible to and usable by people with disabilities.

It is a violation of the ADA to fail to provide reasonable accommodation to the unknown physical or mental limitations of a qualified individual with a disability, unless to do so would impose an undue hardship on the operation of a business.

Undue hardship means that an accommodation would be unduly costly, extensive, substantial or disruptive, or would fundamentally alter the nature or operation of the business. For more details regarding the ADA, contact the office of human resources.

H. Conduct

Personal conduct is regarded as an aspect of faculty effectiveness and relates to the University's overall image to students and the general public. Faculty must not engage in conduct that is considered contrary to community standards of justice, honesty, or good morals. Conduct that is inconsistent with these ideals would bring discredit to the University and would disrupt or interfere with the W. Examples of improper conduct include, but are not limited to, the following:

1. **Disrespectful Behavior**
Contemptuous or disrespectful treatment of students, administrators, staff, faculty, or other employees, including abusive or vulgar language;
2. **Unauthorized Recording**
Recording, or causing to be recorded, the voice or image of any member of the university community without first obtaining the recorded person's permission, or the written permission of the president;
3. **Dating Relationships**
Engaging in a dating or other romantic relationship with any student at WCU and/or WCUCOM. This may include inappropriate show of affection toward a student by a faculty or staff member;
4. **Use of Alcohol**
Use or possession of alcoholic beverages on campus or at university-sponsored activities off campus, or as a representative of the university at any event;
5. **Lying and Falsification**
Intentionally giving information to university officials;
6. **Profanity, cursing, vulgar or suggestive behavior;**
7. **Sexual Misconduct**
Engaging in or advocating engagement in sexually immoral acts or lifestyles is deemed inappropriate by the university. Such acts and lifestyles deemed inappropriate include any act of sexual relations outside of marriage, adultery, cohabitation with an unmarried partner, incest, and sexual abuse. Sexual acts on university premises are prohibited, except by married inhabitants of apartments designated by the university as married apartments, in accordance with this section; and
8. **Encouraging or facilitating students in any behavior listed above.**
9. **Any WCUCOM health professional providing health services, via a therapeutic relationship, must recuse him/herself from the academic assessment or promotion of the**

student receiving those services. This should not limit any faculty member from responding to a student emergency.

Faculty who have established or intend to establish a therapeutic relationship with a student should report the required recusal to the Senior Associate Dean or the Associate Dean, Clinical Sciences as soon as safely possible, either of whom will report the recusal to the WCUCOM Dean

Persons who are found to be in violation of the code of conduct are subject to disciplinary action ranging from a warning to discharge.

I. Other University Policies

1. Drug-free workplace

WCU and WCUCOM are committed to maintaining a drug-free workplace. All employees are hereby notified that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace. Any employee violating this prohibition will be subject to termination. As a condition of employment, all employees will abide by the terms of this statement and will also notify the WCU administration within five (5) days of any criminal drug statute conviction for a violation occurring in the workplace. In order to assure compliance with Federal law pertaining to a drug-free workplace any employee may be required to submit to periodic drug screening. The Annual Alcohol & Drug Notification will be distributed via university email to students and employees twice a year. A copy of the Biennial Report is available in human resources.

2. Computer use

WCU provides guidelines for appropriate and inappropriate use of computer resources. In particular, the guidelines prohibit the use of computer resources to:

- a. harass, threaten, or otherwise harm specific individuals or class of individuals;
- b. impede, interfere with, impair, otherwise cause harm to activities of others;
- c. download, post, or install on university computers, or transport across university networks, material that is illegal, proprietary, in violation of license agreements, in violation of copyrights, in violation of university contracts, or otherwise damaging to the institution; and
- d. recklessly or maliciously interfere with or damage computer or network resources or computer data, files, or other information.

Employees may not engage in computer games or other activities that detract from their job performance.

3. Unauthorized recording

Recording, or causing to be recorded, the voice or image of any member of the University community without first obtaining the recorded person's permission or the written permission of the President.

4. Firearms

The use or possession of firearms, explosives, fireworks, or weapons is prohibited on all campus sites.

5. Tobacco and Smoke free campus

Use of tobacco and smoking products, which includes all electronic cigarettes and vapor products, is prohibited on all campuses of WCU. This includes streets and right-of-ways that pass through William Carey University.

6. Pets

No pets of any kind are allowed in the academic or administrative buildings or in the residence halls; except for a service animal that is individually trained to do work or perform tasks for a person with an identified disability.

7. Personal Attire, Appearance, and Neatness

University employees contribute to the positive and professional demeanor of the university and to the overall effectiveness of the university's image to our students and the general public. It is therefore very important to be well groomed, neat, and conscious of personal hygiene. As it is essential to be appropriately dressed for the job function, some departments may require stricter guidelines in those areas where a more professional appearance is necessary. Supervisors should practice good personal appearance standards for their employees to follow.

The university strives to ensure that the work environment maintains a level of professionalism and is free from safety hazards, offensive behavior and harassment of any kind. In keeping with this goal, the following is a list of guidelines for what would be considered inappropriate attire

Examples of unacceptable attire would include:

Men

Jeans, pants worn below the waistline, shorts, cotton or nylon sweatpants, athletic attire, sweatshirts, t-shirts, t-shirts with inappropriate slogans or images, sleeveless shirts, athletic shoes, work boots, sandals, visible body piercings; and

Women

Jeans, shorts, sweatpants, athletic attire, stretch pants or leggings, stirrups, cotton or nylon sweatpants, spandex, pants or skirts worn below the waistline, tank tops, sweatshirts, t-shirts, t-shirts with inappropriate slogans or images, halter tops or other low cut attire, spaghetti straps, form fitting clothing, mini-skirts, flip flops, hiking boots, athletic shoes, visible body piercings except for earlobes.

8. Telephone use

Personal calls should be kept to a minimum. Employees must use a PIN number in placing long distance calls. PIN numbers and information on using them are issued by the IT Department. Any personal long distance calls are to be reimbursed to the University within five (5) days of receipt of the bill.

9. Housekeeping

In promoting safety, personal well-being, and a pleasant working atmosphere at all campus locations, the University expects all employees to keep their work areas clean and neat. Deans and department chairs are responsible for ensuring that work areas assigned to them are being maintained properly and may assign clean-up duty to employees as is necessary to

carry out this expectation.

Neat working areas also help prevent waste of university resources. All university employees should take every reasonable step to avoid waste. The more employees help save, the more the university has available to remain competitive in recruiting students and increasing salaries and benefits.

Complete University policy statements are contained in the *William Carey University Policies and Procedures Manual*.

J. WCU Faculty Committee Membership

The President appoints a committee on committees that assigns each faculty member to one or more university-wide committees. WCUCOM faculty will not be assigned to more than one university committee for the purpose of providing input and involvement with the University community. There are one or two students, including WCUCOM students as appropriate, on most faculty committees, and as many as three or more on some committees. WCUCOM students will be recommended by the WCUCOM Student Government Association to serve on university committees.

WCUCOM faculty are selected by the WCUCOM Dean and faculty to serve on WCUCOM committees. These committees are described in Part I, section D of this document.

K. Faculty Personnel Records

Faculty personnel records are maintained in the office of the WCUCOM Dean. They include transcripts of all higher education work done by the faculty member, a resume/vita, an application for employment, and data sheets filled out by the faculty members periodically in order to update their personnel records. Transcripts and records should be kept up-to-date by the faculty member. Each faculty member's file also contains all formal evaluations that affect promotion, or annual salary reviews. A faculty member may see the file at any time by appointment with the WCUCOM Dean. Information contained in the files is for administrative purposes and therefore is not available for other uses except by consent of the faculty member.

Records that affect payroll information are kept in the Office of Human Resources. It is the employee's responsibility to keep the Office of Human Resources informed of any changes in personal status and it is the appropriate supervisor's responsibility to inform the office of changes in professional and job-related status. Changes such as births or deaths in the employee's immediate family or a change in marital status, since such changes affect tax withholdings or rate of insurance, must be reported. Employees are required to notify the Office of Human Resources within thirty (30) days of any change in marital or dependent status.

In the state of Mississippi, personnel files are considered the property of the employer and no

right to view and/or copy is granted to Mississippi employees. William Carey University's policy is to allow the employee access to their files by scheduling an appointment to view it in the Human Resources office and take notes of items in the file. Please be aware that the term "personnel file" does not include records relating to: the investigation of possible criminal offense, information related to investigations concerning current or pending actions against the employee, letters of reference, documents that are being prepared for use in civil, criminal, or grievance procedures, information that would identify a source of information under confidentiality, materials that are used by the employer to plan for future operations, medical records, information available to the employee under the Fair Credit Reporting Act, and any other information required to be withheld by law.

Employers are required to give an employee or job applicant, upon request, a copy of any instrument that the employee or applicant has *signed* relating to the obtaining or holding of employment. This includes copies of annual evaluations; however, as copies are provided to the employees during the annual evaluation meeting, it is expected that employees will retain this copy for their personal records. If a copy is misplaced by the employee, the human resources office can provide a replacement copy.

L. Research, Writing, Contracts, and Grants

The accrediting agency, COCA, provides guidance and directives in its Accreditation Standards with regard to Research and Scholarly Activity that WCUCOM must meet.

Faculty are encouraged to engage in research and writing that is consistent with the objectives of the university, to the extent that it does not interfere with teaching duties. Faculty must follow university procedures for internal review of proposals before submitting to an outside agency. Procedures for internal review may be obtained from the chair of the WCU Grant Proposal Committee.

A faculty member engaged in an advanced stage of a research or writing project may make a request to the WCU Vice President for Academic Affairs for a reduced course load after approval has been granted by the WCUCOM Associate Deans, Preclinical Sciences, and Academic Affairs, and the WCUCOM Dean. Faculty are encouraged to seek and accept grants, funds, and research contracts consistent with their duties to the university and their professional development plan and in keeping with the university Policy on Intellectual Property.

If a faculty member wishes to accept a grant that would require more than 20% of his/her time, the faculty member should confer with the university administration about the possibility of accepting a part-time contract with the university. Faculty on 9-month contracts may negotiate a summer salary with the institution funding the grant, but that salary may not exceed one-third of their 9- month salary from the previous year.

M. Graduate Study

Full-time faculty and administrative personnel are encouraged to upgrade their education and professional development. WCUCOM faculty members should plan with the WCUCOM Dean such involvement in professional development. Any such activity which requires special arrangements/budget support requires the prior approval of the WCUCOM Dean and the WCU President.

N. Professional Development

All full-time faculty are expected to complete plans for professional development. A one-page plan should be submitted on or before January 31 along with the activities report that is submitted annually for administrative evaluation. (See section II C on faculty evaluation). The plan should include a personal mission statement along with goals for the current calendar year (January through December) in the areas of teaching, professional activity, service to the university, and community service.

1. It is the responsibility of faculty members to take advantage of professional development opportunities in order that they remain current in their discipline and informed of innovations in teaching techniques. Professional development is defined as acquisition of knowledge or development of skills that enhance some aspect of the faculty member's professional responsibilities to the WCUCOM.
2. Professional development activities include, but are not limited to: basic, applied, or clinical research; educational research or development and implementation of educational tools or methods; improvement of teaching skills; improvement in knowledge or use of technology; increased administrative skills or scope of administrative responsibilities; and scholarly activity, such as preparation of manuscripts for scholarly publication in one's discipline, related disciplines, interdisciplinary media, distribution to the general public, or publications regarding educational philosophy, techniques, or research.
3. It is the responsibility of senior faculty members and administrators to mentor junior faculty members and provide guidance regarding the opportunities provided for professional development by WCUCOM.
4. Professional development activities for the current year and planned activities must be reported in each faculty member's annual self-evaluation (refer to Part II, Section C).
5. Financial support for professional development is available from three sources.
 - a. All full-time faculty may receive monies for faculty development from WCUCOM, with full-time biomedical faculty receiving up to \$2500 and full-time clinical faculty

receiving up to \$5000. Requests should be submitted to the WCUCOM Budget Office, currently housed in the WCUCOM Dean's Suite, Asbury Administration Building, room 113. Support may be requested for development funds in the following areas: professional travel (conferences and workshops), special projects, research, course development, equipment, maintenance of licensure, and special/advanced study.

- b. Total institutional support for professional development will be determined on an annual basis subject to availability of financial resources.
- c. External funding obtained by the faculty member.
- d. It is the responsibility of the faculty member to complete appropriate requests prior to scheduling travel. Registration, hotel, and flight reservations are encouraged to be completed by the WCUCOM Budget Office per the WCUCOM Dean's Travel Policy. Any reservations made without prior approval are subject to denial of reimbursement. Please see the WCUCOM Dean's Travel Policy for full details.
- e. It is the responsibility of the faculty member to submit all requests for approved reimbursement within thirty days of completion of travel. All requests submitted after thirty days will be denied.
- f. All requests for funds must be submitted within the fiscal year of expenditure. Adherence to notifications from the WCU Business Office or the WCUCOM administration with regard to the end of a fiscal year will be enforced and may shorten the normal thirty-day window for submission.

O. Summer School Employment

Although most WCUCOM faculty members receive 12-month contracts with all duties specified relating to WCUCOM activities and functions, others may receive contracts involving teaching or other duties to other units at WCU. Summer school employment/duties (if any) will thus be specified individually per contract.

P. Teaching Loads

The teaching load for each WCUCOM faculty member will be determined by the WCUCOM Dean and will be based on the appropriate elements of the Faculty Adequacy Model. (The Faculty Adequacy Model is available in the WCUCOM Dean's Office.)

Q. Student Advising

1. Since a fundamental objective of the WCUCOM is assisting students to develop their personal and professional potential, the WCUCOM and WCU emphasizes the role of its faculty in advising students. Appropriate advising must be founded on a sustained concern for the academic growth of students, as well as for their personal well-being. Responsibilities for advising or mentoring students will be allocated to the individual

faculty members of the WCUCOM by the Assistant Dean, Assessment and Curricular Affairs.

2. The faculty member's role as a student advisor includes advising the student on academic program and career goals and recognizing a student's need for professional help in solving personal or academic problems and directing them to the appropriate resource in the University.
3. Because the WCUCOM curriculum is the same for all WCUCOM students, academic advisement with regard to course selection is generally not relevant; however, all WCUCOM faculty members will be assigned by the WCUCOM Assistant Dean, Assessment and Curricular Affairs a proportional share of students. The WCUCOM faculty members will cooperate with the Assistant Dean, Assessment and Curricular Affairs to provide general academic advisement as appropriate and necessary.
4. Objectives of academic advisement are to provide individual assistance for each student, help each student advance academically, and promote better study habits and more constructive attitudes and approaches to study. Each entering student is assigned an advisor. Advisors should be available for their advisees and assist them throughout their medical studies.
5. Academic advisors for the clinical rotations are assigned through the Office of the Associate Dean, Clinical Sciences. The advisor may be the Associate Dean, faculty, or members of the Office of Clinical Rotations as deemed appropriate by the Associate Dean, Clinical Sciences. Students are not required to meet with their advisor unless required by the Associate Dean, Clinical Sciences or the WCUCOM Dean; however, students should meet with their Regional Clinical Rotations Counselor and Elective Rotations Counselor two or more times during the OMS 3 year and twice during the OMS 4 year, either in person or electronically.

R. Stipends for Teaching Overload Classes

Although overload classes will not usually apply to full-time WCUCOM faculty, with the WCUCOM Dean's permission, faculty may teach as an adjunct in other departments of the University or within the William Carey University Master of Biomedical Science (WCUMBS) Program. Payment for adjunct/overload classes will be negotiated with individual adjunct/overload contracts.

S. Class Contact Hours

Classes are scheduled so that class contact time equals 15 hours for each hour of credit. A typical three-hour class would thus meet for 45 hours during a WCUCOM term. Laboratory

hours are scheduled so that there are 30 contact hours for each credit hour. A credit hour is defined by the regulations of the U.S. Secretary Education.

T. Office Hours

Because of the extensive amount of time medical students, as part of a cohort, are either in class or instructional laboratories, WCUCOM faculty will arrange office hours by appointment for the purposes of conferences with students.

U. Absence from Class

Faculty members who plan to miss a class or other official University duty because of attendance at a learned society or for any other reason must report the planned absence in advance to the WCUCOM Dean so that plans can be made for the class. If faculty must miss a class unexpectedly because of illness or other unexpected problem, they must notify the office of the appropriate WCUCOM associate dean of their impending absence.

V. Other Faculty Responsibilities

1. Attendance at WCUCOM functions
Full-time faculty members are required to attend commencement exercises. They are expected to attend the faculty portions of WCUCOM student orientation, the White Coat Ceremony, and Honors Day Convocation, faculty retreats, and other events as deemed appropriate by the WCUCOM Dean.
2. Abidance of the following codes of ethics:
 - a. AOA Code of Ethics (refer to Appendix 2);
 - b. Statement on Professional Ethics of the American Association of University Professors (refer to Appendix 3); and
 - c. The WCUCOM Faculty Code of Professional Ethics (refer to Appendix 4).
3. Adherence to the Osteopathic Oath (applies to osteopathic physicians only; refer to Appendix 5)
4. Academic Standards and Procedures
 - a. Course outlines and syllabi
 - i. Each course director is responsible for designing and providing to students a syllabus which includes a clear, concise, and carefully defined course outline and objectives and projects the anticipated content and progress of the course. The syllabus for each course will be in the standard WCUCOM format available from the Curriculum Council and presented to the Curriculum Council for review annually.
 - ii. Each year prior to the beginning of instruction, the course director shall submit to the appropriate associate dean the syllabus with a copy forwarded to the

WCUCOM Dean. Directives concerning the format and style of these outlines will be handled through the appropriate associate dean.

- b. Academic Schedule
 - i. The final schedule is approved by the WCUCOM Dean after advice and consideration from the faculty and the Assistant Dean, Assessment and Curricular Affairs.
 - ii. The schedule will be reviewed at least annually by the Curriculum Council.
 - c. Summer Remediation
 - i. Remediation of coursework is at the discretion of the course director in consultation with faculty members involved in the course.
 - ii. Course directors are responsible for determining the nature of academic deficit that exists when students fail their course and for recommending to the Promotion and Matriculation Committee suitable actions for summer remediation for that course.
 - iii. Course directors will direct summer remediation of their course when such remediation involves an examination either alone or in conjunction with limited tutorial-like exercises. This summer offering must meet appropriate academic standards for content.
5. Student Evaluation
- a. Grading
 - i. Student performance in a course is based on performance on written examinations, written or oral reports and discussions, participation in laboratory exercises, or other means deemed appropriate by course instructors.
 - ii. The WCUCOM adheres to the grading scale below

OMS 1 and 2

A = 90 - 100%

B = 80 - 89%

C = 70 - 79%

F = <70%

P = Passing

I = Incomplete

WP = Withdrawal, passing

WF = Withdrawal, failing

W = Withdrawal, no credit (used only if insufficient data is available to determine passing or failing at time of withdrawal or leave of absence)

OMS 3 and 4

Honors

High Pass

Pass

Fail

IP = In Progress

*Descriptions of each level are indicated in the *Clinical Rotations Manual*.

6. Academic Due Process – Grade Appeal
 - a. Meeting with the course director: A student who seeks appeal of a particular grade must first speak with the specific course director.
 - b. Meeting with the Assistant Dean, Assessment and Curricular Affairs: If the student disagrees with the faculty member(s) and course director, then he/she may appeal and discuss the situation with the Assistant Dean, Assessment and Curricular Affairs. After hearing from the student and the faculty member(s), the Associate Dean will make a decision.
 - c. Meeting with the Promotion and Matriculation Committee: If the student still seeks appeal, he/she may request a hearing before the Promotion and Matriculation Committee. A faculty member who disagrees with the decision of the Assistant Dean, Assessment and Curricular Affairs also may request a hearing before the Promotion and Matriculation Committee. After hearing and evaluating all of the information, the Committee will deliberate and recommend an action to the Dean, who will then make the final decision regarding the matter.

7. Check-in process: Every new faculty member must complete the WCUCOM check-in process and faculty educational orientation through the Human Resources Office.

PART IV

DUTIES AND RESPONSIBILITIES OF WCUCOM FACULTY IN STUDENT-RELATED POLICIES AND PROCEDURES

A. Duties

1. Each member of the academic staff of the WCUCOM is expected to be devoted to fulfilling the mission of WCUCOM (i.e., instruction, scholarly pursuits, and public service).
2. The Faculty, through the WCUCOM Curriculum Council, shall recommend to the WCUCOM Dean curricula, and standards of instruction.
3. At the end of each year, the P&M Committee presents a list of students who have satisfactory academic progress and eligibility for promotion to the next higher academic year/meet all requirements for graduation to the WCUCOM Faculty Congress. The Faculty Congress will make a recommendation to the WCUCOM Dean for approval or denial.
4. The Faculty shall, within the framework of the educational policy of the WCU, have its own authority and legislative power over all matters pertaining to its own meetings and may delegate its own authority to an elected Faculty Congress/standing committees, whose authority shall be limited to issues which are solely in the faculty realm and which have been specifically delegated by the faculty. It (the faculty) shall make recommendations for the granting of degrees through the Faculty Congress and to WCUCOM Dean. These recommendations are in turn made by the WCUCOM Dean to the President and by the President to the Board.

B. Course Offerings and Content

1. Course offerings and curricula are recommended to the WCUCOM Dean by the WCUCOM faculty through the Curriculum Council. Individual faculty members are responsible for following the curriculum and providing course content. This course content will be expected to meet the needs of the students of the WCUCOM and guide them in their pursuit of the doctorate in osteopathic medicine (D.O.).
2. Adherence to the syllabi, planning, and presentation of the course material of any specific course is the responsibility of the course director and the faculty in that discipline. Course directors are responsible for selecting textbooks and other course materials related to their courses. Course syllabi with evaluation procedures should be presented to the students in writing either by hardcopy or electronically at the outset of each course.

- Faculty members should teach material that is appropriate to the assigned level of each course.
3. Faculty members are responsible for the evaluation of students and for assigning grades. Faculty members should report the results of student evaluations in a reasonable amount of time after the student's work is submitted for assessment. Course directors shall provide to the Assistant Dean, Assessment and Curricular Affairs and other appropriate individuals the final grades/student evaluations based on their academic and professional performance.
 4. Each faculty member is responsible for meeting grading deadlines established by course directors, Associate Deans, the Registrar, and other appropriate administrative offices.
 5. WCUCOM will adhere to the privacy of grading practices recommended under the Family Educational Rights and Privacy Act of 1974 (FERPA). This policy in its entirety can be acquired from the Registrar's Office, and all faculty members present and future should have a copy of this document as outlined by WCU.

C. Class-Related Responsibilities

1. Faculty members are responsible for conducting scheduled instructional activities. If a faculty member is unable to meet regularly scheduled classes, then the appropriate alternate instruction must be provided for the students and approved by the course director in that particular discipline.
2. Faculty members should be reasonably accessible to students and shall inform students about their availability for consultation about the course work they are providing in the classroom.
3. The attendance policy at WCUCOM has been set in the WCUCOM Student Handbook and Catalog and should be documented in each course as determined by the individual course director.
4. Syllabi in each course and the *Clinical Rotations Manual* are prepared by the faculty and course directors in each course and follow a template as determined by the WCUCOM Curriculum Council. Information regarding integration of course content with osteopathic principles and practice, educational objectives of the course, course schedule, grading, and attendance policy are documented in each syllabus.

D. Faculty Responsibilities to Students with Disabilities

Students with disabilities who are protected by the Americans with Disabilities Act of 1990 can utilize the Office of Disability Services in Lawrence Hall of the Hattiesburg Campus (see *WCU Faculty Handbook*). The WCUCOM faculty attempts to develop creative ways of

opening medical school admissions to disabled individuals. In accomplishing this goal, the WCUCOM must maintain curriculum requirements essential to the education of an osteopathic physician. Certain levels of minimal technical standards are required of an entering student, and these are presented to potential students of the WCUCOM during the admissions interview process. In this process of accommodation for the students with disabilities, every effort should be made by the faculty to honor the privacy of the individual student. The Office of Disability Services may provide help in the actual testing and accommodations for these students.

E. Faculty Recognition of Student Appeals, Complaints, and Excused Absences

1. Faculty should recognize that students have the right to appeal grades, suspensions, transfer credits, and other decisions as outlined in the *WCUCOM Student Handbook and Catalog*. Initial grade appeals, should be made through the course director with subsequent grade appeals and other academic appeals should be made through the Assistant Dean, Assessment and Curricular Affairs. Appeal forms for transfer credits may be obtained in the Office of the Registrar.
2. Student complaints and grievances regarding a faculty member should be made through 1) the appropriate WCUCOM Associate Dean, 2) Associate Dean, Student Affairs, or 3) WCUCOM Dean. A grievance regarding another student should be made to the Associate Dean, Student Affairs. After a written grievance is received, a response will be issued by the appropriate Associate Dean or designee within 10 working days. Any grievance after a response by the appropriate WCUCOM official can be appealed to the President.
3. Each Course Director must ensure that the attendance policy is clearly published in the course syllabus. Details of the WCUCOM attendance policy can be found in the current *WCUCOM Student Handbook and Catalog*. An individual Course Director may, after consultation with the Curriculum Council, recommend to the WCUCOM Dean that a particular class, or lab portion of a course, have a more stringent attendance policy. Except in the case of an approved absences (see *WCUCOM Student Handbook and Catalog*) to attend professional osteopathic meetings, there are no excused absences.

F. WCUCOM Health Professionals

Any WCUCOM health professional providing health services, via a therapeutic relationship, must recuse him/herself from the academic assessment or promotion of the student receiving those services. This should not limit any faculty member from responding to a student emergency.

Faculty who have established or intend to establish a therapeutic relationship with a student should report the required recusal to the Senior Associate Dean or the Associate

Dean, Clinical Sciences as soon as safely possible, either of whom will report the recusal to the WCUCOM Dean

PART V

FACULTY BENEFITS AND FISCAL MATTERS

A. Sick Leave

1. When faculty members are unable to meet classes or perform university duties for a temporary period because of illness, their work is normally done by other members of the faculty. Longer periods of illness or cases of permanent disability are handled individually. When a replacement must be employed, the employee is granted a leave of absence for a reasonable time without salary. Illness and disability resulting from pregnancy or child birth is treated as any other illness or disability.
2. The University provides long-term disability coverage for all full-time employees, which may pay loss of income benefit to employees who are absent from work for more than ninety (90) days due to sickness or injury. This policy has a 90-day elimination period and will not pay benefits until after the 90-day period has expired. To receive this benefit, an employee must **file a claim** and **qualify** for the benefit under the terms of this policy. The insurance carrier determines who is qualified to receive this benefit. Long-term disability claim forms are located in the Human Resources Office.
3. The University offers a short-term disability policy through its cafeteria plan for employees who choose to participate through payroll deduction. Information on this policy may be obtained from the Human Resources Office.

B. Family and Medical Leave Act (FMLA)

1. Leave Entitlement
The University will grant an eligible employee up to a total of 12 work weeks of unpaid leave in a 12-month calendar year period for one or more of the following reasons:
 - a. For incapacity due to pregnancy, prenatal medical care, or childbirth;
 - b. Placement of a child with the employee for adoption or foster care and to care for the employee's newly adopted child or a child newly placed in the foster care of the employee;
 - c. To care for the employee's spouse, child, or parent with a serious health condition; and/or
 - d. The employee's own serious health condition.

In order to receive leave based on the FMLA, the employee must fill out the application for FMLA 30 days prior to taking leave.

2. Military Family Leave Entitlements
 - a. Eligible employees with a spouse, son, daughter, or parent on active duty or call to

- active duty status in the Armed Forces or National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative child care, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.
- b. FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

3. Employee Eligibility

Employees hired into leave-accruing positions are eligible for FMLA after they have worked at least 12 months (need not have been consecutive) and also have worked at least 1,250 hours during the 12 months prior to the start of the FMLA leave. Breaks in employment do not affect this total. It is a cumulative total of the number of months the employee has been employed by the University. For certain FMLA-qualifying reasons, eligible employees may take intermittent or reduced schedule leave. Leave lasting three days or more or leave that will be on an extended intermittent basis will require a doctor's notice.

At the University's request, eligible employees requesting leave must provide certifications by medical professionals documenting the health conditions of the employee, spouse, child, or parent. Certification from a medical professional is not necessary for employees seeking maternity leave; however, clearance from a medical professional is required to return to work. At its own expense, the University may require the employee to secure second and third medical opinions should the University believe there is reason to doubt the validity of the initial certification.

During the leave period, the University will continue to pay its share of the employee's premium payments under William Carey University's group health insurance plan. Employees must reimburse the University the amount of these premium payments if they do not return to work at the expiration of the leave period. Premiums for any personal insurances are the responsibility of the employee and must be paid monthly during leave. Upon return from leave, employees are entitled to their former position or an equivalent position with equivalent pay and benefits. However, the University may, at its discretion, deny employees who are among the highest paid 10 percent of the University's personnel the right to return to their job if the denial is necessary to prevent substantial and grievous economic injury to the operations of the University.

Leave for child care must be taken within 12 months of the date of birth, adoption, or placement. Employees requesting leave will be required to use accrued vacation days or other personal leave as part of the 12-week leave. FMLA leave will not be used as a negative factor in employment actions, such as hiring, promotions, disciplinary actions, or attendance policies.

The employee is obliged to give at least 30 days' notice of any foreseeable need for extended leave. For specific employee rights and responsibilities, contact the Human Resources Office.

C. Jury Duty and Civic Duty Leave

When called for jury duty and while serving as a juror, faculty receive time off at regular salary. Verification of jury service must be submitted to the supervisor. Except in unusual circumstances, other civic duties should be performed during off-duty hours.

D. Military Leave

Full-time and part-time faculty who are called to active military duty on short notice as a result of national emergencies may be granted a military leave without pay for a reasonable period of time. An unpaid leave of absence not to exceed two (2) weeks annually may be granted to members of reserve components of the armed forces for the purpose of serving on active duty.

E. Maternity Leave

Maternity Leave is granted in accordance with the Family and Medical Leave Act of 1993.

F. Sabbatical Leave

1. With salary

The University recognizes the value of making it possible for its faculty to obtain leave for the purpose of engaging in activities of professional value that could not otherwise be undertaken. When circumstances warrant, faculty who have served the University effectively for a minimum of five (5) continuous years may apply for leave. In no case will such leave exceed six (6) months with full salary or one (1) year with half salary. Instructional staff members and administrators with faculty rank are eligible to apply. Part-time faculty members are not eligible.

Sabbatical leave is not automatic. Sabbatical leave is granted by the President with approval of the Board of Trustees following receipt of a letter of request addressed to the President and bearing the written approval of the Vice President for Academic Affairs,

WCUCOM Dean, or department chair involved. Final approval or disapproval is to be given in writing by the President.

Sabbatical leave shall be limited at any one time to not more than 5 percent of the total eligible employees. In the case where an employee received a salary, grant, stipend or other compensation from another source while on leave, the University will reduce the usual salary accordingly. Employees granted sabbatical leave must serve a minimum of one (1) additional contract year following expiration of the leave or repay the salary paid during the leave period.

2. Without salary

Professional leave without pay is subject to the same policies as sabbatical leave with pay except that part pertaining to salary payment. When on unpaid sabbatical leave, an employee may continue to participate in certain employment benefit programs, such as the group health insurance plan. The total cost of participation while on leave without pay must be paid by the employee. The employee is responsible for making arrangements with both the insurance company and the Human Resources Office so that benefits can continue during the absence.

G. Leave of Absence

Leave of absence without compensation may be granted at the discretion of the President for good cause to any faculty after employment by the University for not less than one (1) year. Failure to abide by the terms of a leave of absence or to return to work as agreed will be considered a resignation. Good cause includes the employee's desire to be with a newborn or newly adopted child.

When on leave of absence without pay, an employee may continue to participate in certain employee benefit programs, such as the group health insurance plan. The total cost of participation while on leave without pay must be paid by the employee. The employee is responsible for making arrangements with both the insurance company and the Human Resources Office so that benefits can continue during the absence.

H. Educational Benefits

A full-time faculty member may take undergraduate or graduate course work on a tuition waiver basis. In accordance with Internal Revenue Service Code 117, the cost of graduate tuition is considered a taxable fringe benefit and must be processed through payroll where FICA, federal, and state tax will be withheld. Please see the WCU faculty handbook for specific requirements applicable to this benefit.

I. Educational Benefits for Children and Spouse

A child/stepchild or spouse of any full-time academic, administrative, or staff employee is entitled to an undergraduate or graduate tuition waiver. The student must meet the current admission standards of the University, maintain academic standards, pay all applicable fees, and, if the student elects to reside on campus, pay the regular dormitory and cafeteria charges. The child/stepchild tuition waiver will be continued until the end of the academic year of his/her 24th birthday. * The university does not provide any benefit for work toward a specialist or doctoral degree.

Employee dependents (immediate family) are entitled to educational benefits. In order to apply for the benefit, a dependent must complete a FAFSA. If the dependent is entitled to a full or partial Pell grant, or other external grants, the University will retain one-half of the funds to support the educational cost. The remaining funds will be refunded to the individual student.**

The student must maintain the GPA required for academic good standing. All policies in the catalog relating to academic discipline apply. A student who loses the tuition waiver because of an insufficient GPA must re-apply for tuition waiver benefits when academic good standing has been re-established.

Children/stepchildren/spouses whose parent, guardian, or spouse terminates employment with the University will be required to pay tuition.

Part-time salaried employees are not eligible for this benefit.

* Policies in this section apply to employees hired after May 14, 1998.

** This provision is effective for dependents entering spring trimester, 2009 and thereafter.

J. Faculty Travel

Each academic department is given an annual instructional budget, which includes faculty travel for professional meetings. These funds will be granted to all faculty within the department on a rotating basis to ensure fair distribution among all faculty. It is the responsibility of the WCUCOM Dean/department chair not to exceed the budget. All expenditures for faculty travel to professional meetings are reported on an expense voucher, signed by the faculty member and the Department Chair or WCUCOM Dean. After obtaining all necessary signatures, the expense voucher is routed to the budget office for review and to accounts payable for reimbursement. A reasonable amount of travel to professional meetings is encouraged within the limitations of the departmental/school budget for faculty travel. The appropriate Department Chair/WCUCOM Dean must approve the trip. Other members of the department must be willing to teach the classes of the teacher who is away unless other arrangements approved by the Department Chair/WCUCOM Dean are made.

University authorized travel shall be administered in accordance with the following provisions:

1. As determined by the President, reimbursement for travel in private vehicles will be made based on the University-wide pre-approved rate (currently \$.40 per mile) or by actual fuel cost for round-trip travel. Based on budget constraints, the President will determine which reimbursement plan will apply. Faculty members may not receive both mileage reimbursement and a university gas charge card;
2. If available, University-owned or leased vehicles must be utilized for school travel;
3. Advance written approval by the Budget Director is required for all travel. Travel without such approval will not be eligible for reimbursement. It is also the responsibility of the designated person to coordinate all travel for which reimbursement is to be claimed. Travel cost will be charged against the appropriate academic school or administrative department;
4. Travel for contract teaching (including adjunct and overload) must be authorized and specified on each contract issued;
5. Travel for contract teaching will be paid upon completion of the assignment, except in special cases where, upon request, one half of the travel may be paid at mid-term. Vouchers for all other travel may be turned in to the Budget Office at any time, but reimbursement will be made on the 15th of each month only;
6. Travel between campuses, especially for meetings, should be planned to provide for travel in groups; and
7. Cost of van and bus rentals are to be planned and included in the annual departmental expenditure budgets authorized by the President and approved by the Board of Trustees.

K. Medical Insurance

A group medical insurance program for full-time faculty and their dependents is made available through the University. It is also available for part-time faculty who maintain at least a three-quarter teaching load. The terms and conditions of this program are subject to the insurance policy provision in force at any given time. Details pertaining to the group medical insurance are available in the Human Resources Office located on the Hattiesburg campus.

L. Tax Exempt Benefit Program (Cafeteria Plan)

Pursuant to Section 125 of the Internal Revenue Code and Section 209 of the Social Security Act, the University provides a tax-exempt insurance program that allows premium payment through payroll deduction. This program is only available to full-time employees and their

dependents. This program benefits employees by lowering their tax liability and, at the same time, increasing the amount of their take-home pay. Several coverage options are available under the pre-tax benefit plans, including vision, dental, cancer, and accident policies. Voluntary insurance programs available through payroll deduction include employee and dependent life, short-term accident/sickness income, and accidental death. These plans are not tax exempt.

Employees will have the opportunity to enroll under the cafeteria plan upon employment. After enrolling, elective changes can only be made during the next annual enrollment period. However, changes can be made within thirty (30) days of changes in family status as follows:

1. marriage;
2. divorce;
3. death of spouse or child;
4. birth or adoption of a child;
5. termination or employment of spouse; and/or
6. loss of insurance coverage.

M. State Continuation of Coverage

All employees and employees' family members who are covered under the group health plan are entitled to continuation coverage (as required by Section 83-9-51, as Amended, Mississippi Code of 1972). In order to receive continuation of coverage under this benefit plan in the event of employment termination, divorce, separation, or death, the subscriber or other covered person must notify the insurance provider in writing of his or her election to continue coverage and pay any required contributions. It is the responsibility of the employee to notify the University within 30 days of qualifying events, such as divorce, separation, death, a covered dependent ceasing to be eligible due to age or marriage and in certain other instances. Detailed information concerning State Continuation can be obtained from the Human Resources Office.

N. Group Life Insurance and Salary Continuation Insurance

Both group life insurance and long-term disability insurance are provided to full-time faculty members. Details pertaining to these programs are available in the Human Resources Office located on the Hattiesburg campus.

O. Retirement Benefits

All faculty members of the University who are employed half-time or more are required to participate in one of several tax sheltered retirement/savings plans.

The University will provide certain benefits detailed below.

1. The faculty member is required to contribute three percent (3%) of his/her salary from the first day of employment through year ten (10). In the eleventh (11) year and after, the faculty member is required to contribute five percent (5%). Contributions by the participant and by the University are outlined in the table below:

<u>Years of Service</u>	<u>Contribution by the Institution</u>	<u>Contribution by the Participant</u>
1-6 years	3.0%	3%
7 years	3.5%	3%
8 years	4 %	3%
9 years	4.5%	3%
10 years	5 %	3%
11 years	6 %	5%
12 years	7 %	5%
13 years	8 %	5%
14 years	9 %	5%
15 years	10%	5%
16 years	11%	5%
17 years	12%	5%
18 years	13%	5%
19 years	14%	5%
20 years	15% (maximum)	5%

*up to an annual contribution cap of \$15,000 per employee

2. Member Contributions (Employer and Employee)
Tax-sheltered contributions and tax-paid contributions shall be fully vested from first day of employment. The contribution schedule lists minimum required contributions, but employees may make additional elective contributions up to the IRS 402(g) (1) limits in effect for the current year.
3. The employee/employer contribution is determined by the salary stated on the annual contract. Increases in contributions will be made at the beginning of the contract. Summer employment, overloads, directed studies, and part-time teaching are not covered.
4. Retirement benefits.
An employee shall be eligible for retirement benefits if the employee terminates employment on or after such employee's retirement date. Payment of a retirement benefit shall commence in accordance with the employee's chosen retirement plan.
5. Early retirement.
Unless otherwise specified in the supplement, an employee shall be eligible for an early retirement benefit if the employee terminates employment on or after the employee's fifty-fifth (55) birthday and prior to the employee's normal retirement date. Payment of an early retirement benefit shall commence in accordance with the employee's chosen retirement plan. The amount of the early retirement benefit shall be an annuity benefit

payable in accordance with the employee's chosen retirement plan.

6. Disability retirement benefits.

Unless otherwise provided in the supplement, an employee shall be eligible for a disability retirement benefit if the employee becomes disabled prior to the normal retirement date. Payment of a disability retirement benefit shall commence as of the later of (1) the last day of the fifth (5th) month following the employee's disability retirement date or (2) except as provided in the chosen plan, such later date as the employee requests payment in writing, provided that the employee is disabled on the foregoing, except as provided in the chosen plan, no benefit payments shall be payable until the employee requests commencement of payment in writing.

7. The amount of the disability retirement benefit shall be an annuity benefit payable under the chosen plan, as applicable, which is the actuarial equivalent of the employee's contributions accounts as of the date the annuity benefit is to commence.

If an employee is receiving a disability retirement benefit, the employee's disability will be reexamined at the discretion of the governing body of the chosen plan. If the governing body receives satisfactory evidence that the employee is no longer disabled and distributions are not required under the chosen plan, the governing body shall terminate the employee's annuity benefit payments and, in lieu thereof, the actuarial equivalent of the employee's remaining annuity benefit shall be credited to the appropriate fully vested contributions accounts of the employee.

8. Rehires

Faculty who separate from service and are rehired within one (1) year of their separation date will maintain credit for prior years of service for purposes of retirement contribution percentage. Employees returning after more than one (1) year of separation will return to base level benefits.

P. Schedule of Salary Payments

Contract faculty members are paid bi-monthly, beginning after the first two weeks of employment. Faculty on nine-month contracts have the option of receiving net salary payments over a period of nine or twelve months. In either case, payment will be made on the 15th of each month for the pay period from the 1st to the 15th of the month and on the last day of the month for the pay period from the 16th to the last day of the month. In no case will faculty be paid prior to the effective date of the contract or letter of employment.

Beginning in the fall of 1994, adjunct or part-time faculty will receive two equal payments each trimester. Dates for such payments will be published by the Human Resources Office.

Q. FICA

The faculty member's contribution to Social Security is based on the current rate as

established by the Social Security Administration and is paid on all earnings. In addition to the faculty member's contribution, the University contributes a like percent of the faculty member's salary to the system. The FICA program is mandatory for all faculty except ordained ministers.

R. Credit Union

William Carey University is a participating employer with the Central Sunbelt Credit Union. As a member, all full-time employees can participate in the benefits of the credit union. The credit union provides a place to save through payroll deduction, as well as a place to shop for loans at competitive interest rates for personal needs. Further information is available in the Human Resources Office on the Hattiesburg campus. Central Sunbelt's main office is in Laurel, with branch locations in Hattiesburg.

S. Workmen's Compensation

The University maintains standard workmen's compensation insurance coverage in accordance with Mississippi and Louisiana state laws.

All injuries that have been sustained by an employee while at work **must** be reported to their immediate supervisor. The supervisor should make sure the injured employee is being provided medical attention and if necessary to transport or call for ambulance transportation to nearby medical facilities. The injured employee or his/her supervisor should instruct the treatment facility to contact the William Carey University Human Resources Office for verification of insurance coverage.

For an injury requiring medical attention, the worker compensation "First Report of Injury" report (located on SafeNet) must be completed by the supervisor within forty-eight (48) hours of the injury/accident. The report must be forwarded to the Human Resources Office for completion and notification of the insurance carrier. Failure to file this report may jeopardize payment of any medical bills resulting from the injury/accident.

T. Vacation Time and Holidays

The academic calendar which appears in the *University Catalog* sets forth the holiday schedule for academic personnel. WCUCOM personnel will follow the schedule of the WCUCOM for holidays.

Faculty who do not have administrative rank may take vacation at any time during the academic year when classes/exams are not in session. Twelve-month faculty without administrative rank must make arrangements with their chair or WCUCOM Dean to schedule summer vacation that does not interfere with their academic responsibilities. Faculty may be required to attend certain university functions during vacation periods, such as registration

days, faculty meetings, summer orientations, and graduations. Vacation guidelines for faculty holding administrative rank are stated in the *Administrative and Staff Handbook*.

U. Outside or Additional Employment

Faculty who seek contractual agreements outside of the University must make a written request to the Vice President for Academic Affairs and to the President regarding how those activities would contribute to their academic and professional role as a faculty member of William Carey University. Consulting or outside work of a professional nature is normally permitted provided that the time commitment requires no more than twenty percent (20%) of a faculty member's time. Approval requests must disclose the following information:

- The entity or person for which or for whom the outside activity is to be performed;
- The dates on which, or the period during which, the outside activity is to be conducted;
- The approximate number of hours to be devoted by the employee to the activity; and
- A statement attesting that the activity does not constitute a conflict of interest for the University.

In no case will the University allow a faculty member's contractual obligations to be impeded by external contracts that the University administration judges to be outside the assigned duties or expectations for a William Carey University faculty member or to be incongruent with the mission of William Carey University. Any additional employment should be in keeping with the principles of the University and should not in any way bring discredit upon the institution or the denomination.

V. Membership in Professional Organizations

In order to be well informed in regard to developments in his/her professional field, and also in order to enrich professional life by meaningful contacts with other scholars, a faculty member needs to belong to one or more professional or learned societies and to participate in their organizations/programs. Faculty and administrators are encouraged to join their professional/learned societies and to attend the meetings as approved by their department head/WCUCOM Dean and in accordance with the limitations of their departmental/school budgets for instructional supplies and travel.

W. Payroll Information

Each new faculty member of the University is required, on or before the first day of employment, to complete personnel records (choice of insurances, retirement plan, pay schedule, etc.), a U.S. Treasury Form W-4, a Mississippi State Tax Commission Form 43030 or a Louisiana State Tax Form R-6406, and an I-9 Immigration Form. Part-time faculty are required to complete tax forms. (See the WCU Adjunct Faculty Guidelines.) The employee's social security number must be recorded on the tax-withholding forms. Federal and state laws require the following payroll deductions by the University: federal withholding tax, state

withholding tax, and social security tax. The University will also withhold the retirement percentage amount as defined by the University's Retirement Plan document. Other withholdings will be made at the election of the employee. All salary information is regarded as strictly confidential.

It will be the employee's responsibility to report to the Office of Human Resources any changes in mailing address, marital status, number of dependents, insurance beneficiaries, and all other information that affects pay, benefits, and the receiving of mail.

Salaried employees are paid on the 15th day and the last day of the calendar month beginning with the first month of employment.

X. Garnishment

Employees are expected to meet their financial obligations promptly. A garnishment must be honored if it represents a court order to withhold and pay the court a specified amount of an employee's earnings from each paycheck until the amount of the judgment plus court fees are paid in full. Employees will be notified immediately when salary garnishments are to be made.

Y. Public Health

It is the policy of the University that employees with contagious, infectious, long-term, life-threatening, or other serious diseases may work as long as, with reasonable accommodation, they are physically and mentally able to perform the duties of their job without undue risk to their own health or that of other employees or students.

After consultation with public health experts, university officials will determine the ability of the institution to reasonably accommodate employees with contagious diseases. Their determinations will be based on the consideration of factors, such as 1) the duration of the risk, 2) the nature and severity of the potential harm, 3) the likelihood that potential harm will occur, and 4) the imminence of potential harm.

PART VI

SERVICES TO FACULTY AND GENERAL INFORMATION

A. Supplies and Equipment for Faculty

Requisitions for supplies, equipment, or travel money from departmental/school/college budgets are made by the faculty member on forms located on SafeNet, signed by the faculty member and, depending on the amount, by the Department Chair/WCUCOM Dean/President. It is the direct responsibility of the WCUCOM Dean to control the departmental budgets and to keep a record of all expenditures.

Equipment for instructional use and academic support comes from the departmental/school instructional supplies budget. Requests for this equipment should be made to the vice president for academic affairs during the winter trimester for equipment to be used during the next academic year.

B. Textbooks

Textbook selections are made by the course directors. Textbook purchases are coordinated by the Instructional Resource Committee and approved by the WCUCOM Dean. William Carey University has a contractual commitment to the Barnes and Noble Bookstore on campus, and all instructional materials used by the WCUCOM must, by contract, be ordered through Barnes and Noble, unless released from that obligation by Barnes and Noble.

C. Parking Regulations

1. Each car that is parked on the Hattiesburg or Tradition, campuses must bear a current William Carey University parking permit. In order to avoid parking citations, a parking permit must be secured by September 1 from the Office of Student Life on the Hattiesburg campus, the Student Services Office on the Tradition campus.
2. The regulations concerning parking and traffic on campus are available in printed form at the Student Life Office. The security officers enforce these regulations. Any person who receives a ticket for a violation has five (5) working days to pay the fine or appeal it. After five (5) days, the fine is automatically increased. Fines are payable at the Business Office. Appeals for violations must be in writing and turned in within five school days of the notice to the facilities office. All matters pertaining to traffic violations will be handled by the director of facilities.

D. Metered Mail

Official university mail written on university stationery must be sealed, bundled, and delivered to the Post Office for pickup. Departmental budgets are charged for postage at the end of each month. Procedures for special mailings are available at the Post Office.

E. Post Office

On-campus mail services are available at each location. Check at each site location for time and types of services available.

F. E-mail and Internet

The University provides Internet access and e-mail capabilities to faculty by request to the department of information technology. If a user does not access his/her mail for ninety (90) consecutive days, the mail account may be removed. William Carey University reserves the right to monitor the use of its computer resources, including e-mail and Internet usage.

G. Cafeteria

The Hattiesburg campus cafeteria is open to faculty and staff during both the academic year and summer term. The cafeteria is generally closed on WCU holidays or trimester breaks. For the convenience of employees, cost for meals may be payroll deducted. A payroll deduction sheet is located in the dining area. Reservations for special meals for groups, banquet style, may be made through the cafeteria manager.

H. Use of University Facilities for Public Group Meetings

Some WCU facilities may be reserved for use of approved University or non-University groups as follows on the Hattiesburg campus:

1. King Student Center—Baptist Student Union;
2. Ross Lecture Hall--by application to the Vice President for Academic Affairs and the Dean of the School of Natural and Behavioral Sciences;
3. Dumas L. Smith Auditorium on the Hattiesburg campus may be used by area civic groups. A fee is required. The auditorium may be reserved for University functions without payment. Reservations for its use are handled by the School of Music. No food is allowed in the auditorium;

4. The Lucile Parker Art Gallery on the Hattiesburg campus is used for exhibits and University and community-related functions. Application for use of the Lucile Parker Gallery must be made to the curator of the gallery;
5. The Sarah Gillespie Museum of Art on the Hattiesburg campus is used for art exhibits, lectures, recitals and other events. Application for use of the Sarah Gillespie Museum of Art must be made to the curator of the gallery;
6. Requests for use of athletic facilities are initiated with the respective coach or intramural director and forwarded to the office of external relations for final approval. Charges will apply; and
7. WCUCOM facilities may be reserved through the Office of the WCUCOM Dean.

I. Office of External Relations

1. The main function of the Office of External Relations is to communicate William Carey University's mission to the various publics, including students, alumni, the general public, faculty, staff, administration, Mississippi Baptists, prospective students, and prospective donors. This is achieved through various channels, including the news media, brochures, advertising, and public speaking. This office is responsible for preparing all news releases, coordinating photography, writing and designing brochures, writing and placing advertising, designing displays for regional and national events, promoting good denominational relations and, along with the alumni office, publishing the university magazine.
2. Faculty may help this office by:
 - a. Providing news and feature ideas in writing;
 - b. Cooperating in photography scheduling;
 - c. Keeping biographical files up to date in the Office of External Relations; and
 - d. Considering themselves as communicators both on and off the campus.

K. Notary Public

For the convenience of the University employees, a notary public is available in the Business Office on the Hattiesburg campus and in the Administrative Dean's Office on the Tradition campus. Some WCUCOM staff may be notaries, as well.

L. Work Study

Students on the federally funded university work study program often serve as clerks, secretaries, and lab assistants. These students are assigned to duties by the office of

financial aid. Students who are on the work study program must maintain acceptable grades and pass Chapel.

M. Calendar of University Activities

A calendar of activities is maintained by the Office of Advancement on the Hattiesburg campus, the Administrative Dean's office on the Tradition campus. Anyone needing to schedule a campus-related function should do so through the appropriate office. Other University functions that involve faculty, administration, or staff should also be placed upon the same official WCU calendar.

N. University Vehicles

University vehicles are available to faculty through the campus Facilities Office on the Hattiesburg campus.

O. Campus Security Police

1. The security of the buildings and property on each campus is the task of the campus security force. They have communication with the sheriff's office and the city police department. They also regulate parking and traffic control on each campus.
2. Each department is responsible, along with the security officer on duty, for the security of its own building, offices, classrooms, and equipment; hence, locking windows and doors prevents rain damage and vandalism.
3. Specifically, the faculty and staff who have keys to buildings and offices are expected to follow these guidelines:
 - a. If the building is entered after 10:00 p.m. on weekends or holidays, always lock the door upon entering and leaving; and
 - b. Refrain from lending personal keys to students or leaving the keys unguarded (or unattended).

P. Telephones - Long Distance Calls

Office phones are available to aid in conducting the business of the University. Hence, calls should be brief and rarely private. Faculty are issued PIN numbers to use for long distance calls. The department of information technology issues PIN numbers and will provide information on using the long distance service. Long distance personal calls must be reported to the Business Office, and the University must be reimbursed. The Business Office will issue a statement with payment due within five (5) working days from receipt of the bill.

Q. Copying and Printing Services

1. Each campus is equipped to handle copying needs for University-related business. Copying services are available on the Hattiesburg campus university copy room. University-related copying costs are applied to departmental budgets. Personal copies may be made for a nominal fee. Requests for printing are routed through desktop publishing. This office can fill most of the needs of administration, staff, and students for printing, such as letterheads, forms, and posters.
2. When developing printed material for distribution, please refer to the William Carey University Policy on University Publications, which is as follows:

All materials (magazines, brochures, flyers, form letters, etc.) published for external distribution must be reviewed and approved by the Publications Review Council. The membership of this council includes the President, the Vice President for Academic Affairs, the Vice President for Institutional Effectiveness and Long-Range Planning, and the Executive Assistant to the President. Materials related to the Tradition campus must also be reviewed by the Administrative Dean of the Tradition campus.

R. Pearson Loan Fund

1. All employees with a minimum of one year of service are eligible to apply for the Pearson Loan. An application must be completed and returned to the Human Resources Office for review by the loan committee. The employee will then be notified of the loan committee's decision within seven (7) working days of receiving the application.
2. Loans are made primarily for emergency reasons and limited to \$500. Loans are to be repaid through payroll deduction and not to exceed one year in duration. An employee can only have one loan outstanding at any given time. A minimum of three (3) months must have passed after paying off one loan and applying for a new loan. The committee reserves the right to waive the maximum amount and waiting period between loans based on the employee's particular circumstance surrounding the request.

PART VII

SECURITY AND DISASTER PREPAREDNESS POLICIES

A. Security and Disaster Preparedness Policies

Security

Security for William Carey's Tradition and Hattiesburg campuses is a 24-hour contracted service with the responsibility of providing a safe and secure environment for student, faculty, and staff. This office is under the direct supervision of the director of facilities.

Officers on the Hattiesburg campus are located at the main entrance to the campus and on patrol. As the Hattiesburg campus is residential, additional security are posted for evening hours and to maintain a check-in roster at night. Security personnel maintain close contact with housing directors and the residential complex. On the Tradition campus, a security patrol has been established to ensure the safety of commuter students and campus property.

The William Carey University security personnel are discharged to uphold the university rules and regulations as well as protect these campuses from outside threats. Security at the institution is not armed police, but official, daily reports are made to administration of any misconduct and how it was discharged. Hattiesburg and Biloxi police are utilized for all imminent dangerous or threatening situations.

Security is available at all times at 601-318-6300 in Hattiesburg and 228-223-1807 in Tradition

Emergency Warnings and Hazardous Weather Procedures

WCU utilizes two different systems for notification of impending emergency situations and hazardous conditions. The primary emergency notification system is known as SaderWatch. In the event of an emergency, a text message will be sent to the mobile number/ email address registered with the system. This is a free service provided by WCU; however, normal text message fees may apply. To register for alerts, visit this website <http://wmcarey.edu/saderwatch>. All students are automatically enrolled in SaderWatch to receive email alerts to student email accounts. To manage the student's preferences, including adding text alerts, visit <http://wmcarey.edu/saderwatch>. Announcements and other information regarding WCU operations will be provided by the institution/media outlets, when necessary. The institution will maintain close contact with local law enforcement and civil defense agencies. Only under emergency or threatening conditions will the university be closed during normal operating hours.

WCU's alert horn, siren, and public address system can be activated to alert members of the university community of an imminent threat to public safety. The following horns and sirens are used as part of this system:

- *Emergency Siren:* This 25-second signal is intended to immediately get the attention of members of the WCU community. When students, staff, and visitors hear this siren, they should immediately try to seek shelter in a secure location and follow any verbal instructions that may accompany this alarm;
- *All Clear Horn:* This signal consists of three consecutive five-second horn blasts and indicates that it is now safe to resume normal activities on campus; and
- *Red Alert Horn:* This signal consists of a single 15-second horn blast and indicates that there is an imminent dangerous or hazardous situation on campus. When students, staff, and visitors hear this horn, they should immediately try to seek shelter in a safe location, such as a building or vehicle away from the problem site until the “all clear” signal is given.

Tornadoes and Hurricanes

Tornadoes and Hurricanes are common in our area. It is imperative that students, faculty and staff heed the warnings and directives given by any WCU or WCUCOM authority regarding these dangerous events.

Tornadoes

Tornadoes are violent over-land wind funnels which commonly form from thunderstorms or on the outskirts of hurricane activity. They tend to develop quickly, move through an area quickly, and their paths are difficult to impossible to predict. Tornadoes are capable of devastating destruction of property and can be fatal. Wind speeds can reach up to 300 miles per hour and can destroy large, sturdy buildings, toss cars hundreds of feet, uproot large trees, and cause a myriad of other problems. Tornadoes can be up to one mile wide and can cause destruction in any direction for fifty miles or more, so the path of destruction can be entire towns and areas. Debris can include many dangerous construction materials, downed trees, downed power lines, vehicles, personal belongings from homes, and much more.

In the event of a tornado, heed all warnings from local weather sources as well as WCU and WCUCOM officials and notification systems.

If you are on campus after hours or alone when you hear the sirens, then please be sure to take cover in the interior-most room or hallway of the closest building and stay away from windows. Shield yourself by crouching facing the wall with your hands over your head.

Keep in mind after the event that there can be very dangerous situations outside even after the event is over, and caution is imperative. Downed power lines may be in contact with metal or puddles of water from the thunderstorms tornadoes tend to accompany. Please be cautious moving about and heed all directives from all local, fire, police, EMS, WCU or WCUCOM officials.

Hurricanes

Hurricanes are very large cyclones developing over the oceans or gulfs. Hurricanes develop over time, move much slower than tornadoes, and their paths are much more predictable by weather professionals. They can be several hundred miles in diameter and wind speeds can reach 75-200 miles per hour. Hurricanes rotate in a counter-clockwise direction in our hemisphere and have an eye in the center of the storm, which seems to be a time of “calm” as the storm passes over. This eye can be very confusing to those unfamiliar with hurricanes as many people believe the storm is over and begin moving about the struck area in the very light winds and light rain, or even sunshine; however, this is only a half-way point of these devastating storms and there *is* more to come.

When hurricanes make landfall, the waves can cause flooding and destruction for several miles inland, but the heavy rain and strong winds carry much further inland and can cause damage for several hundred miles inland depending on the size and strength of the storm. Hurricanes are longer weather events that can cause similar damage to tornadoes; however, tornadoes can also spin off hurricane storms and cause additional destruction.

In the event of a hurricane or hurricane-driven tornado, heed all warnings from local weather sources and from WCU and WCUCOM officials and notification systems, and be familiar with the tornado information above. Keep in mind after a hurricane event that there can be very dangerous situations outside and caution is imperative. Downed power lines may be in contact with metal or puddles of water from the rain of the hurricane. Please be cautious moving about and heed all directives from all local, fire, police, EMS, WCU or WCUCOM officials.

Emergency Notifications

All faculty, staff, and students will be alerted as to the emergency situation by SaderWatch, emergency siren, and by word of mouth. Upon notification of a tornado warning for the immediate area, all students and university personnel should go immediately to an interior room or hallway, stay away from glassed areas, and remain until the alert is lifted.

Security and SaderWatch will be responsible for notifying persons on campus of warnings that occur in the evening or on weekends. Upon notification of a threat, residential staff will follow outlined procedures for student housing.

In the event of a hurricane threat to Mississippi, the Office of the President will make the official call for continued operation or closing of the university. Detailed hurricane procedures are available for each campus location. Should the university officially close because of a hurricane, notification of re-openings will be conducted via the website at <http://www.wmcarey.edu/>, local media, or by calling 1.800.962.5991. No structures on WCU's campus are approved Red Cross shelters; therefore, no one will be allowed to remain on campus.

Residential students on the Hattiesburg campus will follow specific evacuation guidelines outlined through the Housing Office.

Flooding

In the case of heavy rain that results in flooding, students and personnel will be instructed to evacuate buildings that are flooded until facilities and campus security approve re-entry. No one should wade or play in flooded areas. The safety of all WCU students, faculty, and staff is the utmost concern of the administration.

Disaster Plan Statement

In the event of closure or cancellations due to a natural disaster or other emergency causes, general information will be forwarded to local media. Emergency notification can be sent via automated process to WCUCOM student email addresses. SaderWatch is the emergency notification system for WCU. In the event of an emergency, an email message will be sent to all faculty, staff, and students registered with the system. This is a free service provided by WCU; however, normal text message fees may apply. Also see <https://www.myschoolcast.com/go/wcu/> and <http://wmcarey.edu/saderwatch>.

Specific information regarding the continuation of course work will be posted on the WCU course management system at <https://elearning.wmcarey.edu>.

B. Safety, Health, and Wellness

WCUCOM has published policies that effectively address faculty, staff, and student exposure to infectious and environmental hazards. These policies can be found on the web site at: <http://www.wmcarey.edu/>. WCUCOM will provide education on prevention of such exposures, and address procedures for care and treatment after such exposures.

Mental Health and Wellness and Fatigue Mitigation

WCUCOM has published policies related to student, faculty, and staff mental health and wellness and fatigue mitigation. These policies can be found on the web site at: <http://www.wmcarey.edu/>

Faculty with Therapeutic Relationships with Students

Any WCUCOM health professional providing health services, via a therapeutic relationship, must recuse him/herself from the academic assessment or promotion of the student receiving those services. This should not limit any faculty member from responding to a student emergency.

Faculty who have established or intend to establish a therapeutic relationship with a student should report this to the Senior Associate Dean as soon as safely possible.

APPENDIX

APPENDIX 1A
PROFESSIONAL DEVELOPMENT PLAN

(Year)
(Name and Credentials)
(Title/Position)

I. Goals for year: _____

A. Teaching

B. Scholarship

C. Service - College / University (e.g., WCUCOM / University committees, student club advisors, etc.)

D. Service – Community (e.g., MOMA, LOMA, national organizations, state organizations, local/community organizations)

Signature _____
Faculty Member

Date _____

Print _____
Faculty Member

Signature _____
Supervisor

Date _____

Print _____
Supervisor

Original: President
Copy: WCUCOM Dean
Faculty Member

**APPENDIX 1B
FACULTY REPORT OF PROFESSIONAL GOALS**

(Year)
(Name and Credentials)
(Title/Position)

Directions:

Under "Goals," restate goals from your Professional Development Plan of the year under evaluation. Under "Evaluation," state how each goal was met, not met, or revised.

- I. Teaching
 - A. Goals
 - B. Evaluation
 - C. Additional Achievements

- II. Scholarship
 - A. Goals
 - B. Evaluation
 - C. Additional Achievements

- III. Service to the College/University
 - A. Goals
 - B. Evaluation
 - C. Additional Achievements

- IV. Service to the Community
 - A. Goals
 - B. Evaluation
 - C. Additional Achievements

Signature _____
Faculty Member

Date _____

Print _____
Faculty Member

Signature _____
Supervisor

Date _____

Print _____
Supervisor

Original: President
Copy: WCUCOM Dean; Faculty Member

**APPENDIX 1C
PEER EVALUATION (OPTIONAL)**

Faculty Member _____ Date _____

Course _____ Topic _____

Directions: Using the scale below, indicate in the blank a rating for each measure.

Faculty performance is

- 3 = Exceeds expectations
- 2 = Meets expectations
- 1 = Below expectations
- NA = Not applicable (Please explain in comments.)

- I. Has command of material, possesses broad and deep knowledge of subject, addresses the course topic with academic authority and confidence. _____
- II. Enjoys teaching, generates student enthusiasm, encourages students to think for themselves, inspires maximum learning. _____
- III. Well prepared for class. _____
 - A. Meets class on time and for the duration of each period. _____
 - B. Is respectful, fair, and impartial. _____
 - C. Presents information in an organized and coherent way. _____
 - D. Concepts are explained clearly. _____
 - E. Speaks clearly and audibly. _____
 - F. Is available outside the classroom. _____

Comments:

Signature _____
Evaluator

Date _____

Print _____
Evaluator

I have received a copy of the evaluation report.

Signature _____
Faculty Member

Date _____

Print _____
Faculty Member

Original: President
Copy: WCUCOM Dean
Faculty Member

**APPENDIX 1D
SUPERVISORY EVALUATION**

Faculty Member _____

Date _____

Directions: Using the scale below, indicate the rating in the blank for each measure.

Faculty performance is

- 3 = Exceeds expectations
- 2 = Meets expectations
- 1 = Below expectations
- NA = Not applicable (Please explain in comments.)

I. Teaching

Overall teaching effectiveness _____

A. Course(s) and date(s) lecture/lab observed:

<u>Course</u>	<u>Date</u>	<u>Lecture/Lab</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

If teaching was not directly observed, what criteria were used to evaluate teaching (e.g., student/peer evaluation):

B. Professional Expertise – Has command of material, possesses broad and deep knowledge of subject, addresses the course with academic authority and confidence. _____

C. Student Motivation – Enjoys teaching, generates student enthusiasm, encourages students to think for themselves, inspires maximum learning. _____

- D. Fulfillment of Duties – Communicates learning outcomes, well prepared for class, meets class on time. _____
- E. Student Relationships – Is respectful, fair, and impartial; is available for student consultations; shows concern for student progress. _____

Comments:

II. Scholarship (Professional Activity and Development) Overall scholarship _____

Faculty member has maintained an active interest in his/her academic area demonstrated in one or more of the following: (*Please check any that apply.*)

- A. Membership in appropriate professional organizations _____
- B. New courses developed/taught _____
- C. Continuing education (classes, workshops, seminars) _____
- D. Conventions and conferences attended _____
- E. Manuscripts in progress _____
- F. Scholarly publications (indicate number) _____
- G. Professional presentations _____
- H. Participation in research activities _____
- I. Other activities _____

Comments:

III. Service to the College/University Overall service to College/University _____

Please check any of the following that apply.

- A. Service on WCUCOM/WCU committees _____
- B. Participation in WCUCOM recruitment/admissions process _____
- C. Academic advisement _____
- D. Faculty advisor to student organizations _____
- E. Leadership (e.g., Faculty Congress officer, committee chair, directorship) _____
- F. Other _____

Comments:

IV. Service to the Community Overall service to the Community _____

Please check any of the following that apply.

- A. Service to the profession _____
- B. Service to local community organizations _____
- C. Participation in state organizations _____
- D. Participation in national organizations _____
- E. Leadership positions _____
- F. Other _____

Comments:

- V. The following section applies only to course directors. Overall Directorship _____
- A. Coordinated administration of the course _____
 - B. Supervised the development of examinations and assignments _____
 - C. Supervised the grading of examinations and assignments _____
 - D. Monitored and assured effectiveness of the course and quality of instruction _____

Comments:

VI. Supervisor's overall recommendations and comments:

Signature _____
Evaluator

Date _____

Print _____
Evaluator

VII. I concur / do not concur (circle) with this evaluation:

Signature _____
Faculty Member

Date _____

Print _____
Faculty Member

VIII. WCUCOM Dean's Comments:

Signature _____
WCUCOM Dean

Date _____

Print _____
WCUCOM Dean

IX. I concur / do not concur (circle) with this evaluation:

Signature _____
Faculty Member

Date _____

Print _____
Faculty Member

Comments:

Original: WCU President
Copy: WCUCOM Dean
Faculty Member

APPENDIX 2

ETHICAL STANDARDS

ESTABLISHED BY THE AMERICAN OSTEOPATHIC ASSOCIATION

AOA Code of Ethics

The American Osteopathic Association (AOA) Code of Ethics is a document that applies to all physicians who practice osteopathically throughout the continuum of their careers, from enrollment in osteopathic medical college/school through post graduate training and the practice of osteopathic medicine. It embodies principles that serve as a guide to the prudent physician. It seeks to transcend the economic, political, and religious biases, when dealing with patients, fellow physicians, and society. It is flexible in nature in order to permit the AOA to consider all circumstances, both anticipated and unanticipated. The physician/patient relationship and the professionalism of the physician are the basis for this document.

The AOA has formulated this Code to guide its member physicians in their professional lives. The standards presented are designed to address the osteopathic physician's ethical and professional responsibilities to patients, to society, to the AOA, to others involved in health care and to self.

Further, the AOA has adopted the position that physicians should play a major role in the development and instruction of medical ethics.

Section 1. The physician shall keep in confidence whatever he may learn about a patient in the discharge of professional duties. The physician shall divulge information when required by law or when authorized by the patient.

Section 2. The physician shall give a candid account of the patient's condition to the patient or to those responsible for the patient's care.

Section 3. A physician-patient relationship must be founded on mutual trust, cooperation, and respect. The patient, therefore, must have complete freedom to choose her/his physician. The physician must have complete freedom to choose patients whom she/he will serve. However, the physician should not refuse to accept patients because of discrimination, including, but not limited to, the patient's race, creed, color, sex, national origin, sexual orientation, gender identity, or disability. In emergencies, a physician should make his services available.

Section 4. A physician is never justified in abandoning a patient. The physician shall give due notice to a patient or to those responsible for the patient's care when he withdraws from the case so that another physician may be engaged.

Section 5 A physician should make a reasonable effort to partner with patients to promote their health and shall practice in accordance with the body of systematized and scientific knowledge related to the healing arts. A physician shall maintain competence in such systematized and scientific knowledge through study and clinical applications.

Section 6. The osteopathic profession has an obligation to society to maintain its high standards and, therefore, to continuously regulate itself. A substantial part of such regulation is due to the efforts and influence of the recognized local, state, and national associations representing the osteopathic medical profession. A physician should maintain membership in and actively support such associations and abide by their rules and regulations.

Section 7. Under the law, a physician may advertise, but no physician shall advertise or solicit patients directly or indirectly through the use of matters or activities, which are false or misleading.

Section 8. A physician shall not hold forth or indicate possession of any degree recognized as the basis for licensure to practice the healing arts unless he is actually licensed on the basis of that degree in the state or other jurisdiction in which he/she practices. A physician shall designate her/his degree in all professional uses of her/his name. Indications of specialty practice, membership in professional societies, and related matters shall be governed by rules promulgated by the American Osteopathic Association.

Section 9. A physician should not hesitate to seek consultation whenever she/he believes it is in the best interest of the patient.

Section 10. In any dispute between or among physicians involving ethical or organizational matters, the matter in controversy should first be referred to the appropriate arbitrating bodies of the profession.

Section 11. In any dispute between or among physicians regarding the diagnosis and treatment of a patient, the attending physician has the responsibility for final decisions, consistent with any applicable osteopathic hospital rules or regulations.

Section 12. Any fee charged by a physician shall compensate the physician for services actually rendered. There shall be no division of professional fees for referrals of patients.

Section 13. A physician shall respect the law. When necessary, a physician shall attempt to help to formulate the law by all proper means in order to improve patient care and public health.

Section 14. In addition to adhering to the foregoing ethical standards, a physician shall recognize a responsibility to participate in community activities and services.

Section 15. It is considered sexual misconduct for a physician to have sexual contact with any patient with whom a physician-patient relationship currently exists.

Section 16. Sexual harassment by a physician is considered unethical. Sexual harassment is defined as physical or verbal intimation of a sexual nature involving a colleague or subordinate in the workplace or academic setting, when such conduct creates an unreasonable, intimidating, hostile, or offensive workplace or academic setting.

Section 17. From time to time, industry may provide some AOA members with gifts as an inducement to use their products or services. Members who use these products and services as a result of these gifts, rather than simply for the betterment of their patients and the improvement of the care rendered in their practices, shall be considered to have acted in an unethical manner.

Section 18. A physician shall not intentionally misrepresent himself/herself or his/her research work in any way.

Section 19. When participating in research, a physician shall follow the current laws, regulations and standards of the United States or, if the research is conducted outside the United States, the laws, regulations and standards applicable to research in the nation where the research is conducted. This standard shall apply for physician involvement in research at any level and degree of responsibility, including, but not limited to, research, design, funding, participation either as an examining and/or treating provider, supervision of other staff in their research, analysis of data and publication of results in any form for any purpose.

APPENDIX 3
STATEMENT OF PROFESSIONAL ETHICS
OF THE AMERICAN ASSOCIATION OF UNIVERSITY PROFESSORS

Membership in the academic profession carries with it special responsibilities. These include, among others, responsibilities to students and colleagues and responsibility to undertake research and other scholarship in honest and professional manner. Faculty in the William Carey University College of Osteopathic Medicine, as members of the academic profession, are expected to abide by general standards as set forth in the Statement on Professional Ethics of the American Association of University Professors and reprinted below.

(These standards were approved by Committee B on Professional Ethics, adopted by the AAUP Council, and endorsed by AAUP membership attending the annual meeting in June 1987. Full text of this statement can be found at <http://www.aaup.org>.)

- I. Professors, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognize the special responsibilities placed upon them. Their primary responsibility to their subject is to seek and to state the truth as they see it. To this end professor devote their energies to developing and improving their scholarly competence. They accept the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. They practice intellectual honesty. Although professors may follow subsidiary interests, these interests must never seriously hamper or compromise their freedom of inquiry.
- II. As teachers, professors encourage the free pursuit of learning in their students. They hold before them the best scholarly and ethical standards of their discipline. Professors demonstrate respect for students as individuals and adhere to their proper roles as intellectual guides and counselors. Professors make every reasonable effort to foster honest academic conduct and to ensure that their evaluations of students reflect each student's true merit. They respect the confidential nature of the relationship between professor and student. They avoid any exploitation, harassment, or discriminatory treatment of students. They acknowledge significant academic or scholarly assistance from them. They protect their academic freedom.
- III. As colleagues, professors have obligations that derive from common membership in the community of scholars. Professors do not discriminate against or harass colleagues. They respect and defend the free inquiry of associates. In the exchange of criticism and ideas professors show due respect for the opinions of others. Professors acknowledge academic debt and strive to be objective in their professional judgment of colleagues. Professors accept their share of faculty responsibilities for the governance of their institution.

- IV. As members of an academic institution, professors seek above all to be effective teachers and scholars. Although professors observe the stated regulation of the institution, provided the regulations do not contravene academic freedom, they maintain their right to criticize and seek revision. Professors give due regard to their paramount responsibilities within their institution in determining the amount and character of work done outside it. When considering the interruption or termination of their service, professors recognize the effect of their decision upon the program of the institution and give due notice of their intentions.
- V. As members of their community, professors have the rights and obligations of other citizens. Professors measure the urgency of these obligations in the light of their responsibilities to their subject, to their students, to their profession, and to their institution. When they speak or act as private citizens, they avoid creating the impression of speaking or acting for their college or university. As citizens engaged in a profession that depends on freedom for its health and integrity, professors have a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.

APPENDIX 4

APPENDIX: THE WCUCOM FACULTY CODE OF PROFESSIONAL ETHICS (June 2020)

Faculty members are expected to act at all times in a manner befitting members of the teaching and clinical professions. Faculty members are expected to maintain and exhibit the highest level of integrity in all of their behaviors and endeavors. They should conduct themselves with respect for others, and they should serve as models of their profession(s) to their students, to their peers in the WCUCOM and in the entire William Carey University, and to their community.

Dress and deportment often characterize interpersonal relationships, and such relationships define the nature and effectiveness of institutions. Therefore, appropriate attire, personal courtesy, and cooperation with all members of the William Carey University community is expected. This explicitly includes fellow faculty members, administrators, students, and support staff at all levels.

Providing the best possible climate within which a student can learn and develop intellectually is a major professional contribution expected of all faculty members affiliated with the WCUCOM. Therefore, WCUCOM faculty are expected to provide a frequent, regular, and active presence on campus, to provide ample access to students seeking formal/informal advising, to counsel as appropriate, and to participate in activities that promote collegial and educationally beneficial interactions between student life, their academic environment, and the William Carey University campus community.

To these ends, the William Carey University College of Osteopathic Medicine formally endorses and expects adherence to the American Association of University Professors 2009 version of the "Statement on Professional Ethics" for individuals in the academic profession and also the Code of Professional Ethics of the American Osteopathic Association as most recently revised 2009 for faculty members having clinical responsibilities in either patient care/education. Both of these documents may be found in Appendices attached to this faculty handbook. Specific statements regarding ethical responsibilities of WCUCOM faculty that follow are intended to highlight and illustrate expected standards included in both the aforementioned AAUP and AOA documents. These examples are meant to elaborate on the expected standards of acceptable and of unacceptable conduct in the course of fulfilling faculty duties. The following codes of professional conduct do not constitute an all-inclusive and comprehensive policy. Furthermore, these codes are independent to other guidelines for faculty conduct as a general member of the William Carey University community including, but not limited to, university policies pertaining to drug use, alcohol use, smoking, discrimination, etc., as detailed in the current operative general university *Faculty Handbook*

- I. The primary responsibility of faculty conduct is to promote a respect for knowledge, inquiry, and education. Faculty members are free to execute their teaching duties in a manner that

they determine appropriate. Faculty conduct must not, however, diminish or interfere with their responsibility to remain proficient and competent in the discipline(s) they teach. Faculty conduct must ensure that classes are held as scheduled and that students are not denied opportunities to learn the required material in the normal progression of an academic term. Faculty must never exert their professional standing as a means to coerce or intimidate students to accept or condone unethical or incompetent behavior.

- II. Faculty must not discriminate among their faculty colleagues, administrators, students or William Carey University support staff on the basis of age, sex, religion, nationality, ethnicity, advocacies, political preferences, or any other individual personal attribute that is independent of professional interaction.
- III. Faculty objectivity in the evaluation of student competence is an essential standard of ethical faculty conduct.
- IV. Faculty must abide by the conduct standards for sexual harassment as established by the published William Carey University guidelines (Faculty Handbook, approved by the Board of Trustees April, 23, 2009).
- V. Faculty should promote academic honesty through education and example. Faculty must not facilitate or ignore instances of dishonesty.
- VI. At all times, faculty should honor the confidentiality of individual faculty-student interactions. Foresight should be employed rigorously and with maturity in conversations and activities, such as advising sessions, with students.
- VII. Dating or engaging in sexual relationships with students is forbidden.
- VIII. Faculty involvement in scholarly activity must be conducted honestly and must not intentionally misappropriate the work of others, prior or ongoing. Faculty members engaged in scholarly activity are required to adhere to all established applicable copyright and ownership guidelines.
- IX. Usage of university resources and facilities is important. WCUCOM faculty should exhibit fairness and respect for all such facilities. Faculty should use University property only in the direct pursuit of their academic responsibilities.
- X. Strict confidentiality by faculty must be maintained, as appropriate or requested, regarding colleague evaluation and personnel matters.
- XI. Faculty must not exert professional seniority in a manner to coerce or intimidate the behavior or activity of any member of the University staff or that of junior faculty colleagues.

- XII. Ethics in research and other scholarly efforts, intellectual honesty, and ethical conduct while performing said scholarly activities must be maintained. Therefore, the William Carey University College of Osteopathic Medicine adopts the following statement of attitudes and preventive procedures:

Guidelines for ethical standards in scholarly activity/research should follow those described in The International Committee of Medical Journal Editors. Uniform Requirements of Manuscripts Submitted to Biomedical Journals: Writing and Editing, for Biomedical Publication, Update October 2007, as applicable for the WCUCOM. These guidelines may be accessed at <http://www.icmje.org>.

Research endeavors should minimize restrictions on rights of publication or the dissemination of information. The resources and facilities of William Carey University should be utilized for academic and not commercial reasons.

The WCUCOM adheres to the specific definitions of scientific/research misconduct promulgated by the Office of Research Integrity, US Department of Health and Human Services (<http://ori.dhhs.gov>). These materials define such misconduct thusly: Research misconduct means fabrication, falsification, or plagiarism in proposing, performing, or reviewing research, or in reporting research findings. Fabrication is defined as making up data or results and recording or reporting them. Falsification is defined as manipulating research materials, equipment, or processes, or changing or omitting data or results such that the actual research is not accurately represented in the research records. Plagiarism is defined as the appropriation of another person's ideas, processes, or words without provision of appropriate citation credit. Note, however, the definition of research misconduct specifically excludes instances of honest error or differences of opinion.

- XIII. All WCUCOM faculty are expected to follow guidelines established by William Carey University (Faculty Handbook, April 23, 2009) with regard to their personal and professional relationships with commercial entities and similar activities outside of their regular employment responsibilities. In essence, no full-time faculty member shall also serve as a full-time employee or staff member of a church, agency, or company. Faculty seeking contractual agreements outside of the University must submit a written request to the WCUCOM Dean and the Office of the Vice President for Academic Affairs of William Carey University. Such requests should indicate the manner in which the proposed activity would enhance the academic and professional role of the faculty member. Consulting or outside work of a professional nature is normally permitted provided that the time commitment requires no more than twenty percent (20%) of a faculty member's time. Part-time faculty members should consult with their departmental Chairpersons, the WCUCOM Associate Dean, Clinical Sciences, WCUCOM Associate Dean, Biomedical Sciences, and/or the WCUCOM Dean as appropriate to determine their specific contractual responsibilities with regard to professional responsibilities directly relating to William Carey University. All faculty engaged in outside contractual activities must ensure that these efforts do not reflect

in an unprofessional or unethical fashion on the College of Osteopathic Medicine or William Carey University.

- XIV. Faculty must consider carefully their use of current forms of information gathering, assimilation, and dispersal. Faculty must not present specific information relating to class schedules, policies, or other official WCUCOM matters on Internet web sites (or similar venues) in any manner that would suggest that the information has been sanctioned by the WCUCOM. Faculty should use restraint when employing e-mail correspondence or similar modes of communication so as to respect the privacy and professionalism of all others in the WCUCOM, including students, other faculty, staff, and administration.

APPENDIX 5
OSTEOPATHIC OATH
(Applies only to osteopathic physicians)

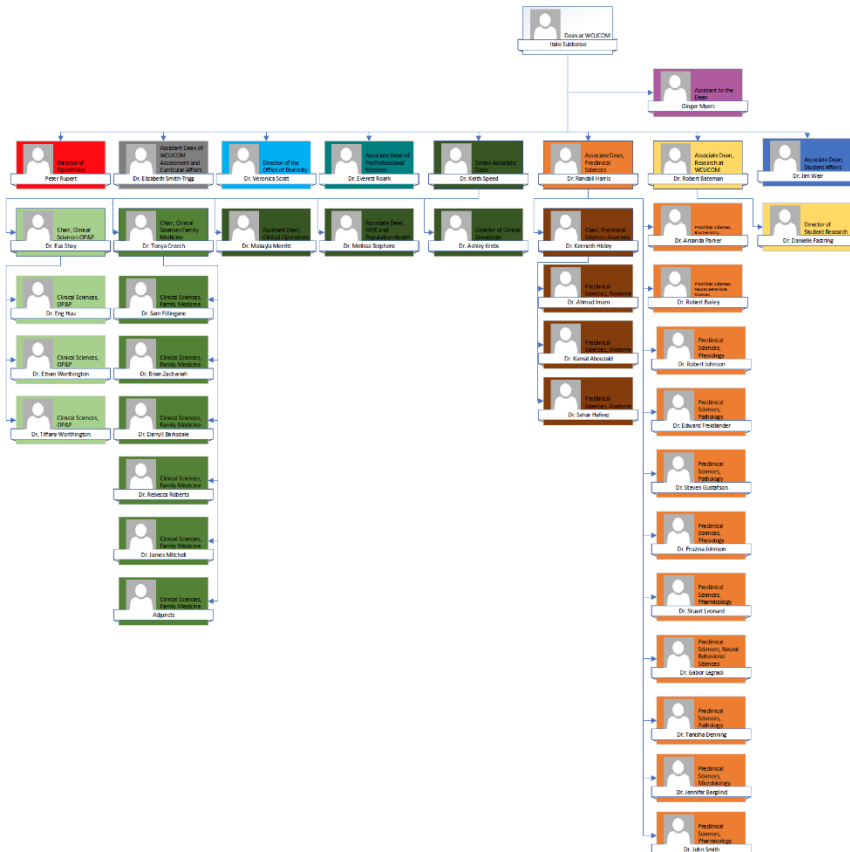
I do hereby affirm my loyalty to the profession I am about to enter. I will be mindful always of my great responsibility to preserve the health and the life of my patients, to retain their confidence and respect both as a physician and a friend who will guard their secrets with scrupulous honor and fidelity, to perform faithfully my professional duties, to employ only those recognized methods of treatment consistent with good judgment and with my skill and ability, keeping in mind always nature's laws and the body's inherent capacity for recovery.

I will be ever vigilant in aiding in the general welfare of the community, sustaining its laws and institutions, not engaging in those practices which will in any way bring shame or discredit upon myself or my profession. I will give no drugs for deadly purposes to any person, though it may be asked of me.

I will endeavor to work in accord with my colleagues in a spirit of progressive cooperation and never by word or by act cast imputations upon them or their rightful practices.

I will look with respect and esteem upon all those who have taught me my art. To my college I will be loyal and strive always for its best interests and for the interests of the students who will come after me. I will be ever alert to further the application of basic biologic truths to the healing arts and to develop the principles of osteopathy which were first enunciated by Andrew Taylor Still.

APPENDIX 6 ORGANIZATIONAL FLOW CHART



Glossary of Terms

Adjunct Faculty – Faculty serving in a temporary or auxiliary capacity with limited duties and benefits.

Affiliated Clinical Site – Within criteria specified in AOA Standards and Procedures an affiliated clinical site is an accredited healthcare facility or clinic, not owned or operated by a COM, which agrees to provide specific and limited clinical instruction to a COM's students.

Distance Education – Distance Education means education that uses one or more of the technologies listed in paragraphs (1) through (4) of this definition to deliver instruction to students who are separated from the instructor and to support regular and substantive interaction between the students and the instructor, either synchronously or asynchronously. The technologies may include:

- a. The internet;

- b. One-way and two-way transmissions through open broadcast, closed circuit, cable, microwave, broadband lines, fiber optics, satellite, or wireless communications devices;
- c. Audio conferencing; or
- d. Video cassettes, DVDs, and CD-ROMs, if the cassettes, DVDs, or CD-ROMs are used in a course in conjunction with any of the technologies listed in paragraphs (1) through (3) of this definition.

Supplemental Glossary of Terms – American Osteopathic Association

AACOM – American Association of Colleges of Osteopathic Medicine

Additional Location – A location that is geographically apart from the main campus at which the institution offers at least 50 percent of an educational program.

Adjunct Faculty – Faculty serving in a temporary or auxiliary capacity with limited duties and benefits.

Adverse Action – Adverse action is the denial of any accreditation status by the COCA. A “denial” action is initiated by the COCA.

Affiliated Clinical Site – Within criteria specified in AOA Standards and Procedures an affiliated clinical site is an accredited healthcare facility or clinic, not owned or operated by a COM, which agrees to provide specific and limited clinical instruction to a COM's students.

Anticipated change in class size – A substantive change. The COM's governing body typically will approve a class size increase. After the COM or its parent institution's governing body approves an increase in class size, the COM must submit a request for approval from the COCA. This request must follow the procedures outlined under Chapter V: Accreditation Procedures.

AOA - American Osteopathic Association

AOA Board – Board of Trustees of the AOA

COCA – Commission on Osteopathic College Accreditation of the AOA

Branch Campus – COMs that have their institutional accreditation status from the COCA. A Branch Campus is any location of an institution other than the main campus which is permanent in nature, offers courses in educational programs leading to the doctor of osteopathy or doctor of osteopathic medicine degree, has its own faculty and administrative or supervisory organization, has its own budgetary and hiring authority,

and may have affiliated clinical sites. These will be considered a Branch Campus and must follow the procedures outlined under Chapter VI: USDE Requirements.

CHEA – Council for Higher Education Accreditation

Chief Academic Officer (CAO) -- The COCA has chosen to use the term chief academic officer instead of Dean (a/k/a full dean) when referring to the COM specifically. This definition does not preclude this individual from serving in a higher, more institution – wide capacity where a COM is organized within a parent institution.

Chief Executive Officer (CEO) – The COCA has chosen to use the term chief executive officer instead of President or Chancellor.

Chief Financial Officer (CFO) – The COCA has chosen to use this term, CFO, broadly to identify both: (a) the CFO of a free-standing, single degree program for which the COCA is an institutional accreditor; and for (b) the highest ranking financial person of a COM that is located within a larger institution and for which the COCA is a programmatic accreditor only.

COM – College (or school) of osteopathic medicine offering instruction leading to the Doctor of Osteopathy or Doctor of Osteopathic Medicine (D.O.) degree

COM Community – Includes those individuals affiliated with the COM, including students and faculty, and the public.

Commendation – A written comment in an on-site visit report that indicates a specific accreditation standard has been exceeded.

Communities of Interest – Includes osteopathic medical professionals including, students, interns, and residents, individuals who are employed in the osteopathic medical profession; and the public.

Competencies of a Chief Academic Officer –

- a. Recruit, select, manage, and evaluate a team of associate / assistant deans, department/discipline heads, faculty and other non-faculty administrative staff who are, themselves, appropriately experienced in higher education and/or osteopathic medical education
- b. Have expertise to evaluate the adequacy of the curricular model and delivery modalities of the COM
- c. Have the experience and skill to participate in the development of mission, vision and goals, budgets, and strategic plans for the COM.

- d. Have the experience to advocate for the resources needed for the development and operation of the COM and oversee their usage at the COM level.

Competencies of a Chief Executive Officer – NOTE: COCA review of the CEO will only be conducted in those COMs in which the COCA is the institutional [and programmatic] accreditor.

The CEO must be able to:

- a. Hire, manage, and evaluate a team of qualified senior administrative and academic management and staff who are, themselves, appropriately experienced in higher education
- b. Have expertise to define the qualifications of the position of COM's CAO
- c. Obtain the financial resources needed for the development and operation of the institution and oversee their usage
- d. Have the experience and skill to oversee along with the Board of Directors the development of mission, vision, goals and strategic plans for the COM.

Competencies of a Chief Financial Officer --

For those COMs that have the COCA as their institutional [and programmatic] accreditor, the CFO must be able to:

- a. Either serve as controller for the institution, or be able to supervise the controller;
- b. If serving as the controller, be familiar with Generally Accepted Accounting Principles as applicable to institutions of higher education
- c. Manage the evaluation of accounting systems for the COM
- d. Advise the CEO on capital acquisition for projects requiring long-term financing, and assist in the procurement of such financing when needed.
- e. Advise the CEO on investment strategies for the COM.

For those COMs that have the COCA as their programmatic accreditor only, the CFO responsibilities will be shared with those of the CFO for the entire institution. The CFO in the COM must have accounting experience necessary to oversee budget preparation and budget management and other related duties that may be assigned.

Competencies of a Department Chair or Equivalent --

- a. Recruit, manage, and evaluate a team of faculty members and non-faculty staff who are, themselves, appropriately experienced to meet the teaching, research and service needs of the unit.
- b. Have expertise to evaluate the adequacy of the curricular model and delivery modalities of that coursework for which the unit is responsible, and recommend changes when appropriate.
- c. Define the financial, physical and human resources needed for the unit to meet all of its responsibilities, develop budget recommendations for the department or division and oversee their usage.

Core Competencies – This subsection of the Curriculum Standard section represents the bridge between preclinical and clinical education and the basic knowledge to move from predoctoral education to postdoctoral training. The core competency section should assist the COMs in moving toward a more dynamic curricula process. The competency areas specified are those from the AOA’s postdoctoral training program standards.

Credit Hour – For purposes of Standard 5.4.7, a credit hour is defined by the regulations of the U.S. Secretary of Education at 34 CFR 600.2 – Except as provided in 34 CFR 668.8(k) and (l), a credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than:

- a. One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or
- b. At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution including laboratory work, internships, practice, studio work, and other academic work leading to the award of credit hours.

Current Findings – Factual information evaluated on- site related to the accreditation standards or procedures, requirements, or prior requirements, or recommendations, or commendations.

Curriculum Changes – A curricular substantive change. The addition of courses or programs that represent a significant departure, in either content or method of delivery, from those that were offered when the COM had their last accreditation on-site visit; the addition of courses or programs at a degree or credential level above that which is included in the COM’s current accreditation or Pre-accreditation status; a change from clock hours to credit hours; a substantial increase in the number of clock or credit hours awarded for successful completion of a program.

Department Chair or Equivalent in clinical disciplines - COMs are not restricted in their selection of an organizational structure that best enables them to achieve their mission. By tradition, this has been accomplished with units consisting of professionals within one recognized academic discipline and is designated as a department. Departments maintain considerable educational and administrative authority within their discipline. Other types of organization may group professionals across more than one recognized discipline, e.g. within clinical sciences, primary care medicine and specialty medicine. In such organizational structures, the faculty member who chairs/heads/directs the unit will not be responsible for all educational courses offered under that unit. In these structures, the educational “equivalent leader” for a clinical discipline may be designated as a division or section leader within a larger organizational unit. Alternatively, the

educational “equivalent leader” may be defined by curriculum management responsibilities and designated as a course coordinator/director.

Distance Education – Distance Education means education that uses one or more of the technologies listed in paragraphs (1) through (4) of this definition to deliver instruction to students who are separated from the instructor and to support regular and substantive interaction between the students and the instructor, either synchronously or asynchronously. The technologies may include:

- a. The internet;
- b. One-way and two-way transmissions through open broadcast, closed circuit, cable, microwave, broadband lines, fiber optics, satellite, or wireless communications devices;
- c. Audio conferencing; or
- d. Video cassettes, DVDs, and CD-ROMs, if the cassettes, DVDs, or CD-ROMs are used in a course in conjunction with any of the technologies listed in paragraphs (1) through (3) of this definition.

Evaluator Trainee – An Evaluators Registry member who is attending his/her first on-site visit as an active team member under the supervision of an experienced evaluator qualified in the same area of expertise.

Faculty Adequacy Model – A faculty adequacy model compares the total number of faculty hours necessary and the number of total faculty hours available to deliver the curriculum. COMs determine the number of hours available for teaching, class preparation, research, scholarly activity, committee work, advisement, clinical service, and other activities deemed critical to fulfillment of the COM mission. The distribution of hours across these activities may vary among individual faculty members. COMs which have more available hours than necessary hours are deemed to have adequate faculty.

The general breakdown of faculty time is*:

- 70% teaching (Classroom and laboratory teaching)
- 20% research (includes mentoring and guiding student research)
- 10% administrative (Supporting COM related committees, etc.)

The faculty adequacy model is reviewed annually during each faculty member’s evaluation and is always available for review in the Associate Dean, Preclinical Sciences and Senior Associate Deans’ offices.

*Chairs and Course Directors will have a different breakdown of time. The Senior Associate Dean and Associate Dean, Preclinical Sciences can answer specific questions on time requirements.

Faculty, full-time – Each COM is required to establish and publish its own definitions of full-time faculty. However, such definitions must meet certain minimum requirements as set forth in standard Four: Faculty and in this glossary. Full-time faculty must be

employed by the COM and be under contract. It is customary in full-time employment agreements to state that the individual will devote his/her complete attention and energies to the position of employment. Furthermore, it is customary for full-time faculty to normally perform their duties on-site, and contribute to two or more of the following areas: teaching, research, service. Full-time faculty who are executive, academic, or business officers of the COM may devote the majority of their efforts to administration. Faculty, part-time – Each COM is required to establish and publish its own definitions of part-time faculty. However, such definitions must meet certain minimum requirements as set forth in Standard Four: Faculty and in this glossary. Part-time faculty must be employed by the COM and be under contract. It is customary in part-time employment agreements to state that the individual will devote such attention and energies necessary to fully perform the assigned duties of the position of employment. Furthermore, it is customary for part-time faculty to have responsibilities that are significantly less than those of full-time faculty, both with respect to scope of activities, and percentage of effort devoted to employment at the COM.

Formative Review – Ongoing review of the educational processes; For example, analysis of COMLEX results could yield a change in student preparation process. Or, ongoing review of students' grades/course results to determine if intervention is needed to ensure student success.

Governing body – The COCA has chosen to use this term rather than governing board, board of trustees, etc.

Guideline – These statements explain the standard intent and provide examples and/or guide COMs toward standard compliance.

HEA – The Higher Education Act of 1965 as most currently amended.

Institutional Accrediting Agency – An agency that accredits institutions of higher education; such an agency grants accreditation decisions that enable its accredited institutions to establish eligibility to participate in Higher Education Act Programs.

Interprofessional Collaborative Practice – Professionals from different disciplines working together with patients, families and communities to deliver health care.

Must – Indicates a mandatory requirement.

New Program Applicant – A new program that is not part of an existing COM must follow the procedures outlined under Chapter II: Applicant and Accredited Procedures.

New Program – A new program of an existing accredited COM in any location of the institution other than the main campus, which is permanent in nature and offers courses in educational programs leading to the doctor or osteopathy or doctor of osteopathic

medicine degree, must follow the procedures outlined under Chapter II: Applicant and Accredited Procedures.

NBOME – National Board of Osteopathic Medical Examiners, Inc.

Observer – Represents Federal or State Agencies or organizations, which may have a legitimate accreditation responsibility to attend an on-site visit.

Osteopathic Clinical Services – Services that facilitate faculty and student interaction, and include osteopathic manipulative therapy, which are planned and provided systematically throughout the year. These services could include health fairs, or other student community services either in the local community or world community.

Programmatic/Specialized Accrediting Agency – An agency that accredits specific educational programs that prepares students for entry into a profession, occupation, or vocation.

Promotional Materials – as described in Standard 8.5, refers to published materials used to recruit students to a COM, e.g. website announcements, catalogs, and other printed prose. Announcements of recruiting fairs and reminders of such activities are included activities for purposes of this definition. COMs may provide a reference to this information on their webpage in the printed material.

Recommendation – Advice given for the purpose of improving a COM's operations and programs. Recommendations do not signify that the COM does not comply with a standard. Recommendations can be written at any time in the accreditation process.

Requirement – The written statement that indicates that a COM has not satisfied a specific standard or procedure. Requirements can be written at any time in the accreditation process. All requirements will be monitored either through a Progress Report, or an Interim Progress Review, or Focused Visitation.

Should – Indicates a highly recommended element/issue.

Show Cause - a request for information to be provided to the COCA when there is credible reason to believe that a COM may be out of compliance with one or more standards for accreditation.

Summative Review – An audit review of student learning after the work is completed.

Teach-out Agreement – A teach-out agreement is a written agreement between accredited COMs that provides for the equitable treatment of students and a reasonable opportunity for students to complete their program of study if one of those COMs or a Branch

Campus or Additional Location that provides one hundred percent of at least one program offered, stops offering its educational program before all students enrolled in that program complete their program of study.

Teach-out Plan – A teach-out plan is a written plan developed by an institution that provides for the equitable treatment of a COM, if that COM or a Branch Campus or Additional Location that provides one hundred percent of at least one program, stops offering its educational program before all students enrolled in that program complete their program of study. This plan may include, if required by the COCA, a teach-out agreement between COMs.

Types of On-Site Visits

1. Comprehensive on-site visit – A Comprehensive on-site visit is conducted to examine compliance with all areas of the accreditation standards and are conducted by the COCA to determine Provisional and Full accreditation status. At least three (3) days on site are usually required for completion of these on-site visits.

2. Interim Progress Review – An Interim Progress Review is conducted to examine particular areas about which questions have been raised by the COCA. These visits typically occur after a full on-site visit and will examine areas that have been raised by a site visit team.

3. Focused Visitation – A Focused Visitation ordinarily focuses on the particular area(s) identified by the COCA. The COCA may also require a COM to undergo a Focused Visitation when deemed necessary.

USDE – United States Department of Education and the Secretary of Education
Withdrawal – The withdrawal of a COM from the accreditation process; this is a voluntary action initiated by the COM.