The Faculty Handbook is the primary source of personnel policies and procedures for faculty members. The policies and procedures included in the Faculty Handbook are not all inclusive. Supplemental policies and procedures that may affect faculty members are included in the Employee Handbook, Policy Manual, Academic Catalog, and the Student Handbook. The policies and procedures included in the Faculty Handbook are not exhaustive. If there are any contradictions between other publications and the Faculty Handbook, the latter prevails. The Faculty Handbook does not establish or represent an employment contract between Ginton College and its employees. The handbook provides material concerning policies, procedures, benefits, and working conditions pertaining exclusively to employment as a Ginton College faculty member. This handbook does not supersede any terms and conditions of employment

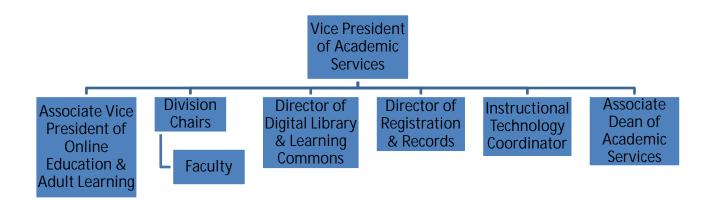
Table of Contents

Introduction	4
Organization	5
Accreditation	7
Non-Discrimination Policy	7
Grievance and Due Process Procedures	7
Historical Sketch on Clinton College	10
Faith Statement	11
Mission Statement	13
Vision Satement	13
Core Values	14
Academic Integrity	15
Academic Administration Organization of the College	17
Academic Committees and Organizations	18
Faculty Status	20
Faculty Availability	22
Academic Policies, Procedures, Practices and Responsibilities	23
Academic Advising	25
Faculty Check-In, Equipment, and Supplies	26
Academic Policies	27

INTRODUCTION

 $This handbook \, sets for th \, policies, \, procedures, \, and \, guidelingu9(n)-4t(\,\,)5,8(T)ib(n)-y.0498(d)-om-4(em\,\,11on.0488(d)-om-$

Figure 1.



ACCREDITATION

Ointon College is accredited by the Transnational Association of Christian Colleges and Schools (TRACS) as a Category II institution authorized to offer certificates, associates degrees, bachelor's degrees, and distance education. TRACS is recognized by the United States Department of Education (ED), the Council for Higher Education Accreditation (CHEA), and the International

SUBMIT DOCUMENTATION

Faculty members should begin the grievance process by submitting a grievance form to the Director of Human Resources. Forms can be requested from the Human Resource Office. Employees must provide a specific statement of the grievance and indicate what solution they are requesting. Any documentation that relates to the substance of the grievance or facilitates its understanding should be attached to the grievance form.

GRIEVANCE REVIEW

The Director of Human Resources will review the documentation and schedule a meeting with the employee within five (5) working days of receipt of the grievance form. The Director of Human Resources will also notify the appropriate administrator that a grievance has been formally submitted. After a complete and thorough review, the Director of Human Resources will determine if the grievance warrants an investigation. An investigation may require interviews with witnesses. The Director of Human Resources will strive to complete investigations within thirty (30) working days. If the Director of Human Resources determines the grievance to be a Title IX complaint, they will send the documentation to the Title IX Coordinator. The Director of Human Resources will inform the employee and the appropriate administrator, in writing, of the

HISTORICAL SKETCH ON CLINTON COLLEGE

Ointon College was one of several schools established by the African Methodist Episcopal Zion Church, to help eradicate illiteracy among freedmen during Reconstruction. The College has

Salvation: We believe that "we are accounted righteous before God only for the merit of our Lord and Savior Jesus Christ by faith, and not our own works or deserving. Wherefore, that we are justified by faith only is a most wholesome doctrine and very full of comfort." We further believe that the sacraments of the church are "certain signs of grace and God's good will toward us by which He doth work invisible in us, and doth not only quicken, but also strengthen and confirm our faith in Him." (Article IX, Article XVI) (Rom. 4:5, Luke 22:19, 20)

Eschatology: We believe that Jesus Christ died and was buried and "rose on the third day from whence He shall come to judge the quick and the dead" at the last day. (Apostles' Oreed) (2 Cor. 5:15, John 11:25, 26, Acts 10:42, John 12:48)

Ecclesiology and Ecumenism: We believe that the church is the visible expression of the body of Christ in the world and is a universal collection of believers serving and worshiping under the banners of different denominations.

MISSION STATEMENT

The mission of Clinton College is to create a holistic environment that cultivates an inclusive community of students, faculty, staff, and administrators who are prepared to excel in academic achievement; experience moral and spiritual growth; and demonstrate positive and effective leadership skills as lifetime citizens in a global society.

VISION STATEMENT

Ointon College will be nationally recognized as an affordable institution of higher education that develops career-ready professionals and informed citizens of a global community who continuously influence and impact the international society as transformative leaders and participants.

CORE VALUES

SCHOLARSHIP

Ointon College promotes intellectual freedom and curiosity, critical and creative thinking, and visionary inquiry, with integrity being the underlying foundation in all endeavors.

SERVANT LEADERSHIP

Ointon College serves the community and society by respecting, promoting, and supporting the well-being and worth of all people and the communities to which they belong pursuant to practices, policies, and innovations that foster sustainability in the effective management of our human, environmental, and financial resources.

SPIRITUALITY

Ointon College, founded as a Historically Black College, is grounded in the rich religious tradition of the African Methodist Episcopal Zion Church and is committed to the development of the human spirit in its many forms, and personal ethics through dialogue, inquiry, service, introspection and self-awareness experiences.

SOCIAL CHANGE

Clinton College respects the dignity of every individual and promotes responsible citizenship and civic engagement, serving as an advocate for equality.

ACADEMIC INTEGRITY

Ointon faculty members should be guided by a deep conviction for the worth and dignity of advancements in learning. They should recognize the extraordinary responsibilities placed upon them as faculty. The primary responsibility of a faculty member is to their discipline, to seek, and

developing and improving scholarly expertise. Faculty members accept the obligation to practice critical reflection, self-regulation, and judgment when applying, extending, and transmitting knowledge. Ginton faculty practice intellectual honesty, although they may follow secondary interests. Those interests should never interfere or compromise freedom of inquiry.

Faculty always encourage the limitless pursuit of knowledge for all students. They encourage the highest level of scholarly standards and expectations for their students and demonstrate respect for all students as individuals while also serving as a trusted intellectual guide and counselor. They make every reasonable effort to promote honest academic conduct and assure students that all evaluations of their efforts and work will be unbiase

merit. Each faculty member respects the confidential nature of the relationship between teacher and student and should avoid any exploitation of students.

Ointon faculty members always protect the academic freedom of all students. As faculty, one has an obligation that comes from their membership in the scholarly community. Ointon Faculty should: (a) respect and defend the fundamental tenets of free inquiry for all colleagues, (b) demonstrate respect for all colleague and their opinions, and (c) give only constructive criticism. They also accept a shared responsibility for the governance of the institution.

As a member of the institutional community, above all, faculty must seek to embody the pedagogical canons and instructional methods for effective teaching, learning, and scholarship. Although instructors should comply with institutional policies, they should also evaluate institutional policies to ensure that academic freedom is never impeded. If a faculty member identifies a policy that hinders academic freedom, they shall have the right to disapprove and suggest revisions. When a faculty member considers an interruption or termination of their service with the college, they should also evaluate the potential effects of their decision on the

GOALS

The College strategic plan has six goals that guide the work of Academic Services:

- Goal 1: To educate the whole student for life in a global society
- Goal 2: To strengthen the financial model and demonstrate outstanding stewardship of resources
- Goal 3: To build and support a diverse faculty and staff committed to the mission of the college
- Goal 4: To develop innovative relationships that advance learning, scholarship, and service
- Goal 5: To enrich the College infrastructure, to support G-0.084 0.0TJETQq0.004(f)-4(ras)9(t)-4(ru)-5(c)3(t)

ACADEMIC ADMINISTRATION ORGANIZATION OF THE COLLEGE

BOARD OF TRUSTEES

The Board of Trustees, by charter, is the body legally responsible for the overall governance and the endorsement of all policies for the administration of Cinton College. This governing board is the legal body responsible for the selection and evaluation of the president who implements all enacted policies. On the recommendation of the president, the Board approves all vision and

ACADEMIC COMMITTEES AND ORGANIZATIONS

FACULTY COUNCIL

The purpose of the Faculty Council is to: (a) facilitate the dissemination of important information from the administration to the faculty, (b) provide a forum for discussion and input from faculty on important college matters, and (c) represent and serve as the voice of the faculty in communication with the Vice President of Academic Services/ Academic Dean, and President of Clinton College. The Faculty Council of Clinton College includes all contracted faculty members. The Faculty Council elects officers in the spring semester of odd-numbered calendar years to serve two-year terms. After the nomination process, departing Faculty Council Officers choose the exact date for the next election. Faculty Council Officers consist of one Chairperson, a Vice-Chairperson, and Secretary. Vacant officer positions shall be staffed according to the following sequence. The Vice-Chair immediately succeeds the Chair. After eight weeks, elections are held to replace the Vice-Chair and Secretary positions. If an officer remains absent for eight consecutive weeks without performing their elected duties, the election to replace the office will transpire.

The Chairperson presides over meetings (a minimum of two meetings per semester) and reports meeting minutes to the faculty, and when necessary, call special meetings. In the absence of the Chair, the Vice-Chair assumes the duties of the Chair and other responsibilities delegated by the Chair. The Secretary is responsible for recording and disseminating minutes from each meeting to faculty and the Vice President of Academic Services/ Academic Dean within five instructional days of the meeting. Proposals may originate from any faculty council member; however, proposals must be submitted at least one week before meeting the faculty member wants the proposal to appear on the agenda. Fifty-one percent of morning and afternoon faculty attendance constitutes a quorum for approval of a proposal. Standing committees under the purview of the Vice President of Academic Services/ Academic Dean are comprised of all Faculty Council members.

COMMITTEE STRUCTURE

Ointon College has established several standing committees within the Academic Services unit. Membership on a committee may be by appointment, by-election, or by position. Where members are appointed or elected; membership terms are generally two years with the option of serving up to one additional year and are staggered to ensure continuity. Committees are required to prepare action plans for each semester and to set an appropriate meeting schedule. Committees are to develop and adhere to the procedures for meeting their responsibilities. Action plans and committee procedures are to be submitted to the Vice President of Academic Services/ Academic Dean within one week of the first scheduled meeting of each semester. The Vice President of Academic Services/ Academic Dean will receive minutes of each meeting. The Standing Academic Committees are:

Adjunct Faculty members are permitted a two-course overload per academic year, typically not to exceed 4 credit hours or the equivalent for the course.

Overload contracts will not be issued for classes that have not achieved the minimum enrollment numbers.

Adjunct Faculty teaching a full-time load will be paid at the rate adjunct/overload pay rate.

15 week and 7.5-week courses	
\$9,999.99 15 credit hours	

Independent Studies

Faculty may teach no more than two independent studies courses during the academic year to support the needs of the division and the matriculation of students. Faculty may teach more independent study classes only under extraordinary circumstances and with the permission of the Chair and the Vice President for Academic Services. Classes offered as independent studies are compensated at the adjunct/overload pay rate based on the number of students enrolled and do not count

FACULTY AVAILABILITY

commitment to an appropriate number of hours. To that end, faculty members are required to schedule regular office hours on a weekly basis. Office hours should be prominently displayed on

ACADEMIC POLICIES, PROCEDURES, PRACTICES AND RESPONSIBILITIES

MEMBERSHIP, RIGHTS, RESPONSIBILITIES AND ETHICS **Clinton College faculty members play an instrumental role in the**

FACULTY CHECK-IN, EQUIPMENT, AND SUPPLIES

Faculty members are expected g

ACADEMIC POLICIES

GRADING AND EVALUATION OF STUDENTS

Ointon expects faculty to evaluate all students in a fair and unbiased manner. Each faculty member will assess student performance using equitable methods and measures that are based solely on the goals, objectives, course content, and student learning outcomes included in the course syllabus and reiterated on the first day of class. Instructors are encouraged to use at least

- All final changes and or modifications are approved by the Vice President of Academic Services/ Academic Dean.
- IV. New Academic Programs are developed by Division Chairs along with faculty. The Division is responsible for submitting proposals to the Faculty Council for approval. The proposals

of Business and Finance.

All requests should be made seven days prior to travel. Special travel circumstances may be approved, but cash advances will not be made under any circumstances.

Faculty will be refunded for their travel after the event when the travel voucher has been completed and approved by the Office of Business and Finance. All requests and travel vouchers must be submitted through the Office of Academic Services for review and approval.

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APPENDIX A : SAMPLE SYLLABUS

Note: L	Joon request.	the course s	vllabus must	be presented to	the appropriate	Division Chair.
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Course Code:	Course Name:
Term: Fall/Spring	Year:
Professor:	Class Hours:
Office Hours/Location:	Classroom Location:
Phone: (optional)	College E-mail:
Hours: Textbook Title/Authors/Edition Special Projects:	
Course Description	
Course Objectives: Upon successful completion of this course, students should be able to:	
1.	
2.	
3.	
4.	
Performance Indicators:	

As an undergraduate student, engagement, participation, and timeliness are expected. All students are asked to arrive on time for class. If you are more than 10 minutes late, it will be assumed that you are absent.

COURSE EXPECTATIONS

Student Conduct

Disruptive conduct is a serious matter by the faculty members of Qinton College. College faculty members assume that all students will conduct themselves as mature citizens of the campus community and in a manner congruent with college policies and regulations.

Academic Honesty

Academic honesty is expected of all students at Clinton College, in accordance with college policy.

Cell Phones

As a courtesy to others, please turn off cell phones during class sessions.

Technology

Own, or have reliable access to a computer (e.g., computer labs, home, or work).

Have general knowledge of and familiarity with the operation of a computer (i.e.,

computer/hardware/software) and the ability to maintain the computer responsibly and exercising care.

Be reasonably adept at basic troubleshooting techniques (e.g., check connections, restart the computer, etc.).

Maintain an email account.

Check your email account at least 1x per day

Have a basic understanding of how to use the Internet.

Own a flash drive.

Assignments

All assignments are expected to be completed in a professional manner.

Assignments should be written with the use of a word-processing program (e.g., Microsoft Word), using a 12-point Times New Roman font

Double-

In accordance with the most current APA Writing Style Manual https://apastyle.apa.org

Assignments must be submitted at the start of class, on the due take listed on the syllabus. For late assignments, one-fifth of the total possible point value for a given assignment will be deducted from your grade for each day that an assignment is submitted late. If you have a conflict that interferes with a scheduled test or that causes you to miss class or a homework assignment, please meet with me immediately. Makeup exams will be given only when you have discussed the matter with me and received pre-approval from me.

COURSE REQUIREMENTS

Attendance and Participation:

Students are expected to attend class and actively engage with the instructor and classmates.

discussions, assignments, and group projects must be completed during class. Late assignments will result in a loss of points. To make up the work, you must provide acceptable written notification to your instructor (this does not excuse the absence.) In addition, you must leave a phone message for the instructor before 8:00 a.m. about your tardiness or absence.

Mid-Term Examination

Final Examination

Total Points

Grading Scale:

A: 90-100 points

B: 80-89 points

C: 70-79 points

D: 60-69 points

F: 0-59 points

At the end of the course, the points for each assignment will be totaled, then converted to a final percentage and a grade assigned for the course according to the grading scale above.

COURSE SCHEDULE: Example

Dates and Location	Topics & Readings	Readings	Reading/Observation		
			Responses		
Week 1					
Week 2					
Week 3					
Week 4					
Week 5					
Week 6					
Week 7					
Week 15	TBA	Exam			

8 * 99

APPENDIX B: SAMPLE JOB DESCRIPTION (DIVISION CHAIR)

DEPARTMENT

APPENDIX C: SAMPLE JOB DESCRIPTION (FACULTY)

DEPARTMENT: Academic Services

FUNCTION: To provide quality instruction and academic advisement to all students enrolled at Clinton College. Full Time Professors/Instructors are to motivate each student to participate in all class activities so that he or she may achieve to their maximum potential.

REPORTS TO: Division Chair

MAJOR DUTIES/RESPONSIBILITIES:

Keeps accurate records of all student grades, attendance, and other required reports.

Demonstrate fair and impartial evaluations for all students enrolled in course(s).

Prepares and maintains all final grade reports for students.

Meets scheduled classes.

Prepares a syllabus for each class annually.

Distributes syllabus to students on the first day of class.

Participates in the Faculty Council.

Mentors and advises students.

Participates in academic committees.

Carries out special assignments that are requested by Vice President of Academic

Services/ Academic Services.

Identifies and provides any special needs or accommodations required by students.

MINIMUM EDUCATION REQUIRED:

A m degree from an accredited institution required or 18 credit hours in graduate courses related to the subject matter if the m

Demonstrated expertise in the teaching field through evidence such as national or international awards, publications in professional journals, competitive grants, certifications, licenses, or other outstanding professional recognition.

Doctoral degree from accredited institution is preferred.

APPENDIX D: FACULTY EVALUATION FORM

Sample Faculty Evaluation Online Submission Form Ointon College Employee Self Evaluation/Reflection

Name											
Supervisor's	s Name										
Evaluation [Date										
Type of Eval	luation		0	0							
I understand Yes			cription/fu Jnsure	nction, red	quiremen	ts and pi	rocesses	associat	ed with	ı my pos	sition
I understand Yes			n of Clinton Unsure	College.							
	0	0									
	0	0									
	0	0									
	0	0									

- 5. In what areas, if any, do you need to change or improve?
- 6. Are there areas of your work with which you are dissatisfied? If so, explain why.
- 7. Describe how you worked together with others either in your work team/unit, your department or within the College (e.g. serving on a committee, project team, helping others, or working together on an assignment)?
- 8. During the past 2020-2021 Academic Year (or applicable time frame), what contributions have you made to your work team/unit, your department or the College? (Think about what you have