

# FRANCIS MARION UNIVERSITY FACULTY HANDBOOK

## ADMINISTRATIVE ORGANIZATION

### President's Senior Staff

The President's Senior Staff is composed of administrative staff and faculty representatives who work closely with him in planning operations for their areas of responsibility and in reacting in a timely manner to issues that confront the University. The Senior Staff meets regularly at the call of the President. Members include the President, the Provost, the Vice President for Student Affairs, the Vice President for Administration, the Vice President for Business Affairs, the Vice President for Public and Community Affairs, the Vice President for Development/Executive Director of the FMU Foundation, and the Chair of the Faculty.

### **Selection, Evaluation, and Retention of Academic Administrators**

When a vacancy is anticipated in the position of President of the University, the faculty, through the Faculty Senate Executive Committee and/or a search committee, shall communicate to the Board of Trustees its views on filling the vacancy. When a vacancy is anticipated in the position of Provost, the faculty, through the Faculty Senate Executive Committee and/or a search committee, shall communicate to the President its views on filling the vacancy. The faculty shall elect faculty representatives to be included on any search committee.

Faculty evaluation of the President, the Provost, school deans, and department chairs is conducted on an annual basis by means of an evaluation instrument developed by the faculty. (See "Policy and Procedure for Faculty Evaluation of Academic Administrators.")

**Department chairs and school deans are appointed by the President following a recommendation by vote of the faculty in their respective units and a review and recommendation by the Provost. Department chairs serve three-year terms, School deans serve four-year terms, the Provost serves a five-year term, and the President serves a six-year term (subject in the case of the President to approval by the Board of Trustees, which has the ultimate responsibility for the renewal or termination of his/her contract). At the end of each term, administrators undergo formative evaluations by the faculty in their respective units. Administrators may be reappointed following reelection to additional terms.**

## **Nepotism Policy**

No public official, public member, or public employee may cause the employment, appointment, promotion, transfer, or advancement of a family member to a State or local office or position which the public official, public member, or public employee supervises or manages. (Section 8-13-750 State Code of Laws)

## **FACULTY PERFORMANCE REVIEW SYSTEM**

### **Preamble**

In order to allow the faculty of Francis Marion University to maintain a high standard of excellence in teaching, scholarly activity, and service, the faculty of Francis Marion University do hereby establish a formal, annual performance review of all members of the FMU faculty, whether tenured, tenure-track, or non-tenure-track. The performance review shall consist of three parts: (1) a self-review in the form of the faculty member's annual report, (2) annual summary data provided by the Student Rating Form, and (3) an annual review by each faculty member's department chair or school dean. The policies and procedures of this annual review will be consistent with "Best Practices for a Performance System for Faculty" as specified by the South Carolina Commission on Higher Education.

### **I. System Guidelines**

#### **The Faculty Evaluation System shall:**

- A.** Provide information that will allow for formative evaluation, information that can be used by the faculty members to improve teaching, scholarly activity, and service.
- B.** Provide information that will allow for summative evaluation, so as to allow for comparison to others--primarily within the discipline--and established professional standards, such that the information can be used to assist in decisions concerning tenure, promotion, and merit raises.
- C.** Rely upon several sources of information--students, chair/dean, and self. No one source shall be the sole basis of evaluation.
- D.** Provide for faculty development including, for tenure-track faculty, an internal peer evaluation during the third year. For both pre- and post-tenure faculty it is important to have evaluative information for use in faculty development.
- E.** Offer ample recognition of faculty excellence in the areas of teaching, scholarly activity, and service. A faculty evaluation system based upon identifying and rewarding excellence will be far more productive than one based on penalties.

### **II. Student Evaluations of Faculty**

#### **A. General Guidelines for Use of Student Rating Forms**

1. Faculty are required to administer student course evaluations during spring and fall sessions. During all summer sessions, student course evaluations are normally

the Dean of the College, the Dean will designate a faculty member of the College to preside at a College faculty meeting.

The current edition of *Robert's Rules of Order* will govern the conduct of all meetings of the College.

### Article III: Committees

Members of committees who are elected by the College faculty will be elected at a College faculty meeting within the first four weeks of the fall semester, except for the election of the CLA-chosen member of the Academic Affairs Committee of the Faculty Senate. That election shall be held during the spring semester. Vacancies on elected committees will be filled, at the earliest time possible, by the processes of election referenced in Article III, Sections 1 and 2.

The Francis Marion College of Liberal Arts will have the following committees:

#### 1. Elections Committee

**Membership:** one faculty member from each department within the College. Each Department within the College will elect one faculty member to serve for a three-year term, with no member to be elected to more than two consecutive terms. The committee will elect the chair.

**Powers and Duties:** The committee will solicit candidates for at-large College elections, prepare a slate of candidates who meet stated eligibility requirements, conduct elections, and keep records of elections to be passed on to subsequent committees.

#### 2. Tenure and Promotion Committee

**Membership:** one tenured faculty member from each department within the College. The College faculty will elect one tenured faculty from each department for a two-year term. No member may be reelected to a consecutive term. The committee will elect the chair.

**Powers and Duties:** The committee will advise those faculty members applying for tenure and/or promotion, and their respective department chairs, on matters related to the granting of appointments with continuous tenure and of promotion. The committee will receive and review applications for tenure and/or promotion from College faculty and make recommendations with respect to these applications to the Dean of the College. The committee will also recommend changes in tenure and promotion policies when the committee judges such change is needed.

#### 3. Advisory Committee on Enrollment and Retention

**Membership:** Chairs of all departments within the College and the Dean of the College. The Dean will chair the committee.

**Powers and Duties:** In conjunction with each department, the committee will coordinate and plan projects to enhance enrollment and retention.

3. Upon receipt of recommendation from the committee, the President makes a decision and communicates that decision to the candidate, the Provost, the dean, the department chair, the committee, and the Performance Review Committee.
4. If the candidate believes that his or her academic freedom has been abridged, he or she may appeal the President's decision in accordance with the *Policy and Procedures concerning Academic Freedom and Tenure*.

## **POLICY AND PROCEDURES CONCERNING ACADEMIC FREEDOM AND TENURE**

### **Academic Freedom Defined**

All members of the faculty are entitled to academic freedom:

The teacher is entitled to full freedom in research and in the publication of the results, subject to the adequate performance of his or her other academic duties.

The teacher is entitled to freedom in the classroom and laboratory in discussing his or her subject but should be careful not to introduce into his or her teaching controversial matter which has no relation to his or her subject. Any limitations of academic freedom should be clearly stated in writing at the time of the appointment.

Academic freedom is the freedom to discuss all relevant matters in the classroom, to explore all avenue of scholarship, research, and creative expression, and to speak or write without institutional discipline or restraint on matters of public concern as well as on matters related to professional duties and the functioning of the university.

The university teacher is a citizen, a member of a learned profession, and an officer of an educational institution. When he or she speaks or writes as a citizen, he or she should feel free from institutional censorship or discipline, but his or her special position in the community imposes special obligations. As a person of learning and an educational officer, he or she 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 he or she is not an institutional spokesperson.

### **Terms of Appointment**

The terms of every appointment to the faculty are stated in a written contract, signed by the Provost of the University and the faculty member, which is the possession of both the institution and the faculty member when the appointment is consummated.

#### **A. Full-time Appointments**

Full-time appointments with academic rank at Francis Marion University are of three types only: (1) temporary appointments, (2) probationary appointments, and (3) appointments with continuous tenure.