



# **NORTH CAROLINA AGRICULTURAL AND TECHNICAL STATE UNIVERSITY**

## **FACULTY HANDBOOK**

### **UNIVERSITY POLICY**

#### **CHAPTER VI**

#### **POLICIES OF THE UNIVERSITY**

##### **6.1 ACADEMIC FREEDOM, TENURE, AND DUE PROCESS**

See [Appendix B-2](#), “Regulations on Academic Freedom, Tenure and Due Process.”

##### **6.2 AFFIRMATIVE ACTION**

See the Division of Human Resources’ webpage on this topic at <http://www.ncat.edu/hr/eoo/>.

##### **6.3 APPOINTMENTS TO ADMINISTRATIVE AND SUPERVISORY POSITIONS**

Appointments to administrative and supervisory positions of North Carolina Agricultural and Technical State University do not carry tenure. The tenure policy of the University applies only to tenured and tenure track instructional faculty positions. However, an administrator may obtain tenure as a faculty member in his/her academic discipline.

##### **6.4 CRITERIA FOR THE EVALUATION OF THE FACULTY**

See [Appendix C-2](#), “Criteria for the Evaluation of the Faculty.”

## **6.5 FACULTY EMPLOYMENT PROCEDURES, ACADEMIC FREEDOM, PROFESSORIAL RANK, TENURE, AND DUE PROCESS**

For employment of persons who are Exempt from the State Human Resources Act (EHRA, formerly EPA), the hire does not become official until an appointment letter has been signed by both the employee and the Chancellor of the University or the Provost for faculty and instructional hires.

See the policy titled “Employment Policies for EPA Non-Faculty,” at <http://www.ncat.edu/hr/documents/policies/emp-prov/epanf-emp.pdf>. See [Appendix B-2](#), “Regulations on Academic Freedom, Tenure and Due Process.”

## **6.6 EQUAL EMPLOYMENT OPPORTUNITY**

See the policy titled “Equal Opportunity and Non-Discrimination,” at <https://www.ncat.edu/legal/policies/sec3-human-resources/Equal-Opportunity-and-Nondiscrimination.pdf>.

Each vice chancellor, dean, director, department chairperson, and supervisor is responsible for implementing the Equal Employment Opportunity Policy of the University. This policy shall be an important objective of the University as it continues to move toward its goal of educational excellence.

## **6.7 EXTERNAL PROFESSIONAL ACTIVITIES OF FACULTY AND OTHER PROFESSIONAL STAFF**

See [Appendix D-3](#), “External Professional Activities for Pay by Faculty and Non-Faculty EHRA Employees.”

## **6.8 FACULTY DEVELOPMENT AND DOCTORAL COMPLETION GRANT PROGRAMS**

The Center for Teaching Excellence administers faculty development grant opportunities for faculty members at North Carolina Agricultural and Technical State University. The policies and procedures governing these programs are outlined below.

### **6.8.1 Faculty Development Grants**

The Center for Teaching Excellence supports the ongoing professional development of faculty members in the area of teaching and learning by funding participation in workshops, conferences, short courses, seminars, and other professional experiences that enhance teaching effectiveness and student learning. Please see the Center’s website at <https://www.ncat.edu/divisions/academic-affairs/cte/index.html>

## **6.9 ANNUAL LEAVE/FACULTY WITH ADMINISTRATIVE APPOINTMENT**

Information about Leave for EHRA non-faculty (faculty with administrative appointment) may be found in the policy titled “Employment Policies for EPA Non-Faculty,” at <http://www.ncat.edu/hr/documents/policies/emp-prov/epanf-emp.pdf>.

### **6.9.1 Eleven-month Employees**

Personnel with EHRA status, employed regularly on an eleven (11)-month basis, are given a contract from July 1 through June 30. This requires the chancellor to inform these employees of their vacation period each year based on the academic year and summer term sessions. There is a total of thirty (30) days involved. Employment on federal grant projects is permissible during this off-period, excluding a two (2)-week period (fifteen days including weekends) when vacation must be taken unless otherwise authorized. This two-week vacation period will be at the choice of the faculty member and must be coordinated through the department chairperson, school/college dean, and the vice chancellor for academic affairs.

### **6.9.2 Extended Leave of Absence**

Extended leave of absence for professional growth is granted to full-time tenured faculty for the purpose of study, research, or other professional reasons. These leaves of absences must be approved by the department chairperson, school/college dean, and the provost and vice chancellor for academic affairs.

### **6.9.3 Jury Duty**

For requirements about jury duty, see the policy titled “Civil Leave,” at <http://www.ncat.edu/hr/documents/policies/leave/civil-leave.pdf>

### **6.9.4 Personal Leave**

Request for a leave of absence for personal reasons must be approved by the department chairperson and the school/college dean.

#### **6.9.4.1 Extended Faculty Leave Due to Illness**

See [Appendix C-5](#), “Faculty Serious Illness Leave.”

## **6.10 NEPOTISM**

See the policy titled “Employment of Related Persons (Anti-Nepotism Policy),” at <https://www.ncat.edu/legal/policies/sec2-acad-affairs/faculty-handbook/HR-Nepotism-posting-2018.pdf>.

## **6.11 OUTSIDE WORK ON A CONSULTING OR CONTRACTUAL BASIS**

See [Appendix D-3](#), “External Professional Activities for Pay by Faculty and Non-Faculty EHRA Employees.”

## **6.12 PAYROLL FOR EHRA FACULTY PERSONNEL**

All full-time permanent faculty members are paid in twelve equal installments on the last business day of each month. Faculty are paid early, at the beginning of the fiscal year and before start of the academic year, and have an obligation to repay that pre-payment of salary if he/she leaves employment during the period prior to having earned his/her salary in the academic year.

## **6.13 POLITICAL ACTIVITIES OF UNIVERSITY EMPLOYEES**

See [Appendix D-1](#), “Political Activities of University Employees.”

## **6.14 PROCUREMENT OF CONSULTANT SERVICES**

State law and University of North Carolina policy limits the employment of consultants by the University. For rules regarding the procurement of consultant services, see <http://www.ncat.edu/divisions/business-and-finance/purchasing/policies/consultant-svcs.html>.

## **6.15 REQUIREMENTS AND GENERAL CRITERIA FOR PROMOTION IN RANK AND/OR PERMANENT TENURE**

See [Appendix B-2](#), “Regulations on Academic Freedom, Tenure and Due Process,” [Appendix C-2](#), “Criteria for the Evaluation of the Faculty,” and [Appendix C-3](#), “Minimum Requirements and General Criteria for Promotion in Rank and/or Permanent Tenure.”

## **6.16 CONFIDENTIALITY OF PERSONNEL RECORDS**

See the policy titled “Confidentiality of Personnel Records,” at <https://www.ncat.edu/legal/policies/sec3-human-resources/HR-Confidential-Personnel-Rcds-posting-2018.pdf>.

## **6.17 RETIREMENT OF FACULTY**

See <http://www.ncat.edu/hr/benefits/index.html> for information about retirement.

For phased retirement, see <http://www.ncat.edu/provost/docs/Phased%20Retirement%20Guidelines%20-%20Amended-Fall%202009.pdf>

## **6.18 EMERITUS FACULTY STATUS**

See the policy titled “Emeritus Faculty,” at <https://www.ncat.edu/legal/policies/sec2-acad-affairs/faculty-handbook/AA-Emeritus-Faculty-posted-2018.pdf>.

## **6.19 SENIOR ADMINISTRATIVE OFFICERS**

The duties and responsibilities of the Chancellor and his/her respective senior staff and their relationships to one another, to the Board of Governors, to the Board of Trustees, and to all other officers and agencies within and without the University are set forth in comprehensive terms in Chapter V of The UNC Code.

“Senior Officer(s) of the University,” as used herein, shall refer to the Chancellor and the senior academic and administrative officers of the University, including persons at the rank of vice chancellor, provost, or dean and other officers of equivalent rank and responsibility.

Senior officers of the University do not have tenure in their administrative positions but may obtain tenure in their academic discipline with a concurrent faculty appointment. It is understood that tenure status as a member of the faculty of a constituent institution held concurrently by any senior officer of the University is separate and distinct from his/her administrative status, and faculty tenure status is governed by the tenure policies and regulations of the University.

For more information about senior officers, see the policy titled “Employment Policies for EPA Non-Faculty,” at <http://www.ncat.edu/hr/documents/policies/emp-prov/epanf-emp.pdf>.

## **6.20 STUDENTS’ RIGHTS AND RESPONSIBILITIES**

See the policy titled “Educational Rights of Students,” at <https://www.ncat.edu/legal/policies/sec2-acad-affairs/faculty-handbook/AA-Educa-Rights-Stu-posted-2018.pdf>.

## **6.21 IMPROPER RELATIONSHIPS BETWEEN STUDENTS AND EMPLOYEES**

See the policy titled “Improper Relationships Between Students and Employees,” at <https://www.ncat.edu/legal/policies/sec2-acad-affairs/faculty-handbook/HR-Improper-Relationship-posting-2018.pdf>.

## **6.22 WEAPONS**

See the policy titled “Firearms on Campus,” at <https://www.ncat.edu/legal/policies/sec3-human-resources/BF-Firearms-on-Campus-posting-2018.pdf>.

## **6.23 REVIEW OF FACULTY HANDBOOK**

The chapters of the Faculty Handbook shall be evaluated for revisions no later than five years from the last revision/review.

Approved by the Board of Trustees

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Date revision is effective: upon approval

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July 20, 2018