

JACKSONVILLE UNIVERSITY

FACULTY HANDBOOK

Updated February 7, 2023



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SECTION I: HISTORY, MISSION, AND ACADEMIC ORGANIZATION

HISTORY OF THE UNIVERSITY

ACADEMIC ORGANIZATION

DESCRIPTION OF ACADEMIC ADMINISTRATIVE POSITIONS

PROVOST

Reporting directly to the President, the Provost serves as the Chief Academic Officer (CAO) and is responsible for coordination of all academic activities of the University.

VICE PROVOST

The Vice Provost assists the Provost in the academic activities of the University.

COLLEGE AND SCHOOL DEANS

The college and school (academic) deans report to the CAO and are responsible for the operation and administration of the colleges or school under the policies and guidelines established by the University. The selections, appointment, and evaluations of college deans are described in the **Faculty Bylaws, Article VI**.

UNIT ADMINISTRATORS

Within each college, organizational units are under the direction of the academic dean, who reports to the CAO. A college may have more than one level of administrative organization; these levels may differ among college. In colleges that employ a school structure, with a unit administrator (e.g. director) selected pursuant to the **Faculty Bylaws Part Two, Article Sections 41** (Selection of Unit Administrators) the academic dean of the college may, in consultation with the CAO and faculty in the college, appoint an assistant or associate dean. Unit administrators may be designated at the departmental level. In colleges without a school structure, an assistant or associate dean is considered a unit administrator comparable to directors and shall be selected pursuant to the **Faculty Bylaws Part Two, Article V, Sections 41** (Selection of Unit Administrators). The role of the elected administrator is to, among other duties, evaluate the faculty.

ASSISTANT AND ASSOCIATE DEANS

Assistant and associate deans report to the college deans and are responsible for the operation and administration of their respective programs, as assigned by the college dean.

DIRECTORS AND ACADEMIC DISCIPLINE COORDINATORS

Directors report to the college deans and are responsible for the operation and administration of their respective schools, including but not limited to: class schedules, budgets, inventories, adjunct faculty, long-range planning, faculty evaluations, and other duties as assigned by the college dean. In some areas, unit administrators serve as liaisons with Admissions for recruiting purposes.

SUBUNIT DEPARTMENT CHAIRS

The selection, appointment, function, evaluations, remuneration, and removal of department chairs are described in the Faculty Bylaws, Part Two, Article V, Section 4.5 (Sub-unit Chairs (Department Chairs)). If the Department Chair is functioning as the unit administrator, they have the duties of a unit administrator and shall be selected pursuant to the Faculty Bylaws Part Two, Article V, Section 4.5 (Selection of Unit Administrators).

PROVOST, VICE PROVOST, AND EXECUTIVE DIRECTOR OF INSTITUTIONAL EFFECTIVENESS, STRATEGY AND RESEARCH

The Office of the Provost provides vision, leadership, and oversight for all areas related to Academic Affairs in order to ensure that the quality of student education is a top priority in all decision making. The Vice Provost and the Executive Director of Institutional Effectiveness, Strategy, and Research both assist the Provost in his/her academic responsibilities.

The Office of the Provost is also responsible for the recruitment, hiring, and support of faculty members and college administrators. Accomplished through a system of shared and collegial governance, this mission is executed by:

- x determining academic priorities for the University
- x working collaboratively with Admissions and Enrollment Management
- x optimizing support for faculty development
- x managing tenure and promotion processes
- x interpreting personnel policies equitably, correctly, and consistently
- x facilitating experiential learning initiatives and student engagement
- x fostering intellectual curiosity
- x promoting the importance of inclusion, diversity, and accessibility
- x providing budgetary support for faculty members, academic units, and academic programming
- x stewarding fiscal responsibility while being attentive to the needs of the University's academic community

COLLEGES

BROOKS REHABILITATION COLLEGE OF HEALTHCARE SCIENCES

Mission Statement:

The Brooks Rehabilitation College of Healthcare Sciences (BRCHS) is focused on preparing students to join a workforce community of healthcare professionals who provide exemplary service and care to a diverse population. Our faculty and staff are innovative, creative, .8 (s)6.6 (e)-6 .6 ()TJ0 Tc 0

COLLEGE OF ARTS AND SCIENCES

Mission Statement:

The College of Arts & Sciences will maintain and enhance academic programs that develop and foster knowledge of human cultures and the physical and natural world, intellectual and practical skills, personal and social responsibility, and interconnected learning.

The College of Arts and Sciences is comprised of two schools (the School of Social Sciences and Education, and the School of Sciences and Mathematics), the Marine Science Research Institute (MSRI), and Public Policy Institute (PPI).

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COLLEGE OF LAW

Mission Statement:

The mission of the Jacksonville University College of Law is to provide quality legal education, focused on experiential learning and community partnerships, especially in the service of Jacksonville, Florida, and beyond.

DAVIS COLLEGE OF BUSINESS AND TECHNOLOGY

Mission Statement:

SECTION II: SHARED GOVERNANCE

The Faculty Bylaws describe the relationship, actions, and responsibilities of the Faculty and Administration as they work together to achieve the mission of the University. This section expands some of the items in the bylaws with administrative and procedural information.

GOVERNANCE

FACULTY

According to the **Faculty Bylaws, Part One, Article I, Section 1 (Definition of Faculty)**, a full-time faculty member is one whose major employment is with the institution, whose primary assignment is in teaching and/or research, and/or whose employment is based upon a full-time faculty contract. Officers assigned to the Naval Reserve Officers Training Corps (NROTC) program who have faculty rank will be considered members of the Faculty Assembly.

FACULTY GOVERNANCE

All duties and responsibilities for faculty governance are delineated in the **Faculty Bylaws, Part One, Article I (Faculty Governance)**.

COMMITTEE STRUCTURE

Serving on a faculty committee is one way of providing service to the University and the opportunity to voice matters that concern the faculty. Faculty are elected to the Academic Freedom and Grievance, Tenure and Promotion, and the Appointments Committees. The Appointments Committee makes appointments to the following standing committees: Academic Standards, Core Curriculum, Curriculum, Faculty Affairs, Instructional Resources, Planning and Budget, Student Affairs, and Athletics. The criteria for serving on elected committees are (e)-3 ()33.1 (e)-3 (A-1.3 (.)-1.9 (t)ribrc)-1.9 (e)-.6 ()33.1ao10.6 (T)-3.1 (l)-3.1 (h)P(m)4.5

ASSOCIATE PROFESSOR

An individual holding this rank typically holds a terminal degree in the area in which the individual teaches. The individual must have demonstrated the ability to excel in the three areas of evaluation which include teaching, [scholarship and professional development](#), and service the individual must have completed a minimum of five years of full time college-level teaching at the time of application. Two of the five years must be completed at Jacksonville University. These requirements apply in the case of promotion. However, the University administration can bring in a faculty member at any rank.

PROFESSOR

PRETENSURE REVIEW

GRADING

Official grades are submitted by a deadline established by the Registrar for each academic term. Mid-term (not reflected on transcript) and final grades are submitted through the Myju.edu faculty portal.

Grades and Grading System

The final letter grade a student receives in a course is converted to a numerical equivalent, or grade points, to indicate the quality of work for each credit hour of college work completed. The following table defines the letter grades and reflects the conversion to grade points. JU operates on a 4.0 system (Academic Catalog 2020-2021 <http://ju.smartcatalogiq.com/en/2020-2021/2020-2021-Academic-Catalog/Academic-Information/Grades-and-Grading-System>)

computing the GPA and may result in a change of academic status if the resulting GPA so indicates. Grades of "P," "I," "AU," and "W" are not considered in computing GPAs.

Note: "S/U are used in the event of a state of emergency and significant disruption to a semester. The use of S/U will be determined by the CAO and the Faculty Executive Committee."

Individual departments and programs may have standards for acceptable grades for continuation in the program. Faculty are not required to utilize the +/- grades.

USING BLACKBOARD (Bb)/CANVAS

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Posting grades on the electronic learning (LMS) pl

participation (often electronic) at Faculty Assembly also ensures that each full-time faculty voice is heard.

Students, Alumni, staff, and local community members appreciate when faculty are

EXTERNAL GRANTS & CONTRACTS

Pursuing external funding is often part of the research and scholarship life of faculty and helps support the infrastructure and materials needed to engage in these activities. Full-time faculty, and under special circumstances part-time faculty, may be eligible to submit proposals to outside organizations for grant or contract funding through the [Office of Research and Sponsored Programs \(ORSP\)](#). Grants and contracts submitted through the University (ORSP) are subject to the compliance policies of the University ([Institutional Review Board \(IRB\)](#) and/or [Institutional Animal Care and Use Committee \(IACUC\)](#)) as well as budget control and oversight of spending compliant with the terms of any award. ORSP is the only administrative unit authorized to review and submit a proposal for external funding. Because grant and contract awards are made to the institution, faculty are not authorized to submit proposals on their own without a minimum five-day prior review and approval by the ORSP. For awards, only the President and CFO are authorized to execute documents on behalf the institution; faculty are not authorized to accept/sign any award document from an external funding source.

FACULTY DEVELOPMENT AND INTERNAL GRANTS

ORSP also administers several internal funding opportunities. These opportunities include Faculty Travel Support, Faculty Research, Creative Activity & Scholarship (Faculty RCAS), and Student Research, Creative Activity & Scholarship, (Student RCAS),

FACULTY TRAVEL SUPPORT

A variety of professional development funds are available from the Office of Academic Affairs to assist with travel expenses related to professional development, research and proposal development.

FACULTY RESEARCH, CREATIVE ACTIVITY & SCHOLARSHIP

Internal grants are designed to support full-time faculty efforts to advance Jackson

PARTICIPATION IN PROFESSIONAL SOCIETIES AND COMMUNITY ORGANIZATIONS

Full-time faculty are encouraged to participate in professional societies as part of their professional activity and development, and community organizations as part of University service. Both types of activities bring benefits to the broader community, the faculty member, and to the University.

ADJUNCT FACULTY

Note: All sections of this handbook apply to Adjunct faculty with the exception of those areas that specifically refer to full-time faculty. Adjunct faculty are not eligible for benefits, tenure or promotion, and are evaluated only on teaching. There is no expectation for University service, scholarship, or creative activity associated with an adjunct appointment. Adjunct faculty may attend Faculty Assembly, but do not have voice or vote in the Assembly.

ACADEMIC FREEDOM

Jacksonville University considers a free and unconstrained exchange of information essential among its faculty, staff, and students. An explicit guarantee of academic freedom is made to faculty members through the **Faculty Bylaws, Part Two, Article 4 (Academic Freedom)**. The University accepts as its policy on academic freedom and tenure the.3 (o)-64y-3 (ere)-3 (1p(u)2.2 (e)-3 (s)-1.3 (i)10.6 (o)-6.6 ()10.7 (t)-3had)2.3 (e)7.8

GRIEVANCES

The Committee on Academic Freedom and Grievance hears serious faculty and academic grievances, see the **Faculty Bylaws, Part One, Article 10** (Committee on Academic Freedom and Grievance). The committee may hear or refuse to hear a grievance, baCES

evaluation is changed, the CAO must notify the college dean, the unit administrator and the faculty member and provide reasons for the change. The evaluation from the CAO is then sent to the President.

Faculty should keep both their yearly faculty evaluation reports and their yearly evaluations. This information will represent a central part of their portfolio for tenure and promotion as well as post-tenure review, see Suggestions for Tenure and Promotion Portfolios.

Adjunct Faculty are evaluated each term based on their teaching effectiveness (see below) by the

Committees for the excellence awards are chaired by the winner of the award the previous year and include four faculty members each for Teaching, University Service, and Professional Development. The committee for the excellence award in Community Service is chaired by the previous winner and includes three faculty members plus the Director of Service Learning.

ADJUNCT FACULTY EXCELLENCE AWARD

Adjunct faculty who have been employed at Jacksonville University for at least *two terms prior to the year of the award are eligible for this annual award. Individuals receiving the award will be recognized for their commitment to their students and for exceptional performance in teaching. The composition of the selection committee is described above.

*For example, an adjuncts faculty member applying for the award in 2022-2023 academic year would be eligible if they were employed for the 2022 fall and spring terms.

PROFESSOR OF THE YEAR

Each year, one faculty member will be elected Professor of the Year. This is open to all full-time faculty who have completed two semesters on the faculty and have not previously been Professor of the Year. The CAO will provide a list of all qualified faculty to the Executive Committee of Faculty Assembly.

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- x [Internships](#)
- x [Intramurals](#)
- x [Library](#)
- x [Office of Research & Sponsored Programs](#)
- x [Recreation Facilities](#)
- x [Registrar](#)
- x [Service Learning](#)
- x [Student Solutions Center](#)
- x [Study Abroad and Away](#)
- x [Undergraduate Research](#)
- x [University Policies and Procedures](#)
- x [University Scholars](#)
- x [Varsity Sports and Clubs](#)
- x [Writing Center](#)

Adjunct contracts, written at the school and college level at the beginning of each term, detail pay rates and courses for the term. Adjunct contracts do not imply a commitment for subsequent terms or additional courses. The deans, using guidelines detailed in the [Payroll Rates Effective May 26, 2020](#) determine adjunct pay rates per credit hour.

DEFINITION

A "joint appointment" is defined as a percentage appointment of a tenured/tenure-track faculty member, hereafter "the appointee," among two or more units. The sum of such percentages (total appointment) shall not be less than 50% nor more than 100%. The percentage appointment in at least one of the participating departments, designated the "primary department," shall be 51% or greater.

It is expected that the participating departments will provide a percentage of the salary for the appointee at their 12.8 (oc 0.0035.793(e)-6 (r)-2.8 ()2.2 (e)7.9 (a p)2.2 ((i)2.718i)2.719.6 (o)-82.7 (

2. The percentage appointment in each department as well as the department that will serve as the "primary department" as discussed below.

3. Voting privileges of the appointee in the departments will be determined by the individual departments. In all cases, the appointee shall have full voting privileges in the primary department.

CHANGING THE PERCENTAGE OF AN EXISTING JOINT APPOINTMENT

The percentage breakdown of a joint appointment may be requested at the time of renewal of the appointment to the Deans of the Colleges and the department head and only at the time of renewal of the appointment and is subject to approval of all signatories of the MOU.

Example: As an example, envision a faculty member hired into the Political Science department. They will be teaching 75% of their load in political science and an additional 25% in the Public Policy program. Either prior to the position being approved or once a joint appointment is sought, an MOU between the political science and public policy units would be put in place to document the necessary information recognized above. In this example, the faculty member's primary department would be political science, and this is where tenure would be accrued. Further, political science would be responsible for 75% of the salary and public policy for 25%. As necessary, the two programs—working with the faculty member—could adjust percentages, etc., based on need by amending the MOU or drafting a new one if the existing one is to expire.

In this example if Professor X were a 9-month appointment the professor would be assigned 4 courses in the fall and 4 courses in the spring, barring any other releases from the typical 24 teaching load. Since 75% of the faculty member's appointment is in political science, they would be assigned 18 credit hours of teaching in political science

and 6 credit hours in public policy. (P. 31-32)

a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).

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