Clark Atlanta University

Faculty Handbook
Academic Supplement

2008-2009 Academic Year

Office of the Provost and Vice President for Academic Affairs
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**Forms are located on the CAU website. Select “Other Resources’ on the “Academics” tab.**
ACADEMIC ADMINISTRATORS

DR. CARLTON E. BROWN
President

DIVISION OF ACADEMIC AFFAIRS

VACANT, Provost and Vice President for Academic Affairs
DR. JEFFREY J. PHILLIPS, Associate Vice President for Academic Affairs

DIRECTORS

Administrative Support Service Center  Dr. Anita O’Neal
CAU Art Gallery  Ms. Tina Dunkley
Faculty Development Center  Dr. Janice L. Liddell
Enrollment Support Services and Student Retention  Ms. Susan Gibson
Leadership and Professional Development  Ms. Donnita Raglin
Quality Enhancement Program/WISE  Dr. Sandra Flowers

UNIVERSITY CENTER OF EXCELLENCE

Center for Cancer Research and Therapeutic Development  Dr. Shafiq Khan

UNDERGRADUATE STUDIES

DR. ALEXA HENDERSON, Dean
DR. ISABELLA T. JENKINS, Associate Dean, Undergraduate Academic Services
DR. CYNTHIA CLEM, Assistant Dean

DIRECTORS/COORDINATORS

Honors Program  Dr. Isabella Jenkins
Student Assessment  Mr. Edward Rosser
Educational Talent Search  Ms. Phyllis Wyatt
Upward Bound/EXCEL  Ms. Maxine Thompson
Graduate Studies

Dr. William Boone, Dean

School of Arts and Sciences

Dr. Shirley Williams-Kirksey, Dean
Dr. Vicki Crawford, Associate Dean for Humanities

Department Chairs

Art
Biological Sciences
Chemistry
Computer and Information Sciences
English
Foreign Languages
History
Mass Media Arts
Mathematical Sciences
Music
Physics
Political Science
Psychology
Public Administration
Religion & Philosophy
Sociology & Criminal Justice
Speech Communication & Theater Arts

Program Chairs/Coordinators

African and African-American Studies/
Africana Women's Studies
Doctor of Arts/UG Humanities (DAH)
System Science Ph.D. Program

Mr. Christopher Hickey
Dr. Isabella Finkelstein
Dr. Cass Parker
Dr. Roy George
Dr. Alma Vinyard
Dr. Laurent Monyé
Vacant
Dr. Herbert Eichelberger (Interim)
Dr. Charles Pierre (Interim)
Dr. Sharon Willis
Dr. Swaraj Tayal
Dr. Johnny Wilson
Dr. Timothy Moore
Dr. Ron Finnell
Dr. Philip Dunston (Interim)
Dr. Sandra Taylor
Dr. Niaz Khan, Coordinator
Mr. Gary Yates, Coordinator

Dr. Josephine Bradley
Dr. Karamo B.S. Barrow
Dr. Roy George
ACADEMIC ADMINISTRATORS (continued)

SCHOOL OF ARTS AND SCIENCES

CENTERS OF EXCELLENCE

Center of Excellence for Computational Intelligence for National Security
Dr. Roy George
Center of Excellence in Communication Arts
Dr. Shirley Williams-Kirksey

RESEARCH CENTERS

Army Center of Excellence in Electronic Sensors and Combat (CECOM)
Dr. Roy George
Army Center of Excellence for Research in Information Science (ACRIS)
Dr. Roy George
Army High Performance Computing Research Center (AHPCRC)
Dr. Roy George
Center of Excellence for Microelectronics and Photonics (CEMP)
Dr. Michael D. Williams
Center for Research Excellence in Science and Technology (CREST)/Center for Functional Nanoscale Materials (CFNM)
Dr. Ishrat Khan
Center for Theoretical Studies of Physical Systems (CTSPS)
Dr. Alfred Z. Msezane
Environmental Justice Resource Center (EJRC)
Dr. Robert D. Bullard
High Performance Polymers and Composites (HiPPAC)
Dr. Eric A. Mintz
NIH Research Centers in Minority Institutions (RCMI)
Dr. Shafiq Khan
Southern Center for Studies in Public Policy (SCSPP)/W.E.B. DuBois Institute
Dr. Ron Finnell
Minority Access to Research Careers - Undergraduate Student Training in Academic Research (MARC-U*STAR)
Dr. Isabella Finkelstein & Dr. William Seffens
Web Net Technology Development and Training Center
Dr. Roy George

INSTITUTES

Joseph E. Lowery Institute for Justice and Human Rights Sensors, Energetics and Aerosol Systems Research Institute (SEAS)
Vacant
Dr. Myron Williams
ACADEMIC ADMINISTRATORS (continued)

SCHOOL OF ARTS AND SCIENCES

PROGRAMS

CAU Players Mr. Gary Yates
Dual-Degree Engineering Program (DDEP) Dr. Olugbemiga Olatidoye
Earth Systems Science Program (ESSP) Dr. Randal Mandock
Geographic Information Systems Lab Vacant
International Education/Study Abroad Dr. Paul M. Brown
HBCU Undergraduate Program (HBCU-UP) Dr. Cass Parker
Minority Biomedical Research Support
Research Initiative for Scientific Excellence (MBRS-RISE) Dr. Isabella Finkelstein
Minority Biomedical Research Support
Support of Continuous Research Excellence (MBRS-SCORE) Dr. Ishrat Khan

SCHOOL OF BUSINESS ADMINISTRATION

DR. EDWARD L. DAVIS, Interim Dean
MS. JUANITA F. CARTER, Associate Dean

DEPARTMENT CHAIRS

Accounting and Finance Dr. Kasim Alli
Decision Sciences and Economics Dr. Ajamu Nyomba
Management and Marketing Mr. Raphael Boyd

DIRECTORS

Graduate Business Programs Mr. Patrick Amos
Undergraduate Services Ms. Jacquelynn K. Davis

CENTER OF EXCELLENCE

School of Business Administration
Center of Excellence
ACADEMIC ADMINISTRATORS (continued)

SCHOOL OF EDUCATION

Dr. Trevor Turner, Interim Dean

DEPARTMENT CHAIRS

Counseling and Psychological Studies
Curriculum
Educational Leadership

Dr. Jill Thompson
Dr. Janet Kupperman
Dr. Moses Norman

Dr. Trevor Turner

PROGRAM COORDINATORS

School Counseling
Community Counseling
Early Childhood Education
Special Education General Curriculum
M.A.T. Mathematics and Science
Physical Activity Classes (Undergraduate Core Curriculum Program)
NCATE/PSC Accreditation Coordinator

Dr. Jill Thompson
Dr. Kennard Nears
Dr. James Young
Dr. Dashonera Griffin
Dr. John King
Dr. Doris Terrell
Dr. Noran Moffett

Center of Excellence

Center for Urban Educational Excellence

Dr. Ruby Thompson
& Dr. John King

Whitney M. Young, Jr., School of Social Work

Dr. Vimala Pillari, Dean
Dr. Margaret Counts-Spriggs, Interim Assistant Dean

DIRECTORS

Bachelor of Social Work Program
Master of Social Work Program
Ph.D. in Social Work Program

Dr. Margaret Count-Spriggs
Ms. Hattie Mitchell
Dr. Naviar Calloway

Dr. Pillari

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Council of Deans

(Faculty Handbook §1.4.5)

- Membership

- Schedule of Meeting Dates
COUNCIL OF DEANS

MEMBERSHIP

CHAIR

VACANT, Provost and Vice President for Academic Affairs

DEANS

DR. SHIRLEY WILLIAMS-KIRKSEY, School of Arts and Sciences
DR. EDWARD DAVIS, (Interim) School of Business Administration
DR. TREVOR TURNER, (Interim) School of Education
DR. VIMALA PILLARI, Whitney M. Young, Jr., School of Social Work
DR. ALEXA HENDERSON, Undergraduate Studies
DR. WILLIAM BOONE, Graduate Studies

EX-OFFICIO MEMBERS (per Chair)

DR. JEFFREY PHILLIPS, Associate Vice President for Academic Affairs
MS. ANGELA FREEMAN, University Registrar
COUNCIL OF DEANS

SCHEDULE OF MEETING DATES

Harkness Hall Conference Room
2:00 PM - 4:00 PM

(First and Third THURSDAY of each month - except as noted)

FALL 2008 SEMESTER

August 7, 2008
September 4, 2008
September 18, 2008
October 2, 2008
October 16, 2008
November 6, 2008
November 20, 2008
December 4, 2008

SPRING 2009 SEMESTER

January 15, 2009
February 5, 2009
February 19, 2009
March 5, 2009
March 19, 2009
April 2, 2009
April 16, 2009
May 7, 2009

SUMMER 2009 SEMESTER

June 4, 2008
July 16, 2008

NOTE: “Call Meetings” of the Council of Deans will be scheduled as needed.
Faculty Assembly

(Faculty Handbook §1.6.1)

- Officers
- Meeting Dates
FACULTY ASSEMBLY

OFFICERS

August 2008 - July 2009

Chair

Dr. Diane L. Plummer

Chair-Elect

Dr. Alfred Msezane

Recording Secretary

Dr. Veda Jairrels

Corresponding Secretary

Dr. Lisa Nealy

Treasurer

Dr. Ajamu Nyomba

Faculty Representatives to the Board of Trustees

Dr. Eric Mintz

Dr. Ruby Thompson

School Representatives

School of Arts and Sciences

Dr. Johnny Wilson

School of Business Administration

TBA

School of Education

TBA

Whitney M. Young, Jr., School of Social Work

TBA
FACULTY ASSEMBLY

Schedule of Meeting Dates

Thomas W. Cole, Jr. Research Center for Science and Technology - Auditorium
12:15 PM - 1:15 PM

(Second Tuesday of each month)

FALL 2008 SEMESTER

September 9, 2008
October 14, 2008
November 11, 2008
December 9, 2008

SPRING 2009 SEMESTER

January 13, 2009
February 10, 2009
March 10, 2009
April 14, 2009
May 12, 2009
University Senate

(Faculty Handbook §1.6.2)

- Committee Rosters
- University Review Committee
  - Meeting Dates
UNIVERSITY SENATE

MEMBERSHIP

(Faculty Handbook §1.6.2.1)

DR. CARLTON E. BROWN, Presiding Officer
________________________, Secretary (to be appointed by Executive Committee through AY 10-11)

ELECTED VOTING MEMBERS (20)

Faculty Assembly

Chair
Dr. Diane L. Plummer

Chair-Elect
Dr. Alfred Msezane

At-Large Members
Dr. Kanika Bell
Dr. Bettye Clark
Dr. Margaret Counts-Spriggs
Mr. James McJunkins
Dr. Laurent Monyé

Staff Assembly

President
Ms. Gay-Linn Jasho
Dr. Georgianna Bolden
Ms. Alimah Maolud
Ms. Phyllis McCrary

School of Arts and Sciences

Ms. Brenda Wright (CA)
Mr. Christopher Hickey (HUM)
Dr. Isabella Finkelstein (NS)
Dr. Henry Elonge (SS)

School of Business Administration
Dr. Jamie Pleasant

School of Education
Dr. Noran Moffett

Whitney M. Young, Jr., School of Social Work
Dr. Richard Lyle

President, Undergraduate Student Government Association
Mr. LeVon Brown

President, Graduate Student Government Association
Mr. Pierre Gaither

EX OFFICIO - VOTING MEMBERS (9)

President
Dr. Carlton E. Brown

Provost and Vice President for Academic Affairs
VACANT

Dean, Graduate Studies
Dr. William Boone

Dean, Student Affairs
Ms. Cynthia Evers

Dean, Undergraduate Studies
Dr. Alexa Henderson

Dean, School of Arts and Sciences
Dr. Shirley Williams-Kirksey

Dean, School of Business Administration
Dr. Edward L. Davis (interim)

Dean, School of Education
Dr. Trevor Turner (interim)

Dean, Whitney M. Young, Jr., School of Social Work
Dr. Vimala Pillari

EX OFFICIO - NONVOTING MEMBERS (2)

Vice President, Finance and Business Services
Mr. Bobby Young

Vice President, Research and Sponsored Programs
Dr. Marcus W. Shute
UNIVERSITY SENATE MEMBERSHIP (continued)

EXECUTIVE CABINET - NONVOTING MEMBERS (4)
Vice President, Enrollment Services and Student Affairs  Dr. Darrin Q. Rankin
Vice President, Institutional Advancement and University Relations  Mr. Aristide Collins, Jr.
Vice President, Management Services  Mr. Michael Lacour
General Counsel  Attorney Lance Dunnings
Associate Vice President for Academic Affairs  Dr. Jeffrey Phillips
Chief Compliance Officer  Ms. Lucille Maugé
Director, Planning, Assessment and Research  Mr. Narendra Patel
Special Assistant to the President  Ms. Cynthia Buskey

EXECUTIVE COMMITTEE

(Faculty Handbook §1.6.2.3)

DR. CARLTON E. BROWN, Presiding Officer

MEMBERS
Chair, Committee on Rights and Rules  Ms. Cynthia Evers
Chair, Committee on Governance  Dr. Eric Mintz
Chair, Committee on Budget and Planning  Provost/VPAA
Chair, Committee on Community Relations  Dr. Belinda Oliver
Chair, Committee on Computer & Information Technology  Dr. Khalil Shujaee
Secretary, University Senate  TBA
(nonvoting unless a regularly elected member of the Senate)

COMMITTEE ON RIGHTS AND RULES

(Faculty Handbook §1.6.2.4)

MS. CYNTHIA EVERS, Chair

MEMBERS
Dean for Student Affairs  Ms. Cynthia Evers
Faculty Assembly Representatives (3)  Dr. Lisa Nealy
Faculty Assembly Representatives (3)  Dr. James Ponnley
Faculty Assembly Representatives (3)  Dr. Niranjan Talukder
Staff Assembly Representatives (2)  Ms. Susan Gibson
Staff Assembly Representatives (2)  Mr. Edward Rosser
Student Government Representative - Undergraduate  Mr. LeVon Brown
Student Government Representative - Graduate  Mr. Pierre Gaither

EX OFFICIO - NONVOTING MEMBER
General Counsel (as needed)  Lance Dunnings, Esq.
UNIVERSITY SENATE COMMITTEES (continued)

COMMITTEE ON GOVERNANCE

(Faculty Handbook §1.6.2.5)

DR. ERIC MINTZ, Chair

MEMBERS
Associate Vice President for Academic Affairs Dr. Jeffrey Phillips
Dean for Graduate Studies Dr. William Boone
Chair, Faculty Assembly Dr. Diane L. Plummer
Faculty Assembly Representatives (2) Dr. Eric Mintz
Dr. Ruby Thompson
Staff Assembly Representative Ms. Gay-linn Gatewood-Jasho
Student Government Representative - Undergraduate Mr. LeVon Brown
Student Government Representative - Graduate Mr. Pierre Gaither

EX OFFICIO - NONVOTING MEMBER
Provost and Vice President for Academic Affairs (as needed) VACANT

COMMITTEE ON BUDGET AND PLANNING

(Faculty Handbook §1.6.2.6)

VACANT, Chair (Provost and Vice President for Academic Affairs)
MR. NARENDRA PATEL, Executive Secretary

MEMBERS - (voting)
Vice President for Finance and Business Services Mr. Bobby Young
Director, Planning, Assessment & Research Mr. Narendra Patel
School of Arts and Sciences Dr. Melvin Webb (Tenured)
School of Business Administration Dr. Lynne Patten (Tenure Track)
School of Education Dr. Trevor Turner (Tenured)
Whitney M. Young, Jr., School of Social Work Dr. Roslyn Harper-Arnold (NonTenured)
Chair, Faculty Assembly Dr. Diane L. Plummer (Tenured)
President, Staff Assembly Ms. Gay-Linn Jasho
Student Government Representative - Undergraduate Mr. LeVon Brown
Student Government Representative - Graduate Mr. Pierre Gaither

STANDING MEMBERS - (nonvoting)
President (ex officio - as his schedule permits) Dr. Carlton E. Brown
Associate Vice President for Academic Affairs Dr. Jeffrey Phillips
Director, Title III Administration Ms. Connie Hannah-Willis
Vice President for Institutional Advancement and University Relations Mr. Aristide Collins, Jr.
Assistant Vice President for Financial Planning Ms. Janet Scott
COMMITTEE ON COMMUNITY RELATIONS

(Faculty Handbook §1.6.2.7)

DR. BELINDA OLIVER, Chair

MEMBERS
Vice President for Finance and Business Services
Mr. Bobby Young
Director of Community Relations
Mr. Joshua Hopkins
Senior Director of Marketing and Communications
Ms. Jennifer Jiles (Interim)
Faculty Assembly Representatives (3)
Dr. Philip Dunston
Dr. Herbert Eichelberger
Dr. Viktor Osinubi

Staff Assembly Representatives (2)
Dr. Belinda Oliver
Ms. Ernita Hemmitt
Student Government Representative - Undergraduate
Mr. LeVon Brown
Student Government Representative - Graduate
Mr. Pierre Gaither

COMMITTEE ON COMPUTER INFORMATION AND TECHNOLOGY

(Faculty Handbook §1.6.2.8)

DR. KHALIL SHUJAEE, Chair

MEMBERS
Associate Vice President for Academic Affairs
Dr. Jeffrey Phillips
Chair, Department of Computer and Information Sciences
Dr. Roy George
Associate Vice President for Information Technology and
Communications/Chief Information Officer
Mr. Johann Lawton
Director, Academic Instructional Technology Center
Dr. Janice Liddell
School of Arts and Sciences
Ms. Tracey Billingsley (CA)
Dr. Rosalind Arthur-Andoh (HUM)
Dr. Khalil Shujaee (NS)
Dr. Jeffrey Porterfield (SS)
School of Business Administration
Dr. Evelyn Winston-Dadzie
School of Education
Dr. Edward Williams
Whitney M. Young, Jr., School of Social Work
Dr. Robert Waymer
Student Government Representative - Undergraduate
Mr. LeVon Brown
Student Government Representative - Graduate
Mr. Pierre Gaither
UNIVERSITY SENATE COMMITTEES (continued)

ACADEMIC COUNCIL

(Faculty Handbook §1.6.3)

VACANT, Chair (Provost and Vice President for Academic Affairs)

ELECTED MEMBERS
Faculty Assembly (4)
Dr. Joseph Coble
Dr. Pushkar Kaul
Dr. Om Puri
Dr. Daniel Black

School of Arts and Sciences (8)
Dr. Niaz Khan (CA)
Ms. Deidre McDonald-Williams (CA)
Dr. Paul Brown (HUM)
Dr. Viktor Osinubi (HUM)
Dr. Charles Pierre (NS)
Dr. Sandra Rucker (NS)
Dr. Ron Finnell (SS)
Dr. Sandra Taylor (SS)

School of Business Administration (2)
Dr. Donald Vest
Dr. Tom Apaiwongse

School of Education (2)
Dr. Janet Kupperman
Dr. Jill Thompson

Whitney M. Young, Jr., School of Social Work (2)
Dr. Joyce G. Dickerson
Dr. Susan K. Kossak

Student Government Representative - Undergraduate
Mr. LeVon Brown

Student Government Representative - Graduate
Mr. Pierre Gaither

STANDING MEMBERS
Dean, Graduate Studies (ex-officio)
Dr. William Boone
Dean, Undergraduate Studies (ex-officio)
Dr. Alexa Henderson
Council of Deans Representative
Dr. Shirley Williams-Kirksey
Chair, Faculty Assembly (ex-officio)
Dr. Diane Plummer
Chair-Elect, Faculty Assembly
Dr. Alfred Msezane
UNIVERSITY REVIEW COMMITTEE

(Faculty Handbook §2.16.3)

MEMBERS
Faculty Assembly (4)

Dr. Mesfin Bezuneh (AY 08-09)
Dr. Veda Jairrels (AY 08-09)
Dr. Timothy Moore (AY 09-10)
Dr. Ruby Thompson (AY 10-11)

President’s Appointees (2)

TBA

Mr. Raphael Boyd

Committee Appointee

Dr. Alfred Msezane (AY 07-08)
UNIVERSITY SENATE

SCHEDULE OF MEETING DATES**

Harkness Hall Conference Room
2:00 PM - 4:00 PM

FALL 2008 SEMESTER

October 14, 2008
November 11, 2008
December 9, 2008

SPRING 2009 SEMESTER

February 10, 2009
March 10, 2009
April 14 2009
May 12, 2009

NOTE: The Executive Committee of the University Senate is scheduled to meet on the second Tuesday of the month. The Executive Committee and the full Senate generally are not scheduled to meet during the months of September and January.

**dates subject to change**
Academic Council

(Faculty Handbook §1.6.3)

- Subcommittee Rosters
  - Subcommittees Operating and Reporting Procedures
    - Procedures for Submission of Proposals
      - Meeting Dates
ACADEMIC COUNCIL SUBCOMMITTEES

DR. ELRIDGE McMILLAN, Chair, Academic Affairs Committee of the Board of Trustees
VACANT, Chair, Academic Council

COMMITTEE ON UNDERGRADUATE ACADEMIC STANDARDS & STANDING

(Faculty Handbook §1.6.3.8)

DR. ROSLYN HARPER-ARNOLD, Chair

STANDING MEMBERS
Dean for Undergraduate Studies
University Registrar
Associate Vice President for Academic Affairs
Director of University Counseling Center

Dr. Alexa Henderson
Ms. Angela Freeman
Dr. Jeffrey Phillips
Dr. Marilyn Lineberger

ELECTED MEMBERS
School of Arts and Sciences
School of Business Administration
School of Education
Whitney M. Young, Jr., School of Social Work

Dr. Scott Shinabarger
Mr. Virgil Carr
Dr. Daa‘iyah Saleem
Dr. Roslyn Harper-Arnold

COMMITTEE ON ADMISSIONS, FINANCIAL AID AND SCHOLARSHIPS

(Faculty Handbook §1.6.3.7)

_______________________, Chair

STANDING MEMBERS
University Registrar
Director of Admissions
Director of Financial Aid
Director of Budgets
Dean for Undergraduate Studies
Dean for Graduate Studies
Advisor on Scholarship Awards
Dean, School of Arts and Sciences

Ms. Angela Freeman
Dr. Kevin Williams
Mr. Mark Adkins
Ms. Janet Scott
Dr. Alexa Henderson
Dr. William Boone
Dr. Isabella Jenkins
Dr. Shirley Williams-Kirksey

ELECTED MEMBERS
School of Arts and Sciences
School of Business Administration
School of Education
Whitney M. Young, Jr., School of Social Work

Dr. Willie Todd
Dr. Charlie Carter
Dr. Doris Terrell
Dr. Margaret Counts-Spriggs
ACADEMIC COUNCIL SUBCOMMITTEES (continued)

COMMITTEE ON ATHLETICS

(Faculty Handbook §1.6.3.9)

DR. EDWARD DAVIS, Chair

STANDING MEMBERS
Dean for Student Affairs  Ms. Cynthia Evers
Dean for Undergraduate Studies (or designee)  Dr. Alexa Henderson
Director of Athletics  Dr. Tamica Jones (Interim)
Director of Admissions  Dr. Kevin Williams
Director of Financial Aid  Mr. Mark Adkins
Director of Business Affairs  TBA
University Registrar  Ms. Angela Freeman
Compliance Officer for NCAA Regulations  TBA
NCAA Faculty Representative  TBA

ELECTED MEMBERS
School of Arts and Sciences  Dr. Melvin Webb
School of Business Administration  Dr. Edward Davis
School of Education  Mr. Elmer Mixon
Whitney M. Young, Jr., School of Social Work  Dr. Margaret Counts-Spriggs
Alumni (2)  Mr. Lawrence Scott
                      Ms. Gwendolyn Mayfield
Students (2)  Ms. Brenda Wilson
                      Mr. Maurice Simpson
Students who participate in intercollegiate athletics (2)  Mr. Paul Kinickerson
                      Ms. Whitney Smith

*The committee shall also include, in any case, at-large members selected in compliance with National Collegiate Athletic Association rules.*

COMMITTEE ON COMMITTEES

(Faculty Handbook §1.6.3.2)

_________________, Chair

STANDING MEMBERS
Associate Vice President for Academic Affairs  Dr. Jeffrey Phillips

ELECTED MEMBERS
School of Arts and Sciences  Dr. Sarah North
School of Business Administration  Dr. Charles Moses
School of Education  Dr. Walter Groves
Whitney M. Young, Jr., School of Social Work  Dr. Vimala Pillari
Faculty Assembly (2)  Dr. Mesfin Bezuneh
ACADEMIC COUNCIL SUBCOMMITTEES (continued)

COMMITTEE ON EXTERNAL PROGRAMS AND CONTINUING EDUCATION

(Faculty Handbook §1.6.3.4)

__________________________, Chair

STANDING MEMBERS

Associate Vice President for Academic Affairs  Dr. Jeffrey Phillips
Director of Continuing Education  VACANT
Director of International Education/Study Abroad  Dr. Paul M. Brown
Dean for Undergraduate Studies (or designee)  Dr. Alexa Henderson
Dean for Graduate Studies  Dr. William Boone

ELECTED MEMBERS

School of Arts and Sciences  Dr. Melvin Webb
School of Business Administration  Dr. Larry Brown
School of Education  Dr. Esperanza Zenon
Whitney M. Young, Jr., School of Social Work  Dr. Naviar C. Calloway

GRADUATE COUNCIL

(Faculty Handbook §1.6.3.11)

__________________________, Chair

STANDING MEMBERS

Dean for Graduate Studies  Dr. William Boone
CEO and Director, Robert W. Woodruff Library  Mrs. Loretta Parham

ELECTED MEMBERS

(faculty must have earned doctorate, be tenured Associate Professor or above, be engaged in graduate teaching)

School of Arts and Sciences (3)  Dr. Isabella Finkelstein
School of Business Administration  Dr. Winfred Harris
School of Education  Dr. Sandra Taylor
Whitney M. Young, Jr., School of Social Work  Dr. Joyce Dickerson
Student Government Representatives - Graduate (2)  Mr. Pierre Gaither
Student Government Representatives - Undergraduate (2)  Mr. Tierre Brooks

EX OFFICIO - NONVOTING MEMBERS (4)

Dean, School of Arts and Sciences  Dr. Shirley Williams-Kirksey
Dean, School of Business Administration  Dr. Edward L. Davis (interim)
Dean, School of Education  Dr. Trevor Turner (interim)
Dean, Whitney M. Young, Jr., School of Social Work  Dr. Vimala Pillari
ACADEMIC COUNCIL SUBCOMMITTEES (continued)

LIBRARY ADVISORY COMMITTEE

(Faculty Handbook §1.6.3.6)

____________________, Chair

STANDING MEMBERS
Associate Vice President for Academic Affairs Dr. Jeffrey Phillips
Dean for Undergraduate Studies (or designee) Dr. Alexa Henderson
Dean for Graduate Studies (or designee) Dr. William Boone

ELECTED MEMBERS
School of Arts and Sciences (4) Dr. Niaz Khan (CA)
Ms. Gwendolyn Morgan (HUM)
Dr. Sarah North (NS)
Dr. Fragano Ledgister (SS)
School of Business Administration Dr. Donald Vest
School of Education Dr. Sheila Gregory
Whitney M. Young, Jr., School of Social Work Ms. Mary Curtis Ashong

COMMITTEE ON RESEARCH AND SPONSORED PROGRAMS

(Faculty Handbook §1.6.3.5)

____________________, Chair

STANDING MEMBERS
Vice President for Research and Sponsored Programs Dr. Marcus Shute
Vice President for Finance and Business Services Mr. Bobby Young
Vice President for Institutional Advancement and University Relations Mr. Aristide Collins, Jr.

ELECTED MEMBERS
School of Arts and Sciences (4) Dr. Alice Stephens (CA)
Dr. Janice Liddell (HUM)
Dr. Charles Pierre (NS)
Dr. Medha Talpade (SS)
School of Business Administration Dr. Evelyn Winston-Dadzie
School of Education Dr. Kennard Nears
Whitney M. Young, Jr., School of Social Work Dr. Robert Waymer

EX OFFICIO - NONVOTING MEMBERS (2)
Associate Vice President for Academic Affairs Dr. Jeffrey Phillips
Director, Title III Administration Ms. Connie Hannah-Willis
ACADEMIC COUNCIL SUBCOMMITTEES (continued)

COMMITTEE ON STUDENT LIFE

(Faculty Handbook §1.6.3.10)

__________________, Chair

STANDING MEMBERS
Dean for Student Affairs Ms. Cynthia Evers
Director of Student Activities Mr. Al Dorsey
Director of International Education/Study Abroad Dr. Paul M. Brown
Senior Director of Marketing and Communications Ms. Jennifer Jiles (Interim)
Dean for Undergraduate Studies Dr. Alexa Henderson

ELECTED MEMBERS
School of Arts and Sciences Dr. Henry Elonge
School of Business Administration Dr. Ajamu Nyomba
School of Education Dr. Leteria Clemons
Whitney M. Young, Jr., School of Social Work Ms. Flolena L. Stitt
Student Government Representatives - Undergraduate Mr. Maurice Simpson
Student Government Representatives - Graduate Ms. Asatu Walton

EX OFFICIO - NONVOTING MEMBERS (4)
Dean for Graduate Studies Dr. William Boone
Associate Dean for Undergraduate Studies Dr. Isabella Jenkins
Student Government President - Undergraduate Mr. LeVon Brown
Student Government President - Graduate Mr. Pierre Gaither
ACADEMIC COUNCIL SUBCOMMITTEES (continued)

UNIVERSITY CURRICULUM COMMITTEE

(Faculty Handbook §1.6.3.3)

___________________, Chair

STANDING MEMBERS
Dean for Graduate Studies                             Dr. William Boone
Dean for Undergraduate Studies                         Dr. Alexa Henderson
University Registrar                                    Ms. Angela Freeman
Provost and Vice President for Academic Affairs        VACANT (ex officio, nonvoting)

ELECTED MEMBERS
School of Arts and Sciences (4)                         Mr. James McJunkins (CA)
                                                        Dr. Viktor Osinubi (HUM)
                                                        Dr. Peter Molnar (NS)
                                                        Dr. Joseph Coble (SS)
School of Business Administration                       Dr. Lynne Patten
School of Education                                      Ms. Barbara Mason
Whitney M. Young, Jr., School of Social Work           Dr. Joyce G. Dickerson
Faculty Assembly Representatives (2)                   Dr. Christopher Bass
                                                        Dr. Thomas Scott
Operating and Reporting Procedures

1. Committees should develop bylaws to guide their operation. The bylaws should include the number of members to form a quorum.

2. Minutes of committee meetings should indicate the following:
   a. Official name of the committee.
   b. List of members present/absent.
   c. Date and time of meeting.
   d. Statement of committee recommendations.
   e. The discussions that led to the recommendations.
   f. Expression of minority opinions.
   g. Appropriate documentation.

3. Minutes of committee meetings should be distributed as follows:
   a. Each member of the committee should receive a copy of the minutes.
   b. A copy of the minutes is to be sent to the Chair of the Committee on Committees by the end of each month.
   c. A copy of the committee minutes should be sent to the Provost and Vice President for Academic Affairs.
   d. Statements of committee recommendations are to be presented to the Academic Council through the Provost and Vice President for Academic Affairs in order to have the items placed on the agenda.

Approved: 2/1/91
PROCEDURES FOR SUBMISSION OF PROPOSALS TO ACADEMIC COUNCIL
General Instructions and Guidelines

I. Introduction

These are guidelines to assist in the preparation of the Proposal. All information should be submitted on the accompanying forms. Attach the completed KPI chart. Priority will be given to program changes that are mandated by the Strategic Academic Plan, required for accreditation and/or emergency situations.

A. Identify specific recommendations of the Strategic Academic Plan that are addressed in the proposal.

B. Translate recommendations into program proposals using revised program proposal submission forms and routing procedures indicated below.

II. Routing of the Proposal

A. Submit proposals according to submission/review schedule already in effect.

   Department ➔ School Committee ➔ School Dean ➔ Vice President for Academic Affairs ➔ Curriculum Committee

   Revise proposals as necessary based on review recommendations from any of the above offices or groups.

B. Academic Council and University Senate approval is required.

C. Board of Trustees approval is required.

D. Institute new programs/program revisions only after all approvals are obtained.

III. Design and Implementation Framework

A. Cost-Effective Academic Programs

   Cost-effectiveness - where the benefits outweigh the investments or at a minimum are equal to the investment.

   Determine the resource costs and other requirements needed to implement the proposal.

B. Use Key Performance Indicators (KPI) appropriate to your situation to benchmark and set standards for new course(s) or programs. The KPI table should show the changes predicted or expected as a result of the implementation of this proposal.

C. The annual evaluation of the impact of your proposal should be in accordance with the standards or benchmarks that you need.

D. Assess status at end of designated period and analyze impact of new status on overall program/institutional effectiveness. The assessment will be performed by the University Curriculum Committee.
ACADEMIC COUNCIL

MEETING DATES

Harkness Hall Conference Room
2:00 PM - 4:00 PM

(First FRIDAY of each month)

FALL 2008 SEMESTER

September 2008 (TBA)
October 5, 2008
November 2, 2008
December 7, 2008

SPRING 2009 SEMESTER

January 2009 (TBA)
February 6, 2009
March 6, 2009
April 3, 2009
May 1, 2009

NOTE: Special or ad hoc meetings of the Council may be called by the Chair of the Council or upon written request from one-third of its members.
Promotion and Tenure

- Committee Rosters
- Application Review Schedule
- Catalog of Supporting Material
- Appeals Process
**SCHOOL COMMITTEES**

*(Faculty Handbook §2.6C)*

**School of Arts and Sciences**

**Dr. Henry Elonge,** Chair  
Associate Professor, Tenured

**Dr. Timothy Askew**  
Associate Professor, Tenured

**Mr. Christopher Hickey**  
Professor, Tenured

**Dr. Peter Molnar**  
Associate Professor, Tenured

**Dr. Sandra Rucker**  
Associate Professor, Tenured

**Dr. Sandra Taylor**  
Associate Professor, Tenured

**Ms. Brenda Wright**  
Assistant Professor, Tenured

**School of Business Administration**

**Dr. Charlie Carter,** Chair  
Associate Professor, Tenured

**Mr. Raphael Boyd**  
Associate Professor, Tenured

**Ms. Juanita Carter**  
Associate Professor, Tenured

**Dr. Rajul Gokarn**  
Associate Professor, Tenured

**Dr. Evelyn Winston-Dadzie**  
Associate Professor, Tenured

**School of Education**

**Dr. Veda Jairrels,** Chair  
Professor, Tenured

**Dr. Sheila Gregory**  
Professor, Tenured

**Mr. Elmer Mixon**  
Assistant Professor, Tenured

**Dr. Doris Terrell**  
Associate Professor, Tenured

**Dr. Ruby Thompson**  
Professor, Tenured

**Whitney M. Young, Jr., School of Social Work**

**Dr. Margaret Counts-Spriggs,** Chair  
Associate Professor, Tenured

**Professor Mary C. Ashong**  
Assistant Professor, Tenured

**Dr. Sandra J. Foster**  
Associate Professor, Tenured

**UNIVERSITYWIDE COMMITTEE**

*(Faculty Handbook §2.6E)*

**MEMBERS** *(Chairs of the School Promotion and Tenure Committees)*

**School of Arts and Sciences**  
Dr. Henry Elongé

**School of Business Administration**  
Dr. Charlie Carter

**School of Education**  
Dr. Veda Jairrels

**Whitney M. Young, Jr., School of Social Work**  
Dr. Margaret Counts-Spriggs
Application Review Schedule

1. The school deans disseminate within their respective schools on or before **August 30**, the Schedule of Deadlines and Instructions to departments for faculty submitting Promotion and Tenure materials (included is a list of members of the appropriate departmental committees and school committees).

2. Faculty applying for promotion and/or tenure must inform the respective school Committees on Promotion and Tenure on or before **September 15**.

3. The chair of the school Committee on Promotion and Tenure should inform all candidates about the specifics for compiling a review file and the appropriate deadlines on or before **October 1**.

4. Promotion and/or Tenure applications are submitted by the faculty member with all supporting documentation (see Instructions to Faculty for Submitting Promotion and Tenure Review Files) to the department committee chair (or the school committee chair, if the school does not have departments) on or before **October 15**. (For departments that do not convene a committee, the dossiers are sent to the department chair.)

5. The chair of the departmental committee transmits the committee’s recommendations and the applicant’s file with all documentation from the faculty member to the appropriate department chair (or the chair of the school Committee on Promotion and Tenure, transmits to the dean, if the school does not have departments) on or before **November 15**.

6. The department chair transmits the applications with his/her recommendations and all other recommendations and documentation to the chair of the school committee on or before **December 5**.

7. The chair of the school committee transmits the recommendations of the Committee and all other recommendations and documentation to the school dean on or before **January 15**.

8. The dean transmits the applications with his/her recommendations and all other recommendations and documentation to the Provost and Vice President for Academic Affairs on or before **February 15**.

9. The school dean will notify, in writing, the faculty applicants of his/her recommendation.

10. The Provost and Vice President for Academic Affairs will notify the unsuccessful applicants of his/her recommendation on or before **March 6**, unless otherwise indicated.

11. The Provost and Vice President for Academic Affairs transmits departmental and school deliberations with his/her recommendations and the respective application materials to the President on or before **March 31**.

12. The President transmits a summary of the deliberations and other documentation to the Academic Affairs Committee of the Board of Trustees.

13. The President transmits the recommendations of the Academic Affairs Committee of the Board of Trustees to the Board for action at its May meeting.

14. The President will notify the applicants of the Board’s action.

**NOTE:** The Board of Trustees ordinarily considers candidates for promotion and/or tenure at its May Board Meeting. A promotion and/or tenure decision is effective at the beginning of the academic year following the year when the decision was made.
Supporting documentation should include:

I. Promotion and/or Tenure Review Cover Sheet
   A. Applicant's Curriculum Vitae - Current
   B. Letters of Reference

II. In the Area of Teaching
   A. For each course taught: A course description, typical enrollment, labs, contact hours and additional scheduled class meetings
   B. Sample examinations and some indication of how students performed (*outcomes*)
   C. Other syllabi
   D. Special recognition of teaching excellence
   E. Additional activities which show a special dedication to teaching
   F. Student advising (*during research and matriculation*)

III. In the Area of Research and Scholarship
   A. Publications and whether in refereed or nonrefereed journals
   B. Proposals written and grants awarded
   C. Number of thesis and dissertation advisees
   D. Professional meetings attended
   E. Presentations by candidate and his/her students
   F. Invited talks
   G. Papers reviewed
   H. Books reviewed
   I. Proposals reviewed
   J. Number of citations of the candidate's publications

IV. In the Area of Service
   A. Offices held in professional organizations
   B. Chairing meeting and symposia sessions
   C. Service on thesis and dissertation committees
   D. University committees
   E. Departmental committees
   F. Community service
   G. Mentoring (*students and peers*)
   H. Other service

V. Activities Deserving Consideration not Falling into the Categories Listed Above
APPEALS PROCESS

I. Composition of the Universitywide Committee on Promotion and Tenure

The universitywide Committee on Promotion and Tenure is advisory to the Provost and Vice President for Academic Affairs. The committee shall comprise the chairperson from each of the schools’ Promotion and Tenure Committees. The committee shall select a chair from among its members. In the review of an appeal, the chair of the school committee of the faculty member appealing will be excused from the advisory review.

II. Scope of Responsibilities

A. Consistent with the policies enumerated in the Clark Atlanta University Faculty Handbook, the committee will review all appeals of adverse promotion and tenure determinations and/or cases of procedural errors.

B. The committee shall not be authorized to substitute its judgment for previous promotion/tenure recommendations, but rather shall restrict its review to whether adequate consideration was given to the appellant consistent with the criteria for promotion/tenure as outlined in the Faculty Handbook.

C. The committee shall not be empowered to recommend promotion/tenure decisions where no previous review of the application has taken place.

D. The committee shall not be empowered to render any determination or finding of sexual harassment or improper discrimination. The committee will review the appellant's materials, only to the extent of determining whether adequate consideration was given. Upon this review, the committee may request reconsideration by the appropriate reviewees, indicating the respects in which it believes the consideration was inadequate.

III. Parameters for Review

In cases regarding negative determinations of promotion and/or tenure, the framework for review shall be as follows:

A. Faculty member (appellant) must schedule a conference to review his/her written rationale for appeal, with the respective school dean and the department or program chair.

B. If the matter is not resolved at the level of the dean, then the appellant may have the matter referred to the universitywide committee. Appeals on promotion and/or tenure must be filed, in writing, with the Provost and Vice President for Academic Affairs within ten working days after the due date for the deans’ submission of promotion/tenure recommendations to the Provost and Vice President for Academic Affairs.

C. In the case of an appeal, the faculty member's complete promotion/tenure file, original materials, all evaluations, and the letter outlining the reason for the appeal are forwarded from the Office of the Provost and Vice President for Academic Affairs to the Committee within five working days after the due date for receipt of the appeals.
D. The Provost and Vice President for Academic Affairs or his/her designee shall review the appeals procedure with the members of the committee and shall ensure that the committee adheres to the time schedule, scope of responsibilities, and other parameters of review as determined for this process.

IV. Rationale for Consideration of Appeals

The reasons for appeal shall be indicated, in writing, by the appellant and shall fall within the following categories: a) inadequate consideration, or b) procedural error or administrative oversight.

A. If the appellant alleges that the application materials received inadequate consideration, the committee shall review the application and upon this review, may request reconsideration at the appropriate level(s) of the review process, indicating, in written detail, the respects in which consideration was considered inadequate.

B. If the committee concurs that there was a procedural error, or an obvious administrative oversight occurred in the administration of the process, then the committee may recommend that the application materials be referred to the level of review where the oversight first occurred. The application materials will then be reviewed by each subsequent level beyond the initial level.

If the appellant is alleging harassment or discrimination, the committee shall apply the same standard of review based on whether adequate consideration was given to the appellant's application. Charges of harassment or discrimination shall be forwarded by the Provost and Vice President for Academic Affairs to the Office of Human Resources for investigation (pursuant to the provisions in the Faculty Handbook).

V. Action on Appeals

The committee will forward its findings to the appellant and the Provost and Vice President for Academic Affairs on or before March 15, unless otherwise indicated.

If the committee sustains the appeal, then the application materials shall be returned to the appropriate reviewees, as stated, for consideration and action, unless otherwise indicated by the Provost and Vice President for Academic Affairs. The order of review shall follow that which was outlined in the promotion and tenure process.

In cases of appeal for reasons a or b above, when the committee overrules the appeal, then the findings and recommendation are submitted to the Provost and Vice President for Academic Affairs for his/her action.

VI. Notice to Appellants

The Provost and Vice President for Academic Affairs shall notify the appellants on or before March 31, unless otherwise indicated, of the action on the respective appeals.
Faculty Leaves

- Sabbatical Leave
- Leave of Absence
SABBATICAL LEAVE APPLICATION PROCESS

PROCEDURE
Tenured faculty members are eligible to apply and may be granted sabbatical leave after six or more consecutive years of full-time employment at the University. Approval for such leave shall be contingent upon the faculty member’s presenting written and detailed plans for formal study, research, or other experiences which are designed to improve the quality of service of the faculty member to the institution.

1. Eligible faculty member submits application, giving particulars of his/her request to the department chair (or to the school dean if there is no departmental structure) on or before October 15.

2. Department chair forwards the application and a written recommendation to the respective school dean on or before November 15.

3. School dean provides, to applicant, written acknowledgment of receipt of application on or before December 1.

4. The respective school dean submits his/her recommendation and the applicant's materials to the Provost and Vice President for Academic Affairs on or before January 10.

5. Recommendations for sabbaticals shall be presented by the Provost and Vice President for Academic Affairs to the President for review on or before February 5.

6. The President shall submit to the Academic Affairs Committee of the Board of Trustees a summary of the Sabbatical Leave Requests.

7. The President will notify the applicants in writing on or before March 15, unless otherwise indicated.

8. A summary report of sabbatical requests shall be presented to the Board of Trustees at its May Board Meeting.

NOTE: Sabbathal leave for faculty members shall be for not more than two semesters at one-half of the base salary which would have been paid had the faculty member been on full-time employment, or not more than one semester at the full base salary which would have been paid had the faculty member been on full-time employment.

Faculty members should consult with the Office of Human Resources in the event that a change in salary distribution affects their employee benefits, during the sabbatical period.
LEAVE OF ABSENCE APPLICATION PROCESS

PROCEDURE
Leave(s) of Absence at Clark Atlanta University provide an opportunity for continued and professional growth and intellectual attainment through study, research, writing and travel. Leaves of Absence may also provide opportunities for projects of interest to the University and for public or private service outside the University. Leaves of Absence may also be granted for illness, maternity and personal circumstances such as family emergencies.

All applications for leaves shall be accompanied by a detailed statement of cause or purpose. The following shall apply for Leave(s) of Absence:

1. The faculty member must submit his/her leave request to the respective department chair on or before November 15.
2. The department chair shall submit his/her recommendation to the respective school dean on or before December 5.
3. The school dean shall submit his/her recommendations to the Provost and Vice President for Academic Affairs on or before January 10.
4. The Provost and Vice President for Academic Affairs shall submit recommendations to the President, for review, on or before February 6.
5. The faculty member is notified, in writing, by the Provost and Vice President for Academic Affairs on or before March 15, unless otherwise indicated.
6. The President submits a summary of leave requests to the Board of Trustees, for information, at its May Board Meeting.

Unpaid Leaves of Absence shall be granted normally for one year, but may be extended, at the discretion of the Provost and Vice President for Academic Affairs, for a maximum of two years. Consecutive leave beyond two years shall be granted only for extraordinary cause.

Extension of an absence beyond the approved period of leave shall cancel all contractual relationships between the University and the faculty member concerned. The faculty member must notify his/her department chair and/or school dean of the intent to return, or request an extension of the leave period, on or before March 1 of the academic year in which the leave was granted.

NOTE: The above schedule may not apply in the case of personal emergency or other extraordinary circumstances.

Faculty members should consult with the Office of Human Resources in the event that a change in salary distribution affects their employee benefits during the leave period.
Appointment Procedures

- Adjunct and Part-time
- Payroll Information
- H-1B and J-1 Visa
- Nonreappointment
The definition and procedure for appointment of faculty who will be employed on a less than full-time basis is contained in Section 2.1 of the Faculty Handbook. Two categories of less than full-time faculty are identified: 1) pro rata part-time faculty; and 2) part-time per course faculty adjuncts.

A. Pro Rata Part-Time Faculty

Pro rata part-time faculty are faculty members who are ranked as defined in Section 2.1.1 and who are given an appointment equivalent to half-time or more, but less than that of a full-time faculty member. They may be employed on notice/probationary contracts. Such pro rata part-time faculty have pro rata rights to fringe benefits as defined in Section 2.14, the Compensation and Benefits section of the Faculty Handbook. They are not full voting members of the Faculty; however, on a pro rata basis they have responsibilities for advising, service on committees and all other responsibilities of full-time faculty members as detailed in the Faculty Handbook. Pro rata faculty are not eligible for tenure.

B. Part-time per Course Faculty:

A part-time per course faculty member is usually a part-time temporary employee of the University, who has been assigned one of the following temporary academic titles: Adjunct Professor, Adjunct Associate Professor or Adjunct Assistant Professor.

Part-time per course faculty:

1. usually have less than a half-time teaching load;
2. usually have no other faculty duties and responsibilities, except those listed below and in Section 2.9 as appropriate;
3. meet or exceed the criteria of the appropriate temporary academic titles;
4. are selected in the manner set forth below in Section 2.3;
5. always receive a term contract (see Section 2.2.1);
6. receive no fringe benefits or tuition remissions; and
7. do not accrue time towards tenure, promotion, sabbatical.

Part-time per course faculty are expected to be available at least 1½ hours per week for each course taught to advise students regarding their course work.

The following should apply in making part-time appointments:

1. The department or program chair initiates the written request for an adjunct appointment and forwards the appropriate paperwork to the respective school dean.
2. The school dean will recommend to approve or deny the request on the basis of his/her review of the information and the availability of funds to approve the request. Unauthorized commitments made by chairs and deans will not be approved.

3. The department chair, in consultation with the school dean, will implement the plan to recruit and select an individual to fill an adjunct position.

4. The respective school dean will forward the adjunct recommendations with the appropriate human resource forms to the Office of the Provost and Vice President for Academic Affairs for action.

5. All payroll or human resources forms are sent to the appropriate offices once approved by the Provost and Vice President for Academic Affairs and the Vice President for Finance and Business Services. (Faculty members should not "hand carry" payroll information once all the appropriate signatures have been secured.)

C. Appointment Criteria

Part-time and/or adjunct faculty teaching courses for credit must meet the same requirements for professional, experiential and scholarly preparation as their full-time counterparts teaching in the same discipline. (Official transcripts from all colleges and universities attended and resumes must be on file in the Office of the Provost and Vice President for Academic Affairs.) Adjuncts should be assigned a rank that is commensurate with their academic and scholarly accomplishments, but (where applicable) not to exceed the rank that they hold at their home institution. Deans, in consultation with their department chairs, may recommend an appropriate rank for part-time and adjunct faculty.

D. Orientation and Supervision

All part-time faculty will report to the appropriate department or program chair, with the exception of the General Education faculty, who may also report to the Dean for Undergraduate Studies. The chair will be responsible for providing orientation activities for these faculty and outlining their rights and responsibilities.
PAYROLL INFORMATION

To provide enough time to determine student enrollment and an adequate amount of time to review and approve adjunct faculty requests, the payroll schedule for the fall and spring semesters will be semimonthly for the adjunct faculty beginning with October and February, respectively. Three payroll checks will be issued for the fall semester and four payroll checks will be issued for the spring semester. The following will apply:

A. School deans and department chairs will advise adjunct and full-time faculty of this pay schedule.

B. New faculty must report to Human Resources within three days of their first day of work to complete the appropriate new hire documentation.

C. New full-time faculty must confirm with their dean their election of nine- or twelve-month salary distribution.

D. Continuing faculty that wish to change their pay distribution schedule must notify their dean of any change before September 1.

E. Requests to change salary distributions made after September 8 will not be implemented for the current year.

F. Adjunct and part-time faculty will be issued an appropriate contract from the Office of the Provost and Vice President for Academic Affairs for each semester of employment.

G. The dean will be responsible for preparing the Personnel Action Form (PAF) for new, returning and continuing faculty and adjuncts that will contain the appropriate job classification/ranking, department and budget numbers and the ending date of the assignment.

H. Faculty teaching during summer sessions at Clark Atlanta University will be paid according to the schedule established for summer instructional personnel. Earnings for summer teaching assignments will not qualify for the University’s basic retirement and the University will not match an ineligible earnings contribution.

I. Faculty who are engaged in research projects or teaching and research projects will be paid (as appropriate) according to the payroll schedule established for the June, July and August payrolls.

Definition of "Year"

Members of the full-time faculty are compensated on the basis of a nine-month academic year paid over either nine or twelve months. If any teaching member of the faculty is asked to be on duty for a longer period than is customary with the present nine-month period of instruction, he or she may receive additional compensation.

Note: Payroll information (PAFs) for adjunct faculty must be submitted for review to the Office of the Provost and Vice President for Academic Affairs on or before September 20 for the Fall semester and on or before January 24 for the Spring semester.
H-1B Visa Required Documentation

List of information required from faculty to begin the application process:

Applicant:

1. University Degree(s)
2. Copy of I-94 card (front and back)
3. Copy of passport pages with names, date of birth, photograph and passport expiration date
4. Copy of U.S. visa(s) with U.S. entry stamps from passport
5. Copy of all prior visa approvals or extensions of stay in USA (e.g., F-1 student, prior H-1 employment, J-1 visitor, etc.).

For Applicant’s spouse and children who are not U.S. citizens:

1. Copy of I-94 card (front and back)
2. Copy of passport pages with names, date of birth, photograph and passport expiration date
3. Copy of U.S. visa(s) with U.S. entry stamps from passport
4. Copy of all prior visa approvals or extensions of stay in USA (e.g., F-2 student, H-4 dependent, J-1/J-2 visitor, etc.)

The initial H-1B process generally takes a minimum of two months to complete. Faculty must have work authorization approval granted from INS prior to the actual start of work. To request an extension, H-1B visa holders are responsible for notifying their respective chair/dean, and the Office of the Provost and Vice President for Academic Affairs at least 90 days in advance of the expiration date of their visa.
**J-1 Visa Required Documentation**

List of information maintained on file to issue a J-1 Visa to an Exchange Visitor:

1. City/Country and Date of Birth
2. Country of Permanent Residency
3. Citizenship
4. Is applicant a legal permanent resident of the U.S.?
5. Current position
6. Expected date of arrival in U.S.
7. Time period to be in U.S.
8. Title/Rank and specific field of activity/research while in U.S.
9. Proof of health insurance coverage while in U.S.
10. Dates & types of previous Visas
11. Dependents to accompany exchange visitor *(include date of birth, place of birth & relationship to exchange visitor)*
12. Amount and source of funds to be received by the exchange visitor while in U.S. *(if applicable)*

The Office of the Provost and Vice President for Academic Affairs should be notified at least one month in advance of request for appointment when the individual is a prospective J-1 visa holder. J-1 visa holders are responsible for notifying their respective department/school and the Office of the Provost and Vice President for Academic Affairs at least 45 days prior to the visa expiration date.
Nonreappointment of probationary/notice contract faculty may be effectuated by giving the faculty member written notice of the University’s decision not to reappoint consistent with the requirements under Section 2.8.3.1 of the Clark Atlanta University Faculty Handbook. The President shall act after receiving the recommendation of the Provost and Vice President for Academic Affairs who shall have consulted with the appropriate dean and department chair. If the faculty member is the department chair, the recommendations of the Provost and Vice President for Academic Affairs and dean shall suffice.

Notice of nonreappointment must be given in writing by the Provost and Vice President for Academic Affairs on or before the following dates:

A. First Year of Service

On or before March 1 of the first academic year of service if the initial appointment is not to be renewed, or at least 90 calendar days prior to the expiration of an initial, one academic year appointment, if it expires during an academic year;

B. Two Years of Service

On or before December 15 of the second academic year of service if the appointment is not to be renewed, or at least 180 calendar days prior to the expiration of the appointment if it expires during the academic year; or

C. More than Two Years of Service

At least one year before nonreappointment if the faculty member is in at least the third year of an academic probationary appointment.

Note: The above provisions will not apply in the event that there has been a finding that the behavior which justified dismissal involved gross misconduct.
Faculty Workload

- Faculty Workload

  - Graduate Student Fellowships, Assistantships and Other Financial Aid

  - Graduate Student Workload and Awards Allocation
A Faculty Teaching Load and Schedule form must be completed for all departmental faculty for each semester during the academic year. To assist with the management of the data, please do not create a new form when you submit the information. A separate form should be completed for each department in which you teach. Under the "FTE Release Time" section you should enter the equivalent course hour reduction that is given to faculty who are Chairs; the equivalent for faculty who have assumed some other administrative responsibility that warrants a course reduction; or enter the equivalent for faculty who have course reductions to offset research activity. In some instances, a faculty member may have a reduction in several categories.

NOTE: Individual faculty workloads will be compiled by the department/program chairs and forwarded to the school dean on or before November 1 and February 15 of the respective semester. School deans will forward copies of the information to the Office of the Provost and Vice President for Academic Affairs within ten days of receipt.
GRADUATE STUDENTS
Fellowships, Assistantships and Other Financial Aid

Graduate student financial support usually takes the form of fellowships, assistantships, scholarships and other external funded awards. These examples of student support are outlined below:

A. **Fellowships** are generally awarded to doctoral students on an annual basis. They provide remission of tuition and a stipend to cover living expenses. Fellowships range in amounts up to $15,000.00 a year. With few exceptions, fellows perform no services in exchange for the support received. Renewals are contingent upon the availability of funding. Types of fellowships include:

1. University fellowships (*subject to availability of funding*);
2. Federal, state or local government fellowship programs; and
3. Foundation-sponsored fellowship programs.

Fellowships are generally considered nontaxable stipends if the recipient is working toward a degree. If not, the exemption is limited.

B. **Assistantships** are awarded to graduate students who teach, conduct research, or perform other services for the University. Stipend amounts range widely from graduate school to graduate school and frequently from department to department within a graduate school. Assistantships generally offer remission of tuition and pay a modest stipend. Types of assistants include:

1. Graduate Assistants (*nonteaching*) grade papers and perform other duties as assigned by their school or department.
2. Teaching Assistants (TAs) may have full or partial responsibility for teaching classes:
   a. TAs with partial responsibility for teaching contribute to but do not assign the final grade for the course.
   b. TAs with full responsibility for teaching the course assign the final grade. These teaching assistants must meet SACS criteria, i.e., they must have completed 18 graduate semester hours of course work in the field in which they are teaching. These will normally be students enrolled in doctoral programs who hold a master’s degree in the teaching field.
3. Research Assistants assist faculty members in conducting ongoing research. These assistantships may include tuition and/or stipends. The opportunity to renew may be contingent upon funding from some external funding source. Research Assistants are not available in every department or school.
4. Resident Assistants serve in a support capacity and assist with administrative responsibilities of the residence halls. Candidates must demonstrate academic ability, maturity, responsibility and leadership. Resident Assistants receive room expenses.
Fellowships, Assistantships and Other Financial Aid (continued)

5. **Residence Hall Coordinators** receive room expenses and a stipend. Any student may apply for Resident Assistantships. Applications should be made to the Office of the Associate Dean for Student Affairs. Assistantship funds usually are included on the unrestricted budget as an instruction expense or appear as an expense on a faculty member’s grant or contract.

C. **Scholarships** may depend upon general University appropriations and others are derived from endowed funds given to the University by donors. All awards are competitive and primarily based upon academic merit. Schools and departments may use other criteria for awarding scholarships which are dispersed at that level.

D. **Other Financial Aid** from federal- and state-funded programs are administered by the Office of Student Financial Aid.
The "Graduate Student Workload" forms have been developed to assist our efforts to identify, in a comprehensive manner, the type of financial assistance that departments have available for graduate students and the expectations for workload assignments. In the "Teaching Workload" section, the "assigned teaching load" column is the total number of teaching hours assigned to each student for the semester. The other columns in this section are self-explanatory. In the section "Nonteaching Workload Hours," please identify the approximate number of hours per week under the respective columns that the student must work.

NOTE: Graduate Student workload and financial information will be compiled by the department/program chairs and forwarded to the school dean on or before November 1 and February 15 of the respective semester. School deans will forward copies of the information to the Office of the Provost and Vice President for Academic Affairs within ten days of receipt.
Faculty Development
The University is committed toward assisting faculty in pursuit of individual and professional enhancement. To support the teaching, scholarship and research, and service interests and expectations of the faculty, the University embraces initiatives and programs to facilitate this development. To this end, the primary objectives of professional development are: 1) to improve and strengthen, on an ongoing basis, academic instruction and research initiatives through the recruitment, retention and development of a core of faculty within all academic areas; 2) to make available, annually, to members of the faculty, advanced study and other professional development opportunities to enable them to remain at the forefront of new information, innovative changes and technologies in their disciplines; 3) to develop and refine, continuously, teaching and instructional skills that respond to the global nature and diversity of the institutional body; and 4) to support a range of grantsmanship activity, forums and symposiums within which faculty have the opportunity to engage in intellectual exchanges and scholarly initiatives with their peers.

The following describes faculty development initiatives that will encourage continuous professional growth of academic personnel:

A. Faculty Advanced Study

The institution’s regional accrediting agency mandates that all faculty members possess, at minimum, a master’s degree in the field in which they are teaching or hold a master’s degree in another field and have completed 18 graduate semester hours in the area where they are teaching. However, meeting this standard makes one eligible at Clark Atlanta University generally for the rank of Instructor. University standards state that individuals who hold the rank of Assistant Professor or above, must normally possess the terminal degree that is recognized in their disciplines. Here, in most instances, it is the doctoral degree that is considered as the terminal degree. Consequently, current faculty who are at the level of instructor, should acquire the terminal degree in order to be considered for promotion to the rank of Assistant Professor. The University is committed to supporting faculty who have made a significant contribution to the institution and its programs to accomplish their academic objectives. This commitment has at its root the goal of the University to increase the number of faculty with a terminal degree. Whether the objective is a terminal degree or additional certification requirements, progress made toward advanced scholarship will help to strengthen the credentials and preparation of faculty in a number of academic areas.

B. Mini-Grants

The benefits that a mini-grants program makes available to the University faculty are substantial. In fulfilling the objectives of this "grant pool" faculty members have available to them, funds to pursue their academic interests, conduct research and to prepare materials for publication, and to pursue other scholarly activities that extend their range of knowledge within their field or to explore a new field. While research activities are the primary ventures that are supported by this fund, other activities in support of improving techniques and strategies for classroom instruction will be included.
In addition, to encourage positive interaction between faculty and students, mini-grants will be available to faculty who identify studies where they can team with students on joint research ventures. Joint faculty/student research projects serve as an effective teaching tool, as a source to enlarge a body of knowledge and as an increased opportunity to publish the results of studies — the focus of which gives credit to both the faculty member and the student and which can be measured through a variety of outcomes (papers, articles, presentations, artistic works).

C. Faculty Instructional and Language Training

As the institution's academic priorities have expanded to encompass an international mission, it must be prepared to receive and lead a world of diverse cultures, and in turn, offer this world a core of faculty who can go beyond the provincial parameters of western civilization. The faculty must be able to develop and master foreign language skills and develop projects that allow them to participate in research activities that focus on the social, political, economic and historical properties of other countries. Such projects often require that the faculty member conduct his/her research in countries other than the United States. If we expect to formulate a true agenda on foreign and international affairs and if we expect, as a result of what we teach, that our students will develop global perspectives, then we cannot permit the lack of communication skills and foreign language training to be the one factor that forces us to forfeit our opportunity to compete.

Another area where there is a need to develop training for faculty relates to teaching methodology. Faculty often come to higher education settings without benefit of having had formal instruction in teaching methods and pedagogy. Consequently, many must rely on their prior classroom experience as students to develop effective methods for teaching and transmitting knowledge to their students. There is a need to strengthen the language skills of some faculty who, undoubtedly are well prepared in their academic disciplines, but who may need assistance in mastering the English language and to respond to other faculty who may need assistance in developing effective teaching and instructional techniques.

D. Travel

It is absolutely essential that faculty have available to them, the opportunities for travel to professional conferences and workshops. Each of the five schools within the institution have need for support in this area. Travel opportunities foster and support continuing education forums and exchanges for faculty that are vital to the free flow of information and knowledge. Faculty utilize these occasions as platforms to engage their peers in vibrant discussions and receive new information regarding issues, trends and remedies that are on the cutting edge of their disciplines. The knowledge gained from this professional development activity positions faculty with scholarly works and proceedings that can be shared with their students and peers.

Without the continuous infusion of knowledge and ideas, the growth and development of any discipline becomes limited. The faculty must be kept abreast of their respective professional organizations and find institutional financial support for establishing and maintaining ties to these knowledge banks.
Professional Development (continued)

E. Symposium and Lecture Series

As curricular offerings are refined and enhanced, opportunities are needed to bring faculties together to present and discuss ideas, philosophies and positions. One way to integrate a diverse faculty is to support opportunities for them to organize and develop cross-disciplinary seminars. Here, the symposium format capitalizes on the strengths of a small campus and fosters the close interaction between departments. The primary objective is to offer funds with which departments and individuals can plan forums from which faculty can develop competencies that go beyond their particular disciplines. Cross-disciplinary seminars and symposiums provide a means for encouraging faculty to engage in dialogue beyond their particular research and teaching interests and bring together groups of instructional personnel who teach courses which have related topics and themes.

For more information, contact the Director of the Center for Excellence in Teaching and Learning.
University Catalog Revisions
(Supplements)

- Supplement Revision Guidelines
UNIVERSITY CATALOG REVISIONS

All modifications and changes for revised printings must be finalized on or before December 15 of the current academic year. Information submitted after this date will not be included in these printings. School deans and department chairs should review their respective sections in the working copies of both catalogs according to the following:

A. Where appropriate, catalog supplements may be developed for an academic year.

B. Supplements will be printed only to reflect substantive changes in the academic programs.

The following are the general guidelines for catalog changes:

A. Descriptions of schools, departments and other administrative areas should be revisited and modified, where necessary, to reflect the mission and philosophy of Clark Atlanta University.

B. Descriptions of and introductions to departments and other areas should include a brief overview of the area and its programs. Lengthy departmental mission statements, goals and objectives and purposes should be omitted. (*This information may be included in departmental or program publications*).

C. Departmental criteria for admissions and retention should be omitted or summarized (*Detailed information should be included in departmental or program publications*).

D. Course descriptions should be reviewed for accuracy and summarized where necessary. Some course descriptions appear to be extremely lengthy. Generally, a three- to four-line description should be adequate.

E. Course descriptions should include the respective term (*fall, spring, summer*) of offering and the number of credit hours. Sample format and course descriptions follow:

**PSC 570: International Relations.** 3 credits
Analysis of interlocking factors of geography, population, race nationalism, and economics as fundamental forces in national power; study of diplomatic, ideological, imperialistic and military rivalries in the contest for world power.

**SSW 507: Social Work Practice in Health Settings.** 2 credits
Advanced course to build on skills gained in prerequisite practice courses; focus on the structure of health care settings and the role of the social worker in the hierarchy; case finding, case management, and assessment; the role of the social worker as a team member/leader is emphasized.

**MAT 214: Linear Algebra.** 3 credits
Introduction to linear algebra. Topics include vectors, matrices, linear equations, determinants, vector spaces, linear transformation, and vector spaces with an inner product. *Prerequisites: MAT 105 and 106, or equivalent.*
CHEM 201: Organic Chemistry II. 4 credits
Study of fundamental principles of organic chemistry, with particular emphasis on the properties and reactions of aliphatic, aromatic, and bio-organic substances. Three lecture hours and four laboratory hours per week.

BUS 372: Personnel Management. 3 credits
Exploration of organizational behavior and human performance in the organization. Students examine structure, the selection process, performance appraisal, control systems, and reward practices as means of affecting human behavior in organizations. Prerequisite: BUS 340.

EDC 583: Reading Instruction: 4-8. Fall & Spring 3 credits
Concentrates on the techniques and approaches for developing reading skills in the middle schools developmental reading program; emphasis is on reading readiness, beginning reading skills and the content of the curriculum in the early grades.

A. The Academic Calendar will be condensed to approximately one to two pages per academic year. A University Calendar will be distributed to reflect the wide range of the nonacademic schedule of events and activities.

B. The Faculty Roster for each school should be verified for accuracy of degrees, institutions where highest degree was obtained, and the verification of ranks.

C. The names of school deans, department and program chairs should be omitted from the introduction to the academic areas. School and department locations and telephone numbers are included.

D. All changes which affect program and course requirements must be reviewed and approved by the appropriate Academic Council and/or University Senate committees prior to submission for inclusion in the catalog. Deans or area administrators should be cognizant of Academic Council and University Senate dates to ensure that the appropriate approval process for curriculum and other changes has been followed. Substantive changes which are submitted without the requisite approvals will be returned to the respective area administrator or school dean.

E. School deans, in consultation with the respective chairs, are responsible for completing catalog changes (once approved) and forwarding the approved revisions to the Office of the Provost and Vice President for Academic Affairs.

F. Other administrative area heads, in consultation with the respective departments and units, are responsible for completing catalog changes (once approved) and forwarding the approved revisions to the Office of the Provost and Vice President for Academic Affairs.