

Jacksonville State University
College of Education & Professional Studies

**FACULTY HANDBOOK
AND
PROCEDURES MANUAL**

Revised March 2013

FACULTY HANDBOOK AND PROCEDURES MANUAL

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FORWARD

The College of Education and Professional Studies *Faculty Handbook* serves as a reference manual for faculty members and administrators in the college. It derives its authority from the policies and regulations of Jacksonville State University, and in the event of any policy conflict between this manual and any university policy, this manual defers to the university policy.

As a living document, this handbook may be subject to periodic revisions to cope with changes in college policies and regulations. Such changes must be approved by the *Council of Department Heads* and the dean..

PURPOSE

This handbook serves as a summary, quick reference-source for faculty and administrators on college policies and procedures. College faculty and administrators should familiarize themselves with its entire content. This handbook and its policies do not in any way constitute, and should not be construed as, a contract of employment between the College of Education and Professional Studies (CEPS) and the faculty and/or administrators.

1.0 MISSION AND ACCREDITATIONS

1.1 Mission

The College of Education and Professional Studies prepares students in a learning-centered environment for professional engagement through advanced and innovative teaching, scholarship, and service.

1.2 Accreditations

Programs in the College of Education and Professional Studies are accredited by numerous national accrediting agencies: the National Council for Accreditation of Teacher Education (NCATE), Alabama State Department of Education (ASDOE), Association of Technology, Management, and Applied Engineering (ATMAE), Accrediting Council on Education in Journalism and Mass Communications (ACEJMC), and the Council for Accreditation of Counseling and Related Educational Programs (CACREP).

2.0 ADMINISTRATIVE ORGANIZATION

The governance of the College of Education and Professional Studies is consistent with the policies of Jacksonville State University. The person officially designated to represent the College of Education and Professional Studies unit at Jacksonville State University is the dean. Each academic department in the college has a department head that provides leadership for the department and serves as its representative on the *Council*

of Department Heads. Each non-academic department in the college has a director that provides leadership for the department and serves as its representative on the *Council of Department Heads.*

2.1 Dean

The dean provides coordination, leadership, and direction for the college. The dean reports to the provost/vice president for academic and student affairs (provost/VPASA). The position is a 12-month appointment.

ESSENTIAL FUNCTIONS

A. Leadership

1. Establishes a shared vision for the college
2. Supports the goals and objectives of the college and university
3. Serves as a liaison between the provost/VPASA and department heads, faculty, staff, and students of the college on all matters pertaining to the college
4. Oversees the day-to-day operation of the college
5. Oversees the development and implementation of all academic programs
6. Represents the college on the President's Cabinet
7. Represents the college on the University Council
8. Represents the college on the Council of Deans
9. Serves as the chair of the Council of Department Heads and Superintendents Consortium
10. Considers recommendations from department heads in matters pertaining to the procurement, reappointment/non-reappointment, promotion and tenure, and other issues affecting faculty and staff
11. Evaluates academic and non-academic department heads.

B. Management

1. Manages the affairs of the college in the best interest of the college and university
2. Manages and monitors college budgets, distributes and provides oversight of department budgets.
3. Manages external relationships for the purpose of fundraising.
4. Works with the JSU Alumni Office and college faculty and staff to develop and maintain alumni relations
5. Oversees marketing and public relations and recruitment activities of the college
6. Establishes college-wide committees

C. Other Duties

1. Perform other duties as assigned by the provost/VPASA.
2. Serves on university, college, and department committees as assigned

2.2 Associate Dean

The associate dean provides coordination, leadership, and direction for the College of Education and Professional Studies. The associate dean reports to the dean of the college. The position is a 12-month appointment.

ESSENTIAL FUNCTIONS

A. Leadership

1. Assists the dean in the day-to-day administrative operations of the college
2. Serves as a resource and assists in grant writing, research, and fund raising as designated by the dean
3. Serves as the dean's designee and liaison to university offices, committees, and external agencies
4. Serves as the NCATE coordinator (reviewing, writing, and reporting institutional and accreditation documents)
5. Serves as a resource for accreditation efforts across the college and university
6. Assists in the organization of student orientation and advisement
7. Assists the dean with community outreach
8. Assists the dean with fundraising
9. Serves on the Council of Department Heads

B. Management

1. Assesses professional development needs of the college and directs professional development activities
2. Reviews college publications and other documents

C. Other Duties

1. Perform other duties as assigned by the dean.
2. Serves on university, college, and department committees as assigned

2.3 Department Head

The department head provides coordination, leadership, and direction for the department. The department head reports to the dean of the college. The position is a 12-month appointment.

ESSENTIAL FUNCTIONS

A. Leadership

1. Establishes a shared vision for the department
2. Oversees the day-to-day operation of the department and each of its programs
3. Oversees the development and implementation of all academic programs within the department

4. Represents the department on the Council of Department Heads
5. Presides over all department meetings
6. Directs the implementation of university, college, and department policies and procedures
7. Serves as the link between the dean of the college and department faculty and staff
8. Promotes faculty development

B. Management

1. Manages the day-to-day operations of the department
2. Conducts faculty and staff evaluations
3. Makes recommendations on matters pertaining to promotion and tenure, new faculty/staff hires, reappointment/non-reappointment of faculty, dismissal of a faculty/staff.
4. Plans and manages departmental budgets.
5. Establishes departmental committees
6. Guides department and program assessments
7. Directs curriculum development and implementation
8. Assigns faculty workloads (teaching and advisement)

C. Teaching: Teaching load consists of 15 semester hours per year

D. Other Duties

1. Performs other duties as assigned by the dean
2. Serves on university, college, and department committees as assigned

2.4 Director of Teacher Education Services

The director of Teacher Education Services provides coordination, leadership, and direction for initial and advanced teacher and other school personnel certification.

ESSENTIAL FUNCTION

A. Serves as the certification officer for the college

1. Responsible for graduation checkout of all initial and advance candidates
2. Responsible for recommending initial and advanced candidates to the Alabama State Department of Education for certification

B. Serves as the liaison between the college and the Alabama State Department of Education:

1. Responsible for communicating to college administrators, faculty, staff, and students

2. Changes/modifications to Alabama State Board of Education certification policies and procedures pertaining to initial and advanced teacher and other school personnel certification requirements
 3. Changes/modifications to Alabama State Board of Education reaffirmation requirements
 4. Responsible for developing and submitting all reports required by the Alabama State Department of Education.
- C. Serves as the director of the Teacher Service Center (TSC)
1. Responsible for TSC staff
 2. Responsible for advisement activities
 3. Responsible for advisement of any special degree program
 4. Responsible for communicating academic progress of initial and advanced candidates with respect to GPA to academic department heads.
 5. Serves on university, college, and departmental committees as assigned
 6. Performs other duties as assigned by the dean and/or associate dean

2.5 Director of Clinical Experiences

The director of Clinical Experiences provides coordination, leadership, and direction for the clinical experiences component of the teacher education programs.

ESSENTIAL FUNCTIONS

- A. Serves as a liaison between JSU and P-12 school systems in the JSU service area
- B. Coordinates practicum and internship placements
- C. Coordinates and oversees practicum and internship supervision.
- D. Coordinates orientation meetings for students, faculty (university and school based), and staff.
- E. Serves on university, college, and departmental committees as requested
- F. Performs other duties as assigned by the dean

2.6 Director of the Instructional Service Unit

The director of Instructional Services Unit provides coordination, leadership, and direction for the Teaching/Learning Center (TLC), the Learning Resource Center (LRC) and the Multimedia Instructional Laboratories (MIL) component of the teacher education programs.

ESSENTIAL FUNCTIONS

- A. Activities within TLC, LRC, and MIL
- B. Technology needs within the college
- C. Staff
- D. Budgets
- E. Serves on university, college, and department committees as requested
- F. Performs other duties as assigned by the dean and/or associate dean

2.7 Director of Television Services and Engineering

The director of Television Services and Engineering provides coordination, leadership, and direction for TV Services.

ESSENTIAL FUNCTIONS

- A. Manages:
 - 1. TV Services personnel (production coordinator, assistant engineer, production assistant, production technician, and departmental secretary)
 - 2. TV programming
 - 3. Promotional video and commercial production for Jacksonville State University
 - 4. Engineering support and experiential learning opportunities for the Department of Communication
 - 5. Technical and video support to the Department of Communication, the Department of Distance Education, WJXS-TV24, WLJS-FM92J and the JSU Sports Network
- B. Other Duties
 - 1. Performs other duties as assigned by the dean and/or associate dean

2.8 Director of the Cynthia H. Harper Child Study Center

The director of the Harper Child Study Center provides coordination, leadership, and direction for the center

ESSENTIAL FUNCTIONS

- A. Supervising the day-to-day operations of the Center, the staff, and practicum students
- B. Maintaining communications with parents
- C. Maintaining necessary program documentation
- D. The program budget

3.0 FACULTY POLICIES, REGULATIONS, AND PROCESSES

3.1 New Faculty Selection /Appointment Process

JSU Policy and Procedure for Employment

http://www.jsu.edu/busaffairs/polprocman/pdf/I_02_07.pdf

A. Materials Needed From Candidate

1. Needed immediately: Letter of application, and a CV
2. Needed before recommendation: Three current letters of recommendation, and one official copy of the transcript(s)

B. Committee Procedure

1. The department will select a faculty committee to conduct search activities (after approval has been received to initiate search).
2. Committee reads applicants' materials and meets with the associate vice president for academic affairs (AVPAA) and the director of human resources for orientation. All policies of the university and the college are adhered to (refer to the *JSU Manual of Policies and Procedures*).
3. The position is advertised. An aggressive search is conducted including letters and phone calls for minority candidates nationally listed with the Affirmative Action Department.
4. In the spirit of collegiality, the committee, department head, and dean will work closely together throughout the process.
5. Committee determines how candidate screening and interviewing are to be conducted following a legal process. All relevant faculty members are involved.
6. Committee chairperson, if different from the department head, works with the department head and the dean, to develop a timetable of activities and deadlines.
7. Once the deadline for receiving applications is known, the dean in consultation with the department head and committee chairperson will determine the maximum number of candidates to be invited for interview.
8. The committee will avail applicant-credentials to the entire faculty. For example, (a) all interested current faculty will come by the departmental office to review applicants' materials (materials are not to be removed from the departmental office); and (b) each faculty member will provide written comments, if he/she so desires, to be considered by the committee.
9. The screening committee, working with the department head (with input from appropriate faculty), selects a short-list of candidates for further consideration. The published criteria must be followed precisely. The credentials of these selectees, along with a chart showing which criteria all candidates meet, are presented to the department head in alphabetical order (unranked). The university requires that a written reason be given for every unsuccessful candidate indicating why he/she is not being considered further. The committee chairperson shall complete this paperwork.

10. The department head may further eliminate candidates. He/she will present the credentials for the final candidate list to the dean in alphabetical order (unranked) along with a chart showing which criteria all candidates meet. The department head gives a written reason for this elimination. The department head will prepare the appropriate form for each candidate to be interviewed.
11. The dean may further eliminate candidates. For every candidate eliminated by the dean, a written reason for this elimination will be given by the dean.
12. Upon notification from the department head that approval has been received from the dean and the provost/VPASA for interviewing, the committee will begin interviewing.
13. The screening committee chair, working with the department head (with input from appropriate faculty), submits to the department head an unranked list, (in alphabetical order) of all acceptable candidates (a minimum of at least 2 or 3). The committee shall eliminate any who would not be considered further, and will provide the department head with a written reason(s) for such elimination.
14. Upon reviewing the committee's recommendation, the department head will make his/her recommendation to the dean in a memo. He/she may make further eliminations—providing the dean with a written reason for such elimination(s). The department head submits to the dean an unranked listing of all acceptable candidates (more than one).
15. The dean, after consultation with the department head and possibly with the provost/VPASA, will determine whether to accept one of the candidates or to reopen the search. If the former decision is chosen, the dean will recommend the chosen candidate to the provost/VPASA for employment.
16. Upon the provost/VPASA approval, the department head will tentatively notify the successful applicant. Following this, the university issues a contract to the selected candidate. After the contract has been signed by all necessary parties, the department head will notify all candidates of the result of the search.

For more information, refer to *JSU Faculty Handbook* and *JSU Manual of Policies and Procedures*. <http://www.jsu.edu/hr/policies.html>

3.2 Orientation

All new full-time faculty members are expected to attend the following orientations:

1. A session on policies, regulations, and procedures of the university is conducted by the provost/VPASA's office.
2. The CEPS associate dean, to express college expectations and to answer questions, conducts a meeting.
3. A session with the appropriate department head to explain specific duties and responsibilities, including a detailed explanation of promotion and tenure is conducted.

4. A session, conducted by the fifth floor librarian—Houston Cole Library—on the use of and familiarity with the library.

3.3 Faculty Evaluation

Each director, department head, dean, or supervisor shall conduct an annual performance review of all faculty members at the end of the spring semester. It shall be based on evidence of performance in the prior twelve months (May 1 through April 30). At the time of their third evaluation, tenure-track faculty shall be evaluated on their performance over the past thirty-six months to ensure that any problems are identified early in the tenure process. This is known as the “Third Year Review.” Results of faculty annual evaluations are used in decisions regarding salary, probationary faculty reappointment, promotion and tenure, and participation in faculty development activities (for details on the CEPS faculty evaluation, see...

http://www.jsu.edu/edprof/pdf/Faculty_Evaluation_Instrument_-_April_2011.pdf

3.4 Promotion and Tenure

To be considered for promotion and/or tenure, faculty members must meet time and performance criteria listed on pages 24-28 of the *JSU FH*, 2003 edition in addition to College of Education & Professional Studies criteria found in http://www.jsu.edu/edprof/pdf/Promotion_Tenure_Requirements_-_April_2011.pdf

3.4.1 Procedures

Early in the academic year a call for promotion and tenure applications and nominations is issued from the provost/VPASA’s office (see <http://www.jsu.edu/academicaffairs/promotiontenure/index.html>).

3.4.2 Portfolio

Candidates for tenure and/or promotion must prepare a portfolio according to the guidelines published by the office of the provost and vice president for academic and student affairs. All tenured faculties in the candidate's department or college shall be allowed to review the portfolio and be invited to submit letters to the department head, dean, and/or provost/VPASA. The department head's evaluation of those applying for promotion and/or tenure shall be based on evidence contained in the portfolio. The portfolio will be forwarded to the dean, along with the department head's recommendation and any letters from tenured faculty—who are at the same or higher rank than the candidate—in the candidate’s department. The dean will review all nominations, applications, and

portfolios, and will submit recommendations to the provost/VPASA, who will then make a recommendation to the president. See...

<http://www.jsu.edu/academicaffairs/promotiontenure/guidelines.html>

3.5 Adherence to University Regulations

Each faculty member has a responsibility to be knowledgeable of regulations and adhere to them. Faculty should have knowledge and make use of *The College of Education and Professional Studies Faculty Handbook*, *JSU Faculty Handbook*, *University Policy and Procedures Manual*, *Jacksonville State University Student Handbook*, *College of Education and Professional Studies Pre-Service Teacher Handbook*, current *JSU Catalogs*, as well as departmental handbooks and other documents relevant to faculty and student governance.

JSU Faculty Handbook <http://www.jsu.edu/academicaffairs/pdf/facultyhandbook.pdf>
Policies & Procedures Manual<http://www.jsu.edu/busaffairs/polprocman/index.html>
Student Handbook <http://www.jsu.edu/studentaffairs/handbook.html>

3.6 Organizational Structure

When interpretations and/or decisions regarding policies and procedures are necessary within a department, the process begins with the department head. If additional approval is required the question goes to the dean, then the Provost/VPASA, and finally the President. When action is required the college committee level, the process begins with the dean and moves forward if necessary.

3.7 Syllabus

An approved syllabus must be given to each student at the beginning of each semester (*JSU FH*, 2003, page 34). In addition, the CEPS requires the college's **Honesty Policy** to be included in all syllabi. All teacher education and other school personnel programs require the **Grade Dismissal Policy** to be included. It shall be noted that there might be other necessary additions specific to program area. The department head shall be consulted regarding possible program specific additions.

3.8 Records

Faculty must maintain clear records making sure that class rolls are current, all grades are accurately recorded, attendance is recorded at each class, test papers are returned promptly, and grade sheets are in on time and accurate.

Documentation pertaining to grades and attendance shall be maintained for one calendar following the date the grade was recorded in Banner.

3.9 Grade Changing

Faculty members are accountable for accurate grading and recording. In cases where an error in calculating a grade or assigning the wrong grade in Banner occurs, the faculty member shall submit a *Change of Grade* form to their respective department head. This shall be done within six weeks from the time the grade was posted in Banner. To remove an incomplete and assign a permanent grade, a faculty member will need to complete the *Change of Grade* form and submit it through the department head.

3.10 Final Examination

The Registrar is responsible for scheduling the final examinations. The schedule is posted online on JSU's website. All final examinations shall be given at the scheduled time, unless the department head approves the change.

Faculty members are asked to follow these guidelines:

- A. Evaluation is explained to each class at the beginning of each course.
- B. Final exams are normally comprehensive.
- C. All tests must be proctored.
- D. Schedules are to be maintained unless the dean has given approval of change.
- E. Make-up exam procedures are explained at the beginning of each course (*JSU Faculty Handbook*, 2003, page 36).

3.11 Copyrighted Material

Faculty are responsible for knowing and observing the laws concerning copyrighted material as stated in Title 17, U.S. Code., Section 1007 of the Federal Copyright Law Revision of 1978.

3.12 Office Hours

The College of Education and Professional Studies abides by the following policy regarding office hours. Faculty members are expected to hold 10 officer hours per week suitably spread over three (3) days during regular fall and spring semesters. During summer semesters (including May term), faculty are expected to hold five (5) office hours per week suitably spread over two (2) days. Unless agreed upon by the department head, faculty office hours are to be held between the hours of 8:00 a.m. and 4:30 p.m. When appropriate, substituting in-office, office hours with online office hours is acceptable, but must first be approved by the department head.

Office hours are posted on faculty office doors. Copies are maintained in departmental offices as well as in the dean's office. The proper office (department head, dean, etc.) is notified and records are kept so that the faculty member can be located if necessary. When professional travel is required, appropriate travel

forms must be completed. At the end of each month, a summary of faculty absences is filed in the dean's office for each department.

3.13 Procedures for Covering Administrative Offices

All administrative offices shall be covered during normal working hours to attend to students and other members of the public who walk in or telephone or email. If any exceptions need to be made for any reasons, the dean's office is to be notified. Department heads shall inform the dean's office if s/he needs to be away from the office for an extended period.

3.14 Teaching Load

The standard teaching load obligation is equivalent to 80% of the expected workload for full-time faculty. The teaching obligation shall be adjusted at the discretion of the department head and dean to accommodate special faculty roles and the needs of the university, both off and on-campus. The department head shall determine teaching load credit for supervising students enrolled in independent study, research, practical internship, and similar courses with approval by the appropriate dean. (*JSU Faculty Handbook*, 2003, page 45) Faculty members who teach graduate courses are expected to be actively involved in scholarly pursuits. Thus, the differentiation of teaching load assignments between undergraduate and graduate levels is to allow faculty at the graduate level more time to pursue such activities. This scholarship expectation is consistent with the mission of the College of Education and Professional Studies and Jacksonville State University. It is important for faculty to serve as intellectual role models for students. Scholarly Activities are demonstrated by faculty through activities such as refereed journal publications, refereed conference presentations, creative and professional activities, grant-writing, etc.

Department heads will look at the overall productivity of faculty, the proportion of non-teaching assignments, and other factors to determine whether a faculty member has time and opportunity to meet expectation for teaching, scholarship, and service.

An exchange load that results in a reduced teaching load shall be determined by the needs and goals of the university, the college, and the department. Any faculty member teaching one or more graduate courses in the fall and/or spring semester would have a teaching load computed at the ratio of one graduate course being equal to four semester hours of teaching load. This results in a nine-hour teaching load when all the courses are at the graduate level. A nine-hour teaching load also results when the faculty member has completed teaching three graduate courses over two or more terms.

3.15 Recency Requirement—Teacher Education Faculty

Full time faculty who teach methods courses will document 20 hours of teaching in a P-12 setting(s) during the academic year to meet the State Department of Education's requirement of recent experience in a P-12 school setting.

3.16 Assignment of Office Space

The department head or director assigns offices. Seniority is used as the criterion for selection. The department head or director must approve furniture removal.

4.0 TEACHER EDUCATION

4.1 Admission to Teacher Education

The following are guidelines for the interviews:

- A. Interviews shall be conducted by each department.
- B. Departmental offices will coordinate times and places of the interviews. The department heads will assign faculty to interview committees.
- C. Each interviewing committee will consist of three faculty members. Consensus shall be obtained on the decision of all interviewees for admission.
- D. The Teacher Service Center shall provide student academic records to the committees prior to scheduled interviews.
- E. Candidates shall be asked individual questions.
- F. Each interviewer group shall complete a separate form for each candidate, which will be made a part of that student's file.
- G. If a student fails to pass the interview, the student shall be notified along with the reasons for the decision. Once the necessary corrections have been made, an additional interview will be scheduled with a different committee. No student shall be granted more than two interviews for admission.

NOTE: Some details to this procedure may vary according to departments (See **Appendix M** for further details).

4.2 Admission and Retention

All faculty members are expected to be familiar with the requirements for admission and retention, especially for their area of assignment. Current requirements can be obtained from the Teacher Service Center and/or by reviewing the following websites:

<http://www.jsu.edu/edprof/tsc/>

http://www.jsu.edu/edprof/tsc/admission_requirements.html

http://www.jsu.edu/edprof/tsc/docs/statement_of_understanding.pdf

http://www.jsu.edu/edprof/tsc/docs/TEP_Candidate_Checklist_092010.pdf

http://www.jsu.edu/edprof/tsc/program_checklists.html

4.3 Clinical Experiences

The College of Education and Professional Studies provides quality comprehensive and sequential clinical experiences for students aspiring to become teachers in business education, early childhood-elementary education, special education, secondary education, physical education, music education, and family and consumer sciences.

4.3.1 Supervision Model

Practicum and internship supervision involve the distribution of orientation materials for cooperating teachers, making site visits for contacts, physical and videoed observations, evaluations, conferencing, as well as completing necessary forms for evaluations and references.

4.3.2 Travel Reimbursement

Supervisors are reimbursed at the state rate for travel involved in supervising students in practicum and internship. Consult the clinical experiences coordinator for details.

4.3.3 Assessment for Field Experience and Clinical Practices

Rubrics aligned with the Alabama State Department of Education Analysis forms are used to evaluate all clinical experiences.

4.4 Graduate Clinical Experience

Graduate clinical experiences include practica and internships required in individual programs. Practica and internships follow State Department of Education guidelines that are specifically planned by program faculty.

5.0 STUDENT POLICIES—TEACHER EDUCATION

5.1 Cheating

A. Cheating: 1st Offense - A student who cheats on an examination (or any other graded work) will receive a failing grade (“F”) in the course.

- B. Cheating: 2nd Offense** - A student who cheats, a second time, on an examination (or any other graded work) will be dismissed from the program of study, and will not be allowed to enroll in any other program of study in the College of Education & Professional Studies at Jacksonville State University.

5.2 Plagiarism

- A. Plagiarism: 1st Offense** – A student who plagiarizes will receive a failing grade (“F”) in the course. In addition, the student will be required to complete a remedial seminar on plagiarism. Failure to do so will result in an automatic 2nd Offense.
- B. Plagiarism: 2nd Offense** - A student who plagiarizes a second time will be dismissed from the program of study, and will not be allowed to enroll in any other program of study in the College of Education & Professional Studies at Jacksonville State University.

5.3 Exhibiting Unethical Disposition

- A. Exhibiting Unethical Disposition: 1st Offense** – A student who exhibits an unethical disposition such as lying and/or falsifying documentation to anyone in a supervisory role during any school or school-related activity associated with coursework will receive a failing grade (“F”) in the course.
- B. Exhibiting Unethical Disposition: 2nd Offense** - A student who exhibits an unethical disposition such as lying and/or falsifying documentation to anyone in a supervisory role a second time will be dismissed from the program of study, and will not be allow to enroll in any other program in the College of Education & Professional Studies at Jacksonville State University.

Notes:

- A. It should be noted that the occurrence of cheating or plagiarizing is cumulative, i.e., it carries over to any other course taught in the College of Education & Professional Studies.
- B. If a student wishes to appeal at any level of the honesty policy, she (he) is to follow the College of Education & Professional Studies’ grade appeal process.

5.4 DISPOSITIONS

Rationale

The College of Education and Professional Studies has an obligation to ensure that those who receive education degrees are well-prepared, mature individuals who have the desire to teach and can demonstrate the required knowledge, skills, and dispositions at a proficient level. Preparation and skill are relatively straightforward to evaluate, however, maturity, desire to teach, commitment to the process, and other attitudinal characteristics, form a separate, intangible set of behaviors, which are associated with responsible teaching. Decades of experience with pre-service teachers indicate that failure in internship is associated more routinely with the latter than the former set of abilities. Unfortunately, these weaknesses are often not addressed until the student has already expended considerable time and resources.

Description of the process

Students in the field of education need to exhibit proper ethical and scholarly dispositions. Students are expected to work collaboratively and respectfully with their peers and instructor, be diligent, follow all policies and required procedures, be prompt in attendance and in completion of assignments, and be responsible and committed to quality in all endeavors. Disposition forms will be completed and put in the candidate's file in the event that proper dispositions are not exhibited.

1. **1st Offense:** Disposition form placed in the student file in the departmental office.
2. **2nd Offense:** Disposition forms placed in the student file in the departmental office. Once the student has received the 2nd disposition notice, the student will:
 - 1) Meet with the Student Review Committee (SRC).
 - 2) Write a Responsibility Contract to present to the SRC for approval.
The Responsibility Contract will identify the following:
 1. What I did wrong
 2. What I need to do
 3. How and when I am going to do it.
3. The student will have to show evidence that the Responsibility Contract was successfully completed and approved by the SRC.

The Responsibility Contract may not extend beyond the semester following offense without SRC approval. Any student who fails to successfully complete the SRC requirements may be referred to the Disciplinary Action Committee (DAC).

Note: Some details of this process may vary according to departments.

6.0 FACULTY RESEARCH

6.1 Faculty Research Awards

The Faculty Research Committee reviews applications, and makes recommendations concerning award recipients (for further information, see **Appendices D and E**).

6.2 External Funds

Faculty members are encouraged to seek externally funded projects. The Office of Institutional Research and Assessment (OIRA) provides faculty assistance in locating sources, developing proposals, and obtaining coordination between the university and funding agencies. Specific guidelines and policies for submission of proposals may be found in the Proposal Development unit within the OIRA ((for further information, see **Appendices E**).

7.0 SPECIAL OFFICES/SERVICES

7.1 The Instructional Service Unit

The purpose of the Instructional Services Unit (ISU) is to provide support assistance for faculty, students, clinical experiences, and the community. The ISU provides services through three service divisions. <http://www.jsu.edu/edprof/isu>

The Teaching/Learning Center

<http://www.jsu.edu/edprof/isu/tlc.html>

The Learning Resource Center

<http://www.jsu.edu/edprof/isu/lrc.html>

The Multimedia Instructional Laboratories

<http://www.jsu.edu/edprof/isu/mil.html>

7.2 JSU Inservice Educational Center

The purpose of the Jacksonville State University In-Service Education /Center (JSU-ISEC) is to provide high quality professional development programs to meet the ever increasing needs of public school teachers and administrators. The JSU-ISEC provides services through three service divisions.

<http://www.jsu.edu/inservice/>

Science In Motion

<http://www.jsu.edu/inservice/science.html>

Technology In Motion

<http://www.jsu.edu/inservice/technology.html>

Alabama Math, Science, Technology Initiative

<http://www.jsu.edu/inservice/amsti.html>

7.3 Teacher Service Center

The purpose of the Teacher Service Center (TSC) is to facilitate student progression through the teacher education program, from admission to entry into the job market. As a comprehensive service provider, the TSC coordinates the recruitment, admission, program design, registration, retention, clinical experience, and certification process for Education students. As a primary source of information for students and faculty, the TSC provides current information to ensure accurate advisement and career planning. Information regarding frequently asked questions can be obtained by reviewing the following websites:

<http://www.jsu.edu/edprof/tsc/>

http://www.jsu.edu/edprof/tsc/admission_requirements.html

7.4 JSU Campus Wellness Center

The JSU Wellness Center (JSU-CWC) is located in Room 204 Pete Mathews Coliseum. The Wellness Center offers students, faculty, staff and their dependents an opportunity to increase awareness of healthy lifestyle choices available on campus.

Information about the JSU-CWC can be obtained by reviewing the following websites:

<http://www.jsu.edu/edprof/hper/wcenter/>

<http://www.jsu.edu/edprof/hper/wcenter/about.html>

7.5 Television Services

The purpose of Television Services (TVSER) is to provide video production, engineering support, and experiential learning opportunities that will positively impact Jacksonville State University's public image and the instructional mission of the university. Information about TVSER can be obtained by reviewing the following websites:

<http://www.jsu.edu/tv>

<http://www.jsu.edu/tv/contact.html>

8.0 COPIER AND BULLETIN BOARD USE PROCEDURES

8.1 Copier Use

Each department has a copier for faculty use. Faculty members are encouraged to prepare a booklet of all handouts to be used in class. These would be submitted to the department head who would contact the print shop and the bookstore about having the booklets available to students in the bookstore. The benefits include saving of time on the part of the faculty member, secretaries, and work-study students; saving duplication cost at the department level; and reducing wear-and-tear of the copy machine. Jobs requiring more than 100 copies should be submitted to the print shop.

8.2 Bulletin Board

Departments maintain all departmental bulletin boards. Nothing shall be attached to walls or doors in or outside academic buildings.

APPENDICES

TO

THE CEPS FACULTY HANDBOOK AND PROCEDURES MANUAL

Appendix A

Independent Studies

It is recognized that students do encounter situations in their lives, which affect their academic programs and necessitate special attention. Independent Studies are not encouraged, but will be permitted a need is justified.

Procedures:

1. The student is to submit a letter of request to the faculty member whom is responsible for the course needed. The letter is to clearly state the reason for the independent study course.
2. A faculty member shall endorse or reject the students request in writing. The decision shall be communicated to the student with a copy to the department head.
3. The department head will either support or deny the request. The decision of the department head is final.

Appendix B

College of Education and Professional Studies Teaching Schedule Preparation

Tentative Faculty Assignment: At the time of the annual evaluation (May/June), faculty are to submit their preference for courses to be taught over the next academic year (i.e., fall, spring, May-4, and summer terms). The department head will consider the preferences made by faculty to develop an overall plan for programs within the department.

Two Year Projections: Each academic department shall maintain a projection showing the pattern of course offerings over two years. Faculty are to use these projections when developing their *Tentative Faculty Assignment*.

Appendix C

COLLEGE OF EDUCATION AND PROFESSIONAL STUDIES TENTATIVE FACULTY ASSIGNMENTS ACADEMIC YEAR 2005-2006

Dept: _____ Program: _____ Faculty Member: _____ 9 mo. ___ 12 mo. ___
* Fall 2005

UG	G	CRS. PREFIX	COURSE NO., SECTION & TITLE	LOCATION	SEM. HRS.
OTHER ASSIGNMENTS (Specify)					SEM. HRS.

ORALS ___ Y ___ N

TOTAL HOURS THIS SEMESTER	
TOTAL HOURS TO DATE	

+ Spring 2006

UG	G	CRS. PREFIX	COURSE NO., SECTION & TITLE	LOCATION	SEM. HRS.
OTHER ASSIGNMENTS (Specify)					SEM. HRS.

ORALS ___ Y ___ N

TOTAL HOURS THIS SEMESTER	
TOTAL HOURS TO DATE	

+ May Term 2006

UG	G	CRS. PREFIX	COURSE NO., SECTION & TITLE	LOCATION	SEM. HRS.
OTHER ASSIGNMENTS (Specify)					SEM. HRS.

ORALS ___ Y ___ N

+ Summer I 2006

UG	G	CRS. PREFIX	COURSE NO., SECTION & TITLE	LOCATION	SEM. HRS.
OTHER ASSIGNMENTS (Specify)					SEM. HRS.

ORALS ___ Y ___ N

+ Summer II 2006

UG	G	CRS. PREFIX	COURSE NO., SECTION & TITLE	LOCATION	SEM. HRS.
OTHER ASSIGNMENTS (Specify)					SEM. HRS.

ORALS ___ Y ___ N

TOTAL HOURS MAY AND SUMMER TERMS	
TOTAL HOURS FOR ACADEMIC YEAR 2003-2004	

* Please indicate with a note any assignments which are non-load. List all information for each period of time.

+ Spring, May, and Summer load figures should be estimated and submitted along with Fall.

Submitted to Dean's Office for Review _____

Group Projects and Group Grading of Projects
(Check to see if still necessary)

Appendix D

Approved 7/22/02

FCS Attendance and Assignment Policy

Students are expected to attend class regularly beginning the first day of class. According to the attendance policy in the Department of Family and Consumer Sciences, students may miss no more than 6 hours of scheduled class time. It is the responsibility of each student to keep track of his/her absences. If absences exceed time specified in the attendance policy, students shall be advised to drop the course or be subject to receiving a failing grade for the course. Excessive tardiness will accumulate as absences. Students are advised that three (3) tardies constitute one absence. It is the responsibility of the student to advise the instructor to change an absence to a tardy.

Students are responsible for all material covered in class, textbook readings, and assignments due or made during any absence from class. Late assignments may be subject to grade reduction as determined by the instructor and may not be accepted after a period of one week (7 calendar days). Make-up work for laboratory experiences and in-class activities is at the discretion of the instructor. (*Insert individual policy here.)

Attendance for all examinations is mandatory. If you must miss an exam for a legitimate reason (as determined by the instructor) you should notify the instructor before the exam. If the instructor determines the absence is legitimate, a make-up test will be given at a time determined by the instructor. Missed exams and project reports without instructor approval will be assigned a "0" score.

The University Policies including Academic Honesty and Code of Conduct detailed in the JSU Student Handbook will be enforced in this course.

Classroom/Lab Policies

- Cell phones must be turned off in the classroom
- Students arriving late for class should not disrupt class and should follow the instructor policy for late arrivals.
- Students are expected to remain in class for the entire class period or be subject to receiving an absence.
- Visitors are not allowed in class (this includes children).

University Faculty Resources

http://www.jsu.edu/academicaffairs/fac_resources.html

1. Faculty Leave
2. Grants
3. University Handbooks (Faculty and Adjunct)
4. Institutional Review Board (IRB)
5. Promotion and Tenure (University)
6. Distinguished Professor
7. Distinguished Lecturer

Faculty Evaluation (College of Education & Professional Studies)

<http://www.jsu.edu/edprof/FacultyEvaluation.html>

1. Faculty Evaluation Explanation and Instrument
2. Evaluation Portfolio
3. Guidelines for Promotion & Tenure
4. Advisor Evaluation

Faculty Awards

<http://www.jsu.edu/academicaffairs/calendar.html>