# TABLE OF CONTENTS

1 History, Mission, Organization, and Governance
   1.1 Founding
      1.1.1 Accreditation
   1.2 Vision, Mission, Purpose Statement
      1.2.1 Vision Statement
      1.2.2 Mission Statement
      1.2.3 Statement of Purpose
      1.2.4 Freedom with Purpose: A Liberal Arts Education at Roanoke College
      1.2.5 Church Relationship
   1.3 Organization
      1.3.1 Board of Trustees
   1.4 Administrative Structure
      1.4.1 Administrative Staff
      1.4.1.1 President
      1.4.1.2 Vice President for Academic Affairs and Dean of the College
      1.4.1.3 Vice President for Business Affairs
      1.4.1.4 Vice President for Enrollment and Dean of Admissions and Financial Aid
      1.4.1.5 Vice President for Resource Development
      1.4.1.6 Vice President for Student Affairs
      1.4.1.7 Department Chair
      1.4.1.8 Library Director
      1.4.1.9 Associate Dean for Academic Affairs and Administration
      1.4.1.10 Associate Dean for Academic Affairs and General Education
      1.4.1.11 Associate Dean for Academic Affairs and Student Engagement
      1.4.1.12 Associate Dean / Registrar
   1.5 Roanoke College Chart of Organization
   1.6 Governance at Roanoke College
      1.6.1 The Constitution & By-Laws of the Student Government Association
      1.6.2 Administrative Bodies
      1.6.2.1 The President's Cabinet
      1.6.2.2 Dean's Council
      1.6.2.3 Other Administrative Groups
      1.6.3 Councils of the College (Cross-Estate Committees)
      1.6.3.1 Resources and Planning Council
      1.6.3.1.1 Membership
      1.6.3.1.2 Responsibilities
      1.6.3.2 Student Life Council
      1.6.3.2.1 Membership
      1.6.3.2.2 Responsibilities
      1.6.4 Faculty Constitution
      Preamble
      Article I (Membership)
      Article II (Responsibilities)
      Article III (Amendments)
      1.6.5 By-Laws of the Faculty of Roanoke College
      Article I (Membership)
      Article II (Function of the Faculty Meeting)
      Article III (Officers)
Faculty Employment Policies and Procedures

1.7 Contracts at Roanoke College

1.7.1 Definition of Faculty, Faculty Rank, and Faculty Titles at Roanoke College

1.7.2 The Faculty Committees

1.7.3 Faculty Groups

1.7.4 The Committee for the Monitoring of College Operations

1.7.5 Academic Programs and Assessment Committees

1.7.6 Boards

1.7.7 Institutional Review Board

1.7.8 Revision of the Faculty Handbook

1.7.9 Procedure for Revision of the Faculty Handbook

1.7.10 Proposed Amendments

2 Faculty Employment Policies and Procedures

2.1 Definition of Faculty, Faculty Rank, and Faculty Titles at Roanoke College

2.1.1 The Ranked Faculty

2.1.2 Criteria for Appointment to Specific Ranked Faculty Status

2.1.3 Qualifications for Appointment by Rank

2.1.4 Part-Time Per Course Faculty

2.1.5 Special Appointment Faculty

2.2 Contracts at Roanoke College

2.2.1 Term Contracts

2.2.2 Probationary (One-Year) Contracts

2.2.3 Continuous Contracts / Tenure
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.2.4 Locus of Appointments</td>
<td>28</td>
</tr>
<tr>
<td>2.2.5 Issuance and Receipt of Contract</td>
<td>28</td>
</tr>
<tr>
<td>2.2.6 Contract Conditions</td>
<td>28</td>
</tr>
<tr>
<td>2.3 Search, Appointment, and Orientation</td>
<td>29</td>
</tr>
<tr>
<td>2.3.1 Faculty Selection</td>
<td>29</td>
</tr>
<tr>
<td>2.3.2 Employment Conflict of Interest</td>
<td>29</td>
</tr>
<tr>
<td>2.3.3 Credit for Academic Service at Other Institutions</td>
<td>29</td>
</tr>
<tr>
<td>2.3.3.1 Guidelines for Developing Faculty Tenure Exceptions</td>
<td>29</td>
</tr>
<tr>
<td>2.3.4 Summer Session Faculty</td>
<td>30</td>
</tr>
<tr>
<td>2.3.5 Orientation of New Faculty</td>
<td>30</td>
</tr>
<tr>
<td>2.4 Personnel Records</td>
<td>30</td>
</tr>
<tr>
<td>2.4.1 Official Personnel File</td>
<td>30</td>
</tr>
<tr>
<td>2.4.2 Personnel Files for Part-Time Per Course and Special Appointment Faculty</td>
<td>31</td>
</tr>
<tr>
<td>2.5 Evaluations</td>
<td>31</td>
</tr>
<tr>
<td>2.5.1 Description of Flexible Workload</td>
<td>31</td>
</tr>
<tr>
<td>2.5.2 Procedures for Annual Faculty Evaluation</td>
<td>31</td>
</tr>
<tr>
<td>2.6 Qualifications for Tenure and Promotion</td>
<td>32</td>
</tr>
<tr>
<td>2.6.1 Tenure</td>
<td>32</td>
</tr>
<tr>
<td>2.6.1.1 Qualifications for Tenure</td>
<td>32</td>
</tr>
<tr>
<td>2.6.2 Promotion</td>
<td>33</td>
</tr>
<tr>
<td>2.6.2.1 Qualifications for Promotion by Rank</td>
<td>33</td>
</tr>
<tr>
<td>2.6.2.1.1 Assistant Professor</td>
<td>33</td>
</tr>
<tr>
<td>2.6.2.1.2 Associate Professor</td>
<td>34</td>
</tr>
<tr>
<td>2.6.2.1.3 Professor</td>
<td>34</td>
</tr>
<tr>
<td>2.6.3 Characteristics of Professional Life</td>
<td>35</td>
</tr>
<tr>
<td>2.6.3.1 Disciplinary Differences in Professional Life</td>
<td>35</td>
</tr>
<tr>
<td>2.6.3.2 Emphasis on Quality</td>
<td>36</td>
</tr>
<tr>
<td>2.6.3.3 Flexibility of Achievement Levels</td>
<td>36</td>
</tr>
<tr>
<td>2.6.3.4 Category 4: Submissions and Acceptances Counted</td>
<td>36</td>
</tr>
<tr>
<td>2.6.3.5 Years Counted in Achievement Levels</td>
<td>36</td>
</tr>
<tr>
<td>2.6.3.5.1 Review Period for Professor</td>
<td>36</td>
</tr>
<tr>
<td>2.6.3.6 Achievement Levels: Tenure</td>
<td>37</td>
</tr>
<tr>
<td>2.6.3.7 Achievement Levels: Professor</td>
<td>37</td>
</tr>
<tr>
<td>2.6.4 Evaluation Areas and Materials for Tenure &amp; Promotion</td>
<td>37</td>
</tr>
<tr>
<td>2.6.4.1 Teaching</td>
<td>37</td>
</tr>
<tr>
<td>2.6.4.1.1 Evidence</td>
<td>38</td>
</tr>
<tr>
<td>2.6.4.2 Professional Life</td>
<td>39</td>
</tr>
<tr>
<td>2.6.4.2.1 Evaluation Areas</td>
<td>39</td>
</tr>
<tr>
<td>2.6.4.2.2 Evidence</td>
<td>39</td>
</tr>
<tr>
<td>2.6.4.3 Service</td>
<td>40</td>
</tr>
<tr>
<td>2.6.4.3.1 Evaluation Areas</td>
<td>41</td>
</tr>
<tr>
<td>2.6.4.3.2 Evidence</td>
<td>41</td>
</tr>
<tr>
<td>2.7 Tenure and Promotion Reviews</td>
<td>42</td>
</tr>
<tr>
<td>2.7.1 General Statements</td>
<td>42</td>
</tr>
<tr>
<td>2.7.2 Timing of Reviews</td>
<td>42</td>
</tr>
<tr>
<td>2.7.2.1 Pre-Tenure Review</td>
<td>42</td>
</tr>
<tr>
<td>2.7.2.2 Tenure Review</td>
<td>42</td>
</tr>
<tr>
<td>2.7.2.3 Promotion Reviews</td>
<td>43</td>
</tr>
<tr>
<td>2.7.2.3.1 Promotion to Assistant Professor</td>
<td>43</td>
</tr>
<tr>
<td>2.7.2.3.2 Promotion to Associate Professor</td>
<td>43</td>
</tr>
<tr>
<td>2.7.2.3.3 Promotion to Professor</td>
<td>43</td>
</tr>
<tr>
<td>2.7.2.4 Policies Affecting Timing of Reviews</td>
<td>43</td>
</tr>
</tbody>
</table>
2.7.3 Review Procedures ................................................................. 44
  2.7.3.1 Dossier .......................................................................... 44
    2.7.3.1.1 Contents .............................................................. 44
    2.7.3.1.2 Submission ......................................................... 45
  2.7.3.2 Evaluation of Evidence in Dossier .................................... 45
    2.7.3.2.1 Outcomes ............................................................ 46
  2.7.3.3 Review of Dossier within Department ............................... 46
    2.7.3.3.1 Evaluation by Departmental Committee ................. 46
      2.7.3.3.1.1 Composition of Departmental Committee ......... 46
      2.7.3.3.1.2 Procedures for Departmental Committee ...... 46
    2.7.3.3.2 Evaluation by Department Chair ............................ 47
  2.7.3.4 Review by FPC and the Academic Dean ............................ 47
    2.7.3.4.1 Interviews ................................................................ 48
    2.7.3.4.2 Additional Sources of Evidence ............................. 48
    2.7.3.4.3 Deliberation Guidelines ....................................... 48
    2.7.3.4.4 Post Deliberation Procedures .................................. 48
  2.7.3.5 Review by President ....................................................... 49
  2.7.3.6 Appeals ......................................................................... 49
  2.7.4 Review Timetables ............................................................. 50

2.8 Separation and Related Actions .................................................. 50
  2.8.1 Separation ......................................................................... 50
    2.8.1.1 Resignation .............................................................. 51
    2.8.1.2 Retirement ............................................................... 51
    2.8.1.3 Non-Renewal (Probationary Contracts Only) .............. 52
      2.8.1.3.1 Notice of Non-Renewal ...................................... 52
    2.8.1.4 Lay-Off ...................................................................... 52
      2.8.1.4.1 Changes in Curricular Requirements or Academic Programs .... 52
      2.8.1.4.2 Enrollment Emergency ......................................... 53
      2.8.1.4.3 General Procedures Regarding Lay-Off .................. 53
        2.8.1.4.3.1 Specific Procedures on Lay-Off ....................... 53
        2.8.1.4.3.2 Order of Lay-Off ............................................ 53
        2.8.1.4.3.3 Appeals on Lay-Off ........................................ 54
    2.8.1.5 Dismissal for Cause ...................................................... 54
      2.8.1.5.1 Dismissal Procedures .......................................... 54
  2.8.2 Action Short of Dismissal for Cause ...................................... 54
  2.8.3 Disciplinary Warning .......................................................... 55
  2.8.4 Extended Medical Leave ..................................................... 55
  2.8.5 Conversion of Group Insurance .......................................... 55

2.9 Faculty Rights and Responsibilities ............................................ 55
  2.9.1 Faculty Responsibilities ..................................................... 55
    2.9.1.1 General Statement ................................................... 55
    2.9.1.2 Adherence to College Regulations ............................... 55
    2.9.1.3 Course Offerings and Content ..................................... 56
    2.9.1.4 Absence and Class-Related Duties ............................... 56
    2.9.1.5 Availability and Office Hours ....................................... 56
    2.9.1.6 Student Advising ..................................................... 56
    2.9.1.7 Share in Governance ................................................ 56
    2.9.1.8 Academic Advising .................................................. 56
  2.9.2 Statement on Academic Freedom .......................................... 57
  2.9.3 Code of Professional Ethics ................................................. 57
    2.9.3.1 AAUP Statement on Professional Ethics ....................... 57
  2.9.4 Equal Opportunity ........................................................... 58
    2.9.4.1 Statement of Policy .................................................. 58
    2.9.4.2 Statement of Objectives ............................................ 58
3 Academic Policies of Interest to the Faculty

3.1 Library Services
   3.1.1 Archives
   3.1.2 Assisting Students
   3.1.3 Faculty Carrels
   3.1.4 Government Documents
   3.1.5 Hours
   3.1.6 Interlibrary Loan
   3.1.7 Loan Policy
   3.1.8 Purchasing Library Materials
   3.1.9 Reserves
   3.1.10 Resources for Research

3.2 Statement of Classroom Policies

3.3 Registrar's Policies
   3.3.1 Pre-Registration
   3.3.2 Registration
   3.3.3 Withdrawal
   3.3.4 Policy for Dropping a Student from a Class Because of Excessive Absences
   3.3.5 Records Maintenance
   3.3.6 Policy on Class Size
   3.3.7 Final Examinations
   3.3.8 College Grading Scale
   3.3.9 Reporting of Grades
   3.3.10 Changing of a Final Letter Grade
   3.3.11 Freshman Advising
   3.3.12 Upper Division / Declared Major Advising
   3.3.13 Goode-Pasfield Center for Learning and Teaching
   3.3.14 Office of Career Services

3.4 Other Academic Programs and Policies
   3.4.1 Program Evaluation Process
   3.4.2 Academic Integrity

3.5 Academic Services
   3.5.1 Information Technology
   3.5.2 Campus Store
      3.5.2.1 Textbooks
      3.5.2.2 Faculty Supply
   3.5.3 Faculty Secretarial Services
   3.5.4 Print Shop
   3.5.5 Lost and Found
   3.5.6 Directory
   3.5.7 College Motor Pool
   3.5.8 Dining Commons and Cavern Retail (Dining Options)
   3.5.9 Monterey

4 Administrative and Financial Policies of Interest to Faculty

4.1 Change in Annual Salary
5 Student Policies of Interest to the Faculty ...................................................................................... 111

5.1 Confidentiality of Student Records .......................................................................................... 111
  5.1.1 Availability to the Student ........................................................................................................ 112
  5.1.2 Statement on Posting Final Grades ......................................................................................... 113
  5.1.3 Disclosure to Parents, Educational Institutions and Agencies .................................................. 113
  5.1.4 Disclosure to Faculty and Administrative Officers of Roanoke College ................................. 113
  5.1.5 Release of Transcripts of Academic Records ........................................................................ 113
  5.1.6 Disclosure to Government Agencies ....................................................................................... 113
  5.1.7 Disclosure in Response to Telephone Inquiries ....................................................................... 114
  5.1.8 Disclosure to Other Individuals and Organizations ................................................................. 114
  5.1.9 Student Directories .................................................................................................................. 114
  5.1.10 Withholding Requested Information ...................................................................................... 114

5.2 Use of College Facilities ............................................................................................................ 114

5.3 Student Conduct Council ........................................................................................................... 114

5.4 Policy for Student Complaints Involving Faculty Member ....................................................... 114
6 External Relations Policies of Interest to Faculty

6.1 Public Information

6.2 Publications and Web Site Content

6.3 Grant Proposals

7 Appendix

7.1 Drug-Free Workplace

7.1.1 Introduction

7.1.2 Alcohol and Illicit Drug Health Risks

7.1.3 Policy Statement on Substance Abuse

7.1.4 Awareness / Assistance

7.1.5 Penalties

7.1.6 Other Action

7.2 Conflict of Interest Policy Pertaining to Sponsored Projects

7.2.1 Policy Summary

7.2.2 Conflicts of Interest and Commitment

7.2.3 Review of Positive Disclosures

7.2.4 Grievance Procedure

7.2.5 Identifying Potential Situations

7.2.5.1 Activities that are Clearly Permissible

7.2.5.2 Activities that Present the Potential for Conflict

7.2.5.3 Activities that are Likely to Present Unacceptable Conflicts