Faculty Handbook

A Summary of Institutional Policies, Opportunities, and Expectations Pertaining to Full-time, Tenure-Track Faculty Members at the University of the South

Overview of this Handbook

This handbook is prepared for the faculties of The College of Arts and Sciences and The School of Theology to provide information about institutional policies, opportunities and expectations of full-time, tenure-track faculty members at the University of the South. All current policies and benefits are maintained on the Provost and Human Resources pages of the University website (http://provost.sewanee.edu/information-for-faculty-and-staff/, https://www.sewanee.edu/offices/human-resources/current-employees/), and are linked throughout this handbook. Searches on the website may turn up old versions of the policies. Thus, using the links within this handbook or consulting the University policy and Human Resources webpage will be most useful. When a faculty policy maintained on the University policy website is updated (in consultation with appropriate Faculty or University committees or groups), the faculties of the College and the School of Theology will be notified through an email, that contains the text of the new policy, a summary of the changes made, and mention of the committees consulted.

I. Personnel Procedures for Tenured and Tenure-Track Faculty

See the Personnel Procedures for Tenured and Tenure-Track Faculty.

II. Brief Overview: Expectations and Responsibilities of Professors at All Ranks

Among the professional activities and contributions expected of all regular faculty members are the following:

Conscientious instruction of students enrolled in all assigned courses—includes meeting regularly with classes as per schedule, preparing suitably for each class session, assigning and grading written or other student work, maintaining and posting regular office hours (typically a minimum of three hours each week) for student conferences, and submitting midterm and final grades within the time period prescribed by the Registrar.

Participation in professional activities—includes advising students; accepting committee assignments and contributing to the common service tasks required within and beyond each academic unit; assisting in the preparation and evaluation of Comprehensive Exams;
attending department or program meetings as well as meetings of the College and Joint Faculties as appropriate; participating in commencement and similar exercises; and maintaining an active program of scholarly research or creative endeavor.

College faculty members are also expected to support and to familiarize themselves with provisions of the College Honor Code (https://www.sewanee.edu/academics/about/the-honor-code/).

III. Selected Benefits and Policies Relevant to Faculty Members

A. Summary of Benefits Other than Health and Dental (including Insurance, and Educational Benefits for Self and Family Members)
   See the Employee Benefits Summary.

B. Information Concerning Health Plan, Dental Plan, and Vision Plan
   See Employee Benefits Information.
   and for Worker’s Compensation including injury reporting
   See Workers’ Compensation.

C. Sabbatical and Pre-Tenure Leave Opportunities

D. Medical Leave Policy

E. Parental Leave Policy

F. Retirement Provisions and Policies
   See Employee Benefits Summary.

IV. Institutional Support for Scholarly and Creative Endeavors

Support for Travel to Professional Conferences
Each regular faculty member is entitled to an annual allotment of fiscal support for travel to professional conferences.
   See the Faculty Travel Guidelines.

V. Roster of Other Relevant Policy Statements

The Provost’s web page (http://provost.sewanee.edu/) offers access to a number of other policies that faculty may wish or need to consult on occasion. Among the statements accessible here are these:

- Consensual Relations Policy
- Education Records and FERPA Policy (for clarification about what you can and cannot legally disclose to parents of your students)
□ Grants Overhead Policy

□ Non-Discrimination Policy

□ Intellectual Property Policy

□ Research Misconduct Policy

□ Whistleblower Policy

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