Faculty Handbook Section III - College of Liberal Arts Policies and Procedures - Updated 6/1/2017

All Faculty

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Recommended Citation
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A. COLLEGE OF LIBERAL ARTS ADMINISTRATION AND PRACTICES
ACADEMIC ADMINISTRATION AND LEADERSHIP
The Dean of the Faculty leads this school, which offers degrees that challenge students to think independently and creatively. The College of Liberal Arts (CLA) fully immerses students into the arts, humanities, and physical and social sciences. The Dean oversees a staff that includes three Associate Deans. Associate Dean positions have three year terms, renewable once.

**Dean of the Faculty.** The Dean supervises the Associate Deans and Department Chairs, with primary responsibility for hiring, development, evaluation, promotion, and tenure for full time faculty teaching in CLA and Hamilton Holt School (Holt School) undergraduate programs, as well as the non-Crummer Graduate School of Business (Crummer) graduate programs. Responsibilities include oversight of the overall academic operation of the CLA and Holt School, reporting to the Vice President for Academic Affairs and Provost (VPAA|Provost), and working closely with the CLA Faculty Evaluation Committee and the Executive Committee. The Dean advances a culture of scholarship working Corporate and Foundations Research to support faculty in pursuit of external resources for scholarship.

**Associate Dean for Academics.** The Associate Dean for Academic Programs is responsible for general education (rFLA and RCC), honors, major and minor, and non-Crummer graduate programs. Course scheduling, classroom and office space, and registration are the purview of this Associate Dean, as is interfacing with Student Affairs on Leadership and Community Engagement.

**Associate Dean for Advising.** The Associate Dean for Advising has responsibilities for academic advising, the College’s Quality Enhancement Plan (QEP, R-Compass), academic probation, retention work with the Education Advisory Board (EAB) consultancy in collaboration with Dean of Students, Academic Honor Council, Alfond and Dean’s scholars, liaison with Bonner scholars, tracking registered and unregistered students, and interfacing with Student Affairs on matters related to Disability Services, Student and Family Care, Residential Life and Explorations, and Inclusion and Campus Involvement.

**Associate Dean for the Holt School.** The Associate Dean for the Holt School is responsible for the smooth operation of Holt in collaboration with the two Associate Deans, the Registrar, Student Affairs, and Enrollment and Marketing. In addition to ensuring that Holt students receive a high quality, liberal arts education, the Director is responsible for the hiring of all adjunct faculty in CLA and Holt, working closely with the Johnson Institute to support their ongoing professional development. All non-Crummer certificate programs will be overseen by the Associate Dean for the Holt School. Liaising with Instructional Technologies is in this portfolio.

DIVISIONS OF THE COLLEGE OF LIBERAL ARTS
The CLA comprises six academic divisions: Expressive Arts, Humanities, Science and Mathematics, Social Sciences, Social Sciences (Applied), and Business.

<table>
<thead>
<tr>
<th>Division</th>
<th>Programs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expressive Arts</td>
<td>Art and Art History, Music, and Theatre and Dance</td>
</tr>
<tr>
<td>Humanities:</td>
<td>English, Modern Languages and Literatures, Philosophy and Religion, and</td>
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<tr>
<td></td>
<td>Critical Media and Cultural Studies</td>
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<tr>
<td>Science and Mathematics</td>
<td>Biology, Chemistry, Environmental Studies, Mathematics and Computer</td>
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<td></td>
<td>Science, Psychology, and Physics</td>
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<tr>
<td>Social Sciences</td>
<td>Anthropology, Economics, History, Political Science, and Sociology</td>
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<tr>
<td>Social Sciences (Applied)</td>
<td>Communication, Graduate Studies in Counseling, Education, Olin Library,</td>
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<td></td>
<td>and Health Professions</td>
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<tr>
<td>Business</td>
<td>Business</td>
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</tbody>
</table>

Division chairs, elected by the faculty of each division, are responsible for consulting the department chairs and faculty of their divisions in order to receive suggestions, criticism, and pertinent information concerning proposed changes in educational programs and policies. Divisions may develop their own
guidelines and procedures for the selection and activities of division chairs, consistent with the bylaws and this Handbook.

**Hamilton Holt School.** The Rollins College Hamilton Holt School (Holt School) is a division of CLA and offers late afternoon and evening courses toward the degrees of Bachelor of Arts (B.A.) and the graduate programs of Master of Liberal Studies (M.L.S.), Master of Human Resources (M.H.R.), Master of Arts in Counseling (M.A.), Master of Education (M.Ed.), Master of Arts in Teaching (M.A.T.), Master of Arts in Applied Behavior Analysis and Clinical Science (M.A.B.A.C.S.) Master of Public Health (M.P.H.) and Master of Health Services Administration (M.H.S.A.). Holt is administered by the Associate Dean for the Holt School, who reports to the Dean of the Faculty.

The Holt School is a member of the Association for Continuing Higher Education. For additional information about policies and procedures in the Holt School, consult the Hamilton Holt School Guidelines for Faculty. Faculty who wish to teach in the Holt School should consult with the department chair, their Dean, and the Associate Dean for the Holt School. The Associate Dean for the Holt School is responsible for appointing faculty to teach in programs of the Holt School.

**CORNELL PRE-TENURE FACULTY TEACHING RELEASE PROGRAM**

The Cornell Pre-Tenure Faculty Teaching Release Program is designed to offer tenure-track faculty an opportunity to focus on scholarly, creative, and/or professional activities at a critical time during their pre-tenure years. Candidates are eligible for the program when they have successfully completed mid-course review.

The program releases tenure track faculty from teaching one (1) course during their first year and one (1) during the academic year after their successful mid-course review. Faculty who do not take a course release during their first year are eligible for two (2) course releases post mid-course review. The course releases may occur either in one term or distributed over two terms. Or, with the department’s and Dean's approval, candidates may teach a 4/0 load and thus have a semester without teaching duties. The specific options for individual faculty members are communicated in an official letter from the Office of the Dean of the Faculty.

*As the intent of this program is not to create a pre-tenure sabbatical*, the candidate is expected to continue with on-going service such as advising, committee work, or other departmental obligations. However, as the focus of this release time is a candidate's professional and scholarly development, the department is expected to help protect the candidate's time against unreasonable demands.

**Implementation Process.** Both the tenure candidate and his/her department chair share responsibility for actualizing a workable course-release plan. The following procedure provides guidelines for this process.

1. Candidate and department chair receive notification from the Dean indicating successful completion of mid-course review.
2. Candidate and chair meet to discuss possible implementation strategies for the course release. Topics to be resolved include specific courses, terms, student needs, departmental duties, etc.
3. Chair submits letter to the Dean indicating strategy to cover, if necessary, the course release accompanied by the candidate’s brief description of his/her action plan for the release time (maximum of three pages).
4. Dean approves department’s staffing plan.
5. Chair initiates any necessary scheduling and staffing adjustments and reallocations.
6. Candidate takes course release as per action plan.
7. Candidate addresses the outcome of course-release activity in his/her tenure evaluation file.

*Updated 11/2016 by Office of the Provost*
DEPARTMENT CHAIRS

**Appointments.** The appointment of department chairs is made by the Dean of the Faculty after consultation with the faculty members of the respective departments. The Dean issues letters of appointment and confirmation of reappointment annually, normally in late spring. The standard term of appointment is twelve (12) months, coinciding with the fiscal year (June 1-May 31). As compensation, department chairs may choose to receive annually either of the following.

- A four-semester-hour reduction in the normal teaching load, or
- A salary supplement based on the following formula: **$2,000 plus $100 for each full-time employee over the base number of five (5) in his/her department.** A full-time employee is defined as one of the following: regular faculty, lecturer, technical staff, secretary, or administrative staff.

**Responsibilities and Authority of Department Chairs.** Chairing an academic department is an administrative responsibility requiring faculty leadership. A department chair reports both to his or her faculty colleagues and to the Dean. The chief task is the development and maintenance of a coherent and effective curriculum, reflecting both the traditional approaches and contemporary developments in the field of study. In addition, a department chair is responsible for (and has authority commensurate with) the competent and efficient conduct of, and leadership in, the following departmental affairs.

1. Submitting/supervising departmental budgets and administering expenditures of departmental funds as required and where appropriate.
2. Recommending equipment and supplies for purchase, projecting space and equipment needs, and exercising general responsibility for departmental facilities and equipment.
3. Preparing descriptions of majors and courses and other departmentally related copy for College publications, such as catalogues and promotional brochures.
4. Recommending major and minor requirements to appropriate faculty committees, and determining departmental course offerings, class meeting schedules and special programs, after consultation with faculty and in accordance with guidelines issued by the Dean; approving course offerings, class schedules, special course descriptions and staffing for departmentally-related courses in the Holt School, after consultation with faculty.
5. Encouraging faculty research, writing, and creative activity.
6. Encouraging effective classroom teaching, including the application of both innovative and conventional teaching techniques.
7. Evaluating non-tenured (tenure-track and non-tenure track) and tenured full-time faculty, lecturers, adjunct faculty, and entrepreneurs-, executives-, and artists-in-residence based on consultation throughout the year, through duly appointed evaluation committees, which operate according to prescribed procedures and guidelines; see Responsibilities of Department Chairs (Faculty Evaluation Process) in this Handbook.
8. Recommending tenure, promotion, and increases in salary to the Dean, in accordance with the guidelines, procedures, and vehicles set forth in the Handbook and Bylaws.
9. Conducting regular and special department meetings as required, consistent with democratic procedures, sound management, and the academic responsibility and freedom of department members.
10. Supervising and training student assistants, and administering student assistants' programs (where appropriate); submitting requests for student assistants; supervising and training office personnel and departmentally related staff. Evaluating office personnel and coordinating searches for personnel with Human Resources.
11. Advising the College’s administrative officer, heads of other departments, heads or Directors of other administrative units of the College, and members of standing and special committees, as needed or requested.
12. Assisting with the active recruitment of students and with the identification of scholarship recipients, as arranged by the Vice President for Enrollment Management and Marketing.

13. Encouraging, aiding, or writing, when requested or needed, research proposals, grant proposals, and other requests for sponsorship generated within the department; approving such proposals before submission to the Dean.

14. Arranging for departmental approval of independent studies, including tutorials, research projects, and internships.

15. Establishing and supervising the program of academic advisement for majors and minors in that department; encouraging alert and effective academic advisement; disseminating information to students about opportunities for graduate study, foreign study, fellowships and job opportunities; approving the use of transfer credit to satisfy departmental requirements.

16. Coordinating selection of students for departmental awards.

17. Encouraging a stimulating intellectual climate for students and faculty in the discipline through such programs as lectures, clubs, attendance at professional meetings and conferences, special colloquia and seminars, and presentations of research work.

18. Providing advisory assistance in staffing interdisciplinary courses, area studies programs, and new curricular offerings.

19. Assisting in the staffing of the department, including office, technical and laboratory personnel and faculty, such as visitors, lecturers, artists-in-residence, executives- or entrepreneurs-in-residence, and adjuncts; coordinating the activities of searches, including requesting positions, developing position descriptions and advertisements, screening applicants, corresponding with candidates, selecting invited candidates, scheduling interviews, and nominating candidates to the VPAA|Provost, all in compliance with equal opportunity guidelines and the personnel policies of the College.

20. Determining, upon request, allocation of special funds made available to the department for distribution to faculty and students (e.g., grant and endowment funds).

21. Assisting the Assistant Vice President for Alumni Relations in identifying distinguished graduates.

22. Maintaining open communications within the department about its affairs, especially concerning such sensitive matters as teaching loads and faculty evaluation; disseminating information to department members regarding special professional opportunities, administrative decisions and policy changes.

23. Carrying out assessment activities and periodic review of the department for accreditation and other purposes as required.

24. Overseeing the implementation of the final examination policy.

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**Evaluation of Department Chairs.** Department chairs are evaluated by the Dean, using departmental evaluations, those of other faculty and department chairs, and independent judgment. Evaluation as chair is a process independent from faculty evaluation, and conclusions in one area need not affect conclusions in the other. Evaluation is conducted according to the following criteria:

1. Performance of administrative duties normally assumed and assigned, including those listed above.

2. Skill in promoting effective teaching and advising within the department, sound curricula for majors and minors, and new programs which lead to increased academic strength.

3. Ability to function constructively in an administrative capacity with faculty in the department, with the officers of administration, with other department and division chairs, and with other institutional departments when required.
Removal of Departmental Chairs. The chair of a department may be removed for cause when such action is in the best interest of the College and the department. Such action is initiated by the Dean after consultation with appropriate faculty or by the President of the College. Faculty within a department may petition the Dean for the removal of a department chair. The normal appellate channels and procedures apply, and the Dean must ensure due process in such decisions.

ACADEMIC PROGRAM COORDINATORS

Appointments. The appointment of program coordinators is made by the Dean after consultation with faculty members of the respective departments. The Dean issues letters of appointment and confirmation of reappointment annually, normally in the late spring. The term of the appointment is determined by the needs of the program. Compensation for program coordinators is normally $1,000.

Responsibilities and Authority of Program Coordinators. Chairing an academic program is an administrative responsibility requiring faculty leadership. A coordinator reports to faculty colleagues and to the Dean. The chief task is the development and maintenance of a coherent and effective curriculum which reflects both traditional approaches and contemporary developments in the field of study. Coordinators must also provide the Office of Student Records with a list of available courses for every semester’s Schedule of Classes. For a complete description of the responsibilities of a coordinator, please refer to the list of responsibilities assigned to department chairs.

Updated 11/2016 by Office of the Provost
B. COLLEGE OF LIBERAL ARTS ACADEMIC POLICIES

INTRODUCTION
The following policies and procedures describe the basic obligations and responsibilities of faculty, students and administrators at Rollins with respect to the traditional undergraduate programs of the College. For information on curriculum, degree requirements, general education requirements and advising, please consult the Rollins College Catalogue.

ACADEMIC INTEGRITY
The students and faculty of Rollins affirm the inherent value and social utility of truthfulness and respect for the rights of other individuals as well as the rights of the community.

The students and faculty particularly affirm the value of academic honesty and accept the responsibility to present as the result of their work only that which is genuinely theirs. Rollins students and faculty shall neither commit nor tolerate cheating, plagiarism, or any other form of academic dishonesty. Academic dishonesty is defined as representing another's work as one's own, active complicity in such falsification, or violation of test conditions. Plagiarism is stealing and using the ideas or writings of another as one's own. (See the Academic Honor Code for specific violations and their definitions.)

In all cases of suspected academic dishonesty, the College follows the procedures outlined in the Academic Honor Code passed by the faculty. The College’s Academic Honor Code is available at http://www.rollins.edu/college-of-arts-and-sciences/academic-honor-code/index.html and http://www.rollins.edu/catalogue/academic_regulations.html.

Because academic integrity is fundamental to the pursuit of knowledge and truth and is the heart of the academic life of Rollins College, it is the responsibility of all members of the College community to practice it and to report apparent violations. All students, faculty, and staff are required to report violations in writing to the Academic Honor Council for disposition. Referrals will be made through the CLA on-line referral system.

1. If a faculty member has a reason to believe that a violation of the Academic Honor Code has occurred, he/she may have an initial meeting with the student to determine if a violation has occurred.

2. If the faculty member believes that a violation has occurred, he/she is required to report it. This initial meeting is to clarify if a violation has occurred and not to determine if a known violation is to be reported.

3. If a student has reason to believe that a violation of academic integrity has occurred, he/she is required to report it to the Academic Honor Council. The student who has witnessed a violation can, but is not required to, encourage the student suspected of the violation to self-report. If the student refuses to self-report, then the student who witnessed the violation must report it to the Academic Honor Council.

4. Staff members who believe they have witnessed a violation must refer the case to the Academic Honor Council for disposition.

Complaints must be made in writing through the CLA on-line referral system. These complaints are then forwarded to the Academic Honor Council. Allegations must be submitted in writing within ten days of the discovery of the alleged violation. Complaints against graduating seniors must be submitted by the date senior grades are due to allow time for an investigation before graduation. The complaint should indicate all relevant details, including names of witnesses, and must be signed. Submissions may also be made online.

ACADEMIC WARNING, PROBATION, SUSPENSION, AND DISMISSAL

Academic Standing. All students must maintain a cumulative Grade Point Average (GPA) of at least 2.00 on a 4-point scale and a single term GPA of at least 1.5 to be in good academic standing.
**Academic Warning, Probation, Suspension, and Dismissal.** Detailed information on standards for academic warning, probation, suspension, and dismissal may be found the College Catalogue at [http://www.rollins.edu/catalogue/academic_regulations.html](http://www.rollins.edu/catalogue/academic_regulations.html).

**Minimum Academic Standards.** Detailed information on standards of academic scholarship is available in the College Catalogue at [http://www.rollins.edu/catalogue/academic_regulations.html](http://www.rollins.edu/catalogue/academic_regulations.html).

**ACADEMIC WARNING SYSTEM**
Faculty complete academic warning forms for students who are performing at unsatisfactory levels in their courses during weeks four (4) to twelve (12) of each term. Unsatisfactory academic performance includes poor attendance, lack of participation, failure to complete assignments on time, poor test and quiz grades, poor quality of written work, studio work, or laboratory work, or an estimated grade of ‘C-‘ or lower in the course. The withdrawal without penalty deadline occurs in the tenth week of each semester; students may exercise their one-time, late CR/NC option through 5 p.m. on the last day of classes each term. Additional information on the College’s Academic Warning System is available at [http://www.rollins.edu/catalogue/academic_regulations.html](http://www.rollins.edu/catalogue/academic_regulations.html).

Academic warnings are sent via campus e-mail to the student, faculty advisor, and professional advisors. Students receiving warnings are directed to meet with the professor of the course, as well as their faculty advisor, to discuss issues of concern, strategies for improvement, and other options including withdrawal from courses or exercise of the Late Credit/No Credit (CR/NC) option.

In addition to these interventions, the Academic Advising Services staff also contacts students when they have been referred to the Tutoring and/or the Writing Center, or if they are deemed academically “at risk” for other reasons (multiple academic warnings, students with learning disabilities, and those on academic probation).

**ADVISING**
Academic advising is an important aspect of each faculty member's service to the College. Beginning in the second year of teaching at Rollins, all full-time faculty teaching credit-bearing courses participate in the academic advising program on a regular basis. Other members of the faculty (e.g., library faculty and College administrators) may be asked to advise students as well. Good advising requires an understanding of the Rollins curriculum and support services, familiarity with appropriate graduate programs and reasonable availability for consultation with advisees. The College catalogue details necessary information about the academic program, College policies, and requirements in each major area.

All first-year students are assigned a faculty academic adviser and a student peer adviser by a team of selected faculty and administrators. This adviser teaches their RCC course. Transfer students are assigned faculty advisers. Whenever possible, students are assigned to advisers in their expressed area of academic interest. Department chairs assign advisees in the major to faculty with reasonable regard for equity in numbers. Students choose a major and arrange to become the advisee of a faculty member in the major department or program no later than the end of their sophomore year. The student is responsible for informing the Student Records of any change in adviser by submitting a form signed by the new adviser. The form is sent to the first adviser, who then forwards all records to the new adviser.

Additional information on academic advising is available in the College Catalogue and on the CLA Academic Advising website at [http://www.rollins.edu/catalogue/academic_regulations.html](http://www.rollins.edu/catalogue/academic_regulations.html) and [http://www.rollins.edu/academic-advising/index.html](http://www.rollins.edu/academic-advising/index.html).

**CLASS ATTENDANCE**
It is the responsibility of faculty to publish attendance policies for their courses in their course syllabi. Any distinction between "excused" absences and "unexcused" absences must be conveyed in the
attendance policy. At the instructor's discretion, a student's grade may be lowered for failure to comply with the attendance policy.

Exceptions exist for absences owing to religious observances and college business. If a student misses a class because of either situation, then the student must confer with his or her professor as to how and when the make-up work will be done, which includes the possibility of turning work in early. Absences will be addressed by the faculty member in accordance with his or her attendance policy. A student will not fail a course because the number of religious observances and/or college business absences exceed the number of absences allowed, except if excessive absences make it impossible to fulfill the competencies of the course. The student’s class participation grade in the course, though, may be affected.

- In regard to absences due to religious observances, a student must communicate any attendance conflicts to his or her professor before the end of the official add/drop period.
- In regard to absences due to college business, a student must present to his or her professor written evidence of an upcoming absence as soon as he or she is aware of the conflict. It is the student’s responsibility to discuss with his or her professor how and when makeup work should be completed before missing class.

If the student feels he/she must be absent from class for any other reason, it is the student's responsibility to confer with the faculty member to determine whether the absence is to be considered "excused" or "unexcused" as defined by the attendance policies. The Office of the Dean of Student Affairs will communicate when a student must be absent from campus for hospitalization, family emergencies, or similar contingencies. Students will be responsible for all work missed. See the College Catalogue at [http://www.rollins.edu/catalogue/academic_regulations.html](http://www.rollins.edu/catalogue/academic_regulations.html) for additional information.

*Attendance Policy passed by the A&S Faculty 10/29/11 - Effective Spring 2012 - Posted 11/30/11*

**COURSE REGISTRATION AND WITHDRAWAL**

Each academic department and program submits to the Office of Student Records its proposed course schedules for each term. The schedules must balance requirements and electives, courses for majors and non-majors, upper-level and lower-level courses and the time and day of courses. Proposals to offer courses cross-listed between departments must be endorsed by the chairs of both departments. Faculty are required to notify the Office of Student Records of any corrections to their course rosters no later than the end of the schedule change (add/drop) period. Faculty post all final, official grades by published deadlines at the conclusion of each academic term.

Students who do not attend the first class meeting are subject to removal from the class at the discretion of the instructor. To ensure accuracy of registration records, students are responsible for verifying their registration each term and submitting an official drop form for all classes not attended. Students unable to attend due to circumstances beyond their control must notify the Dean of the Faculty or the instructor prior to the first day of classes.

Students may add and drop courses during the first week of classes in the fall and spring terms, and may continue to drop courses through the second week, without a notation appearing on the academic transcript. After the second week of classes, the instructor's signature is required to drop a course.

*Verbal notification from the instructor or failure to attend class does not constitute withdrawal. Students who abandon a course without filing the proper withdrawal form automatically receive a withdrawn failing grade, “WF.”*

Additional information on Course Registration and Withdrawal is available in the College Catalogue at [http://www.rollins.edu/catalogue/academic_regulations.html](http://www.rollins.edu/catalogue/academic_regulations.html).

*Updated 11/2016 by Office of the Provost*
CREDIT HOURS AND LEVEL OF COURSES
Most courses that meet a minimum of 150 minutes a week for up to 13 weeks each term and include an additional exam period earn four (4) semester units of credit (semester hours). Non-laboratory courses that meet a fourth or a fifth hour a week earn a maximum of five (5) credit units (semester hours). Laboratory courses earn up to five or six credit units depending on the length of the laboratories (two or four hours). Studio and performance courses generally earn two to three credit units. Credit units for short-term courses of variable length are awarded based on the following calculations: each unit of credit requires a minimum of 8.125 contact hours per term.

As part of course requirements, Rollins faculty expect students to spend considerable time outside of class each week working on course-related activities. Students should expect to spend three hours out of class for every hour in class. The credit hours and levels of courses are determined by departments and are reviewed and approved by the appropriate governance committee.

Additional information is available in the Academic Regulations section of the College Catalogue at http://www.rollins.edu/catalogue/academic_regulations.html and in College Policy AC 2000 Academic Credit Hours and Levels of Courses (click link to access).

FINAL EXAMINATIONS
The last week of classes in the fall and spring terms is reserved for final examinations. All courses include a final examination, with possible exceptions for performance, writing, independent study, or seminar courses where other means of evaluation are more appropriate.

The final examination must be offered in the time period scheduled in the examination matrix prepared by the Office of Student Records, unless the Dean and the Provost have approved a change. An alternative period for unusual examination procedures, such as an oral examination, may be used provided the students involved do not thereby encounter conflicts with other scheduled examinations.

Tests or examinations may be offered through the penultimate week of classes but must not be employed in lieu of a final examination. Final papers, research reports and other similar assignments, except those in lieu of a final examination, should be due before examinations begin to help students avoid conflicts.

If a student has more than two final examinations scheduled in one day, s/he has the right to reschedule one examination to an open date within the final examination period. Arrangements will be made through the Dean of Students or program Dean in consultation with the faculty members involved. Department chairs are responsible for overseeing the implementation of the final examination policy. Additional information on Final Examinations may be found in the Academic Regulations section of the College Catalogue at http://www.rollins.edu/catalogue/academic_regulations.html.

GRADING
Letter Grades. Student grade reports are based on the following definitions.

Grade ‘A’ reserved for work that is exceptional in quality, and shows keen insight, understanding, and initiative.
Grade ‘B’ given for work that is consistently superior and shows interest, effort, or originality.
Grade ‘C’ a respectable grade. A ‘C’ average (cumulative GPA of 2.00) is required of all students for graduation. It reflects consistent daily preparation and satisfactory completion of all work required.
Grade ‘D-’ the lowest passing grade. It is below the average necessary to meet graduation requirements (cumulative GPA of 2.00) and ordinarily is not accepted for transfer by other institutions.
Grade ‘F’ failing.
Students' cumulative grade point averages are based on a four-point scale. Letter grades are assigned the following approximate numerical equivalent Quality Points (QPs).

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<th>Grade</th>
<th>QPs</th>
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<tbody>
<tr>
<td>A</td>
<td>4.00</td>
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<tr>
<td>A-</td>
<td>3.67</td>
</tr>
<tr>
<td>B+</td>
<td>3.33</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
</tr>
<tr>
<td>B-</td>
<td>2.67</td>
</tr>
<tr>
<td>C+</td>
<td>2.33</td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
</tr>
<tr>
<td>D+</td>
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<tr>
<td>D</td>
<td>1.00</td>
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<tr>
<td>D-</td>
<td>.67</td>
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<tr>
<td>F</td>
<td>0</td>
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</table>

**Incomplete Grades.** A mark of 'I,' indicating that the work of a course is incomplete, may be assigned only when serious and compelling circumstances beyond the control of the student – such as illness or necessary absence from the campus – have made it impossible for the student to complete course work within the normal period. Students are responsible for completing, seeking approval signatures for, and submitting to the Office of Student Records the Contract for an Incomplete Grade form available on the Office of Student Records webpage [http://www.rollins.edu/student-records/forms/index.html](http://www.rollins.edu/student-records/forms/index.html). Students contracting for a mark of 'I' in the fall term must complete the course work no later than the end of the second week of the succeeding spring term. Students contracting for an 'I' in the spring term must complete the work no later than the end of the second week of the succeeding fall term. Failure to complete the course in the designated time will result in a grade of 'F.'

Faculty may not assign a grade of 'I' without the Contract for an Incomplete Grade, nor may a faculty member not assign a grade, a de facto Incomplete. Faculty who fail to submit a grade for a student by the deadline set by the College will be penalized at the discretion of the Dean in consultation with the Provost.

**Credit/No Credit.** Students who wish to take a course on a credit/no-credit (CR/NC) basis rather than for a letter grade must complete the appropriate Request for CR/NC form, available on the Office of Student Records webpage [http://www.rollins.edu/student-records/forms/index.html](http://www.rollins.edu/student-records/forms/index.html) no later than ten (10) class days after the beginning of the fall or spring terms. Courses normally offered for a letter grade, in which the student has elected to change to a CR/NC grade, may not be used to fulfill general education, major, minor, or concentration requirements. Information on CR/NC grading options is available in the College Catalogue at [http://www.rollins.edu/catalogue/academic_regulations.html](http://www.rollins.edu/catalogue/academic_regulations.html).

**One-Time, Last Day of Class Credit/No-Credit Declaration.** Students have the ability to exercise a one-time option of “Last Day of Class” Credit/No Credit declaration. For additional information on this one-time option, please see [http://www.rollins.edu/catalogue/academic_regulations.html](http://www.rollins.edu/catalogue/academic_regulations.html), the Academic Regulations section of the College Catalogue.

**Grade Appeals.** Students wishing to appeal a grade will first consult with the instructor of the course to determine whether an error has been made or the instructor wishes to reconsider the grade. If this is the case, the instructor submits a grade change request to the Dean of Faculty. If the student is dissatisfied with the results of that consultation and wishes to pursue the matter further, s/he will meet with the chair of the department, who in turn must inform the instructor of the substance of the student's appeal. The department chair acts as a mediator to attempt to resolve any disagreements and consults with the instructor about the grading process. Only the course instructor has the authority to change the grade at this point. (Should the instructor be the chair of the department; a tenured member of the department will be selected by the department to serve as mediator. If this is not possible, then the Dean of Faculty will serve in this capacity.)

Perceived or actual differences in grading policies or standards between instructors, which are not a violation of College policies, are not a basis for further appeal. Further appeals beyond the chair of the department will be allowed only when the student can furnish evidence that the final grade was affected by the student's opinion or conduct in matters unrelated to academic standards, bias based upon matters
unrelated to academic standards, or the failure of the instructor to follow his or her own stated policies or College policies. The Dean of Students, President of the Faculty, and chair of the faculty member’s department (should the instructor be the chair of the department, a tenured member of the department or division will be selected by the department) must agree by two-thirds that it can be plausibly argued that these conditions are met in order for the appeal to proceed to the CLA Curriculum Committee.

If these conditions are met, the student may proceed with the appeal to the CLA Curriculum Committee by submitting a letter describing the situation to the Dean of Faculty. This appeal must be made within one (1) year of the conclusion of the course. The Dean of Faculty will request from the department chair a written account of the mediation process described above and its results, if any. The Dean of Faculty may also request any other appropriate documentation. The Dean of Faculty prepares all documents related to the case for submission to the CLA Curriculum Committee. These documents are made available to the student and instructor to review and respond. Their responses, if any, are included with the materials submitted to the CLA Curriculum Committee. The Dean of Faculty shall receive the recommendation of the CLA Curriculum Committee, review all documents, and make additional inquiries if necessary before reaching a decision. After such review, the decision of the Dean of Faculty is final. Additional information on grade appeals may also be found in the College Catalogue at http://www.rollins.edu/catalogue/academic_regulations.html

POSTHUMOUS DEGREES [Note: This procedure applies to all schools at Rollins.]

In the event of a student dying before finishing coursework at the College, a posthumous degree may be awarded if the student had completed a substantial amount of the coursework required for the major and degree.

Procedure. A posthumous degree can be requested by either the student’s family or the department in which the student was a major. The request must first be approved by the major department and then forwarded to the appropriate Dean. Upon approval of the Dean and VPAA/Provost, the College’s Board of Trustees will be asked for final approval.

If the request for the posthumous degree comes from the student’s major, the Provost will first confer with the student’s family to see if the request is acceptable before the approval process begins.

Upon approval of the Board of Trustees, the degree will either be mailed to the family or presented to them in a private ceremony. The student’s name will be included in the Commencement list of graduates.

The degree will be posted on the student’s permanent record as follows (example):

Degree Awarded
Artium Baccalaureus 8-MAY-2011

Primary Degree
Major: English Minor: Writing

Passed by A&S Faculty 11/17/2011 - Posted 11/30/11

STUDENT EVALUATION OF INSTRUCTION

Near the end of each term, faculty solicit student responses to Course and Instructor Evaluations (CIE) available online through FoxLink. Students receive electronic reminders to complete the evaluations. After the term has ended and grades have been assigned, instructors are encouraged to read the completed evaluations.
C. FACULTY POLICIES AND PROCEDURES
The following policies and procedures apply to all full-time and part-time instructors in all undergraduate and graduate credit-bearing programs of the College of Liberal Arts (CLA).

ABSENCE FROM CAMPUS
Instructors shall notify the department chair and the appropriate Dean when they plan to be absent from the campus or when absence is unexpectedly necessary. This provision applies in case of illness or any absence involving more than one class. When possible, arrangements to cover classes should be made in advance.

COURSE GUIDELINES

New Course Approvals. New courses proposed for fall or spring term should be described in detail on a New Course Proposal Form, click link at left to access. After initial departmental approval, the CLA Curriculum Committee reviews all new course proposals and makes recommendations to the department and the Dean. The Community Engagement (CE) Designation Form, required for review and approval of courses that meet community engagement criteria, is also available online, click link above to access. Courses to be approved for a given fall semester must be submitted no later than February of the preceding academic year. Proposals for spring terms courses are due in September.

Syllabi. Instructors are expected to develop course outlines that explain learning outcomes, course objectives, requirements, methods of evaluation and attendance and grading policies. Statements required for all syllabi, Academic Honor Code, Credit Hours, Disability Services, and Title IX, are available online at https://rpublic.rollins.edu/sites/ASCPS/SitePages/Syllabi%20Statements.aspx.

New syllabi should be first reviewed by department chairs and then sent to the Dean of the Faculty for final review. After the review process is complete, at the beginning of each term, instructors are required to submit copies of syllabi to their respective academic department’s administrative assistants.

It will be the responsibility of each Dean to ensure that collection of syllabi occurs for their respective programs. These syllabi should be retained for three years. It will then remain the responsibility of each Dean to ensure that, after three years’ retention, syllabi are transmitted to the College Archives according to the Recommended Collection Guidelines for the Rollins College Archives established December 13, 2000, or as amended. Departments and programs must also keep files of the syllabi of their own courses for three years. Some syllabi may be available online.

FACULTY EVALUATION PROCESS
(Note: faculty shall also consult their departments, college or school Bylaws, and All-Faculty Bylaws.)

The quality of the educational experience at Rollins College depends very heavily upon the quality of the faculty. It follows, therefore, that the institution must have an effective system for the evaluation of faculty for reappointment, promotion, and tenure. The system should serve the long-term needs of the institution while also promoting the professional development and improvement of individual faculty. The criteria and procedures of the Bylaws provide the structure and symmetry of an evaluation system. The effectiveness of the system, however, depends primarily on the seriousness of purpose and preparation which faculty bring to it. The guidelines and descriptions of responsibilities delineated below are intended to assist faculty in preparing effectively for evaluations.

Updated 11/2016 by Office of the Provost
Responsibilities of the Dean.

1. The Dean is responsible for the timely notification of candidates either for their evaluation for reappointment or for their eligibility to be evaluated for tenure and/or promotion. Notification shall be given no later than April for evaluations in the following fall semester.

2. The Dean is responsible for maintaining the records and files which are appropriate for use in reviewing the performance of a faculty member being evaluated for reappointment, tenure, and/or promotion. The Dean shall also insure the appropriate level of consistency and clarity in evaluations by requiring that candidates submit evidence of their work, personal assessment statements, curriculum vitae, and course syllabi in a standard form.

3. The Dean is responsible for conferring with candidates and working with department heads to assure that all participants are appropriately prepared before the formal meeting of an evaluation committee. It is particularly important to assure that candidates and department chairs communicate clearly about whether or not satisfactory progress is being made toward reappointment, tenure, and/or promotion.

Responsibilities of Department Chairs.

1. The department chair should, on a regular basis, examine the course syllabi, student evaluations, and other materials relevant to the evaluation of faculty who are eligible for reappointment, tenure, and promotion.

2. The department chair should consult with other faculty about the progress of candidate faculty. The chair should share the appropriate information (s)he acquires through these consultations with the candidate well in advance of any formal evaluation procedures.

3. Department chairs are responsible for conferring regularly with candidates for the purposes of discussing their professional development and progress toward reappointment, tenure, and promotion. In a system of peer evaluation all faculty bear a responsibility for conferring with candidate faculty. Department chairs bear a special and formal responsibility.

4. Department chairs should observe candidate faculty teach. The chair will determine the appropriate nature and frequency of observation based upon the presumptive evidence of a candidate's effectiveness in teaching. Candidate faculty should be consulted well in advance of such class observations.

5. The department chair should work with candidate faculty in preparing professional assessment statements and other documents appropriate for use in an evaluation.

6. Department chairs are responsible for collecting the materials necessary for the evaluation of candidate faculty and making them available to the evaluation committee in a timely manner.

Responsibilities of Evaluation Committee Members.

1. All members of the department evaluation committee should review the departmental criteria for reappointment, tenure, and promotion, the College of Liberal Arts Bylaws, this Handbook, and the Bylaws of the College.

2. Members of the department evaluation committees should attempt to familiarize themselves with the professional record of candidate faculty as early as possible.

3. Evaluation committee members should examine carefully the record of the candidate faculty and the appropriate materials. These examinations should occur well in advance of the formal meeting of the evaluation committee.

4. If committee members develop any concerns about the candidate faculty's performance or progress toward reappointment, tenure, or promotion, they shall inform the candidate in a timely manner and discuss their concerns with the candidate.

5. Committee members may observe the classroom performance of a candidate faculty. The member(s) should always seek the permission of the candidate to observe classes.
Responsibilities of the Candidate Faculty.

1. Read carefully those sections of the College Bylaws pertaining to evaluation. Also, read the criteria of the department, the College of Liberal Arts Bylaws, and this Handbook.
2. Consult with the department chair and other colleagues to insure their familiarity with your performance and your familiarity with their expectations and impressions of your performance.
3. Prepare a professional assessment statement as required by the Bylaws. Confer with the department chair and Dean about the format and contents of this statement.
4. Consult with the department chair and Dean to assure that the appropriate materials are prepared in the appropriate format for the evaluation committee.

FACULTY SELF-ASSESSMENT REPORT (FSAR)
These annual self-assessments are used to prepare institutional reports, to update publicity materials, and to inform decisions regarding salary adjustments or increases. The FSAR is part of a faculty member’s permanent record and therefore needs to be accurate and complete. All candidate and faculty evaluation committees require the FSAR to make decisions regarding mid-course, tenure, promotion, and post tenure reviews. FSAR’s are also employed for awarding internal funding and selecting award recipients.

The FSAR report form is located in the College’s secure FoxLink system (click link to access) on the Faculty tab. Faculty are required to respond to each item on the form and submit reports by August 31st at 11:59 p.m. following the end of the prior academic year.

GOVERNANCE
The faculty delegate certain responsibilities to standing committees. Faculty are expected to participate in governance and to attend faculty meetings.

IMPROVEMENT OF TEACHING AND TEACHING ASSESSMENT
The following program is a recommendation based upon best practices for the comprehensive evaluation of teaching at Rollins.

There are two separate and distinct approaches to assess teaching, as described below.

1. **Summative assessment.** The purpose is to assess whether a faculty member has reached a certain standard. This is the predominant style used in assessing a candidate for tenure and promotion.

2. **Formative assessment.** The purpose is designed to help the teacher improve his/her teaching, rather than rating the teacher’s performance. Records of formative assessment are not kept or used in tenure or promotion purposes.

While Assistant and Associate professors must have summative assessments for promotion and tenure, all faculty may request a formative assessment at any time for their professional development. The formative evaluation process would be confidential and used for the development and improvement of the faculty member’s teaching.

**Recommended Principles for Summative Evaluation of Teaching.** Teaching should be judged for quality, not quantity; that is, teachers should be assessed for the quality of their teaching rather than for what and where they teach. For example, teaching RCC courses, study abroad courses, or overloads does not necessarily indicate excellence in teaching. In line with the mission of the institution, teachers should be evaluated on content, pedagogy, student engagement, professionalism, and other factors relevant to learning outcomes.

**Summative Evaluation of Teaching.** Peer Review is an evaluative process by colleagues or peers designed to examine a wide range of teaching-related activities. Components of Peer Review may include the
evaluation of course materials, student evaluations, course portfolios, teaching portfolios, documented teaching philosophies, teacher self-assessments, classroom observations, and other activities that may be appropriate to a discipline.

**Informed Use of Course and Instructor Evaluations.** Results from Course and Instructor Evaluations (CIE) should be used only as they were designed to be used. Evaluators should review both narrative and numeric results available in CIE reports. The level to which comments indicate a legitimate concern about a candidate can be confirmed or contradicted by the numeric data. Likewise, numeric data often depends on narrative responses to provide clarification and aid in interpretation. If evaluators ignore either narrative or numeric results, they risk making faulty decisions about the candidate.

Ultimately, it is up to candidates to make their case for tenure and promotion. Because CIE results are used in the evaluation process, candidates should take an active role in framing their results, and providing a context that aids interpretation. To effectively achieve this goal, candidates must educate themselves on how to interpret and present their CIE results.

**Recommended Principles for Formative Evaluation of Teaching.** The purpose of formative evaluation is to help faculty improve teaching, and to facilitate a campus-wide dialogue about pedagogy. In order to be effective, formative evaluations should be optional and confidential. When confidentiality is assured, teachers are far more likely to disclose areas needing development, and evaluators may be frank without fear it will have negative consequences for the faculty member in tenure and promotion decisions.

A comprehensive formative evaluation could include the following.

1. **Peer review.** Visits to classrooms by experienced Rollins faculty to assess teaching in a way that will best help the faculty being evaluated.
2. **Formative Evaluation.** In addition to peer review, there are a variety of other formative evaluation techniques. Faculty members may choose from the following recommendations.
   a. Consult with CAJ Center for Teaching and Learning for available resources.
   b. Visit peers’ classes.
   c. Participate in internal and external faculty development seminars.
   d. Produce a teaching portfolio that would include reflection on student evaluations.
   e. Explore general best teaching practices.
   g. Investigate the relevant research literature on student learning.

**NON-TENURE TRACK FACULTY DEFINITIONS**

**Part-Time Adjunct Faculty.** Adjunct faculty are part-time instructors whose primary responsibilities are not to Rollins and who provide instructional services for a maximum of two (2) courses per term across all programs of the College – CLA, Holt School, or Crummer. Adjuncts must hold an earned doctorate or master's degree in the teaching or related discipline, or a master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in discipline). Rollins staff members providing instructional services for the College outside contractual obligations are considered adjunct faculty. For additional information see College Policy **AC 2001 Academic Faculty Credentialing** (click link to access).

**Full-Time Non-Tenure-Track Faculty.** Evaluations of all full-time non-tenure-track faculty will be conducted by the Chair of the Department or Program Director on an annual basis. Salary adjustments will be consistent with faculty raises each year.

**Artist-in-Residence.** The position of Artist-in-Residence is full-time, but not tenure-track. Artists-in-Residence usually hold a terminal degree in the field in which they teach, but this requirement may be
waived for those with significant professional experience who hold a B.F.A. or M.A. degree. Artists-in-Residence normally teach a 4/4 load of undergraduate courses. Duties are normally limited to teaching, with no expectation of scholarship, but may include departmental service and student advising responsibilities. These positions may include artistic duties in lieu of some teaching responsibilities. Appointments are granted by the VPAA/Provost for a single or multi-year periods with renewal possible.

**Executive-Or Entrepreneur-in-Residence.** These positions are full-time, but not tenure-track. The Executive- or Entrepreneur-in-Residence must hold a Master’s degree in the teaching discipline. Executive- or Entrepreneurs-in-Residence normally teach a 4/4 load of lower division undergraduate courses. Duties are normally limited to teaching, with no expectation of scholarship, but may include departmental service and student advising responsibilities. Appointments are granted by the VPAA/Provost for a single or multi-year periods with renewal possible.

**Instructor.** Instructors may be hired as visitors or for tenure-track positions. They are individuals who have completed all requirements for the doctoral degree other than dissertation (A.B.D.) and whose rank will be changed as soon as they are awarded their doctoral degree requirements are satisfied.

**Lecturer.** The position of Lecturer is full-time, but not tenure-track. Lecturers must hold a minimum of a Master’s degree in the field in which they will be teaching. Lecturers normally teach a 4/4 load. Duties are normally limited to teaching, with no expectation of scholarship, but may include departmental service and student advising responsibilities. Appointments are granted by the VPAA/Provost for a single or multi-year period with renewal possible.

**Visiting Professor.** The position of visiting professor is full-time, but not tenure-track. Visiting professors must hold a terminal degree in the field in which they will be teaching (see College Policy AC 2001 Academic Faculty Credentialing for information on terminal degrees). Teaching load is normally 4/4. Duties are normally limited to teaching, with no expectations of scholarship, but may include departmental service and student advising responsibilities. Appointments are granted by the VPAA/Provost and vary in length from one semester to three years. While appointments may be renewed, they may not last for more than six (6) consecutive years.

**OFFICE HOURS**
All full-time faculty are required to post and keep reasonable and regular office hours (a minimum of three hours per week is suggested, in addition to appointments). Office hours should be:

1. held on campus, preferably in faculty offices for confidential discussions;
2. clearly stated in the syllabus and posted outside the faculty member’s office, where possible; and
3. conducted during business hours appropriate for the particular school/college.

Faculty teaching in the Holt school are asked to offer office hours in the hour before Holt classes, where possible.

**PERSONAL RECORD**
All full-time and part-time instructors shall provide a complete record of their professional preparation and achievements, including official transcripts, research and original works, book reviews, critiques and articles published, music composed or arranged, paintings or drawings produced, and public performances of all types. Reprints of publications should be filed. This record will be brought up to date each year using the Faculty Self-Assessment Report form (FSAR.)

**PROFESSIONAL DEVELOPMENT**
Full-time CLA faculty in are eligible to apply for grants for professional development. Recipients of grants will submit a report on their accomplishments to the Dean by the first day of the spring term following a
summer grant, or no later than four months after the fall or spring semester during which a grant is received.

**SALARY INCREASES FOR PROMOTION**

For faculty promoted to the rank of Associate Professor, annual salary will be increased by $3,500. For faculty promoted to the rank of Professor, annual salary will be increased by $6,000. (Approved May 2015.)

**SPECIAL AWARDS FOR FACULTY**

**The Hugh and Jeannette McKean Grant.** Inaugurated in the 1982-1983 academic year, as a gift of Hugh McKean, the tenth President of Rollins College, this grant is a $15,000 cash award to enable a faculty member to undertake a research project, an artistic work, or a teaching project that will contribute to the educational mission of the College. The VPAA|Provost (or his/her designee) issues a call for proposals in the fall, with a submission deadline to the Office of the Provost, generally in early February. Only tenured or tenure-track faculty are eligible to apply. Past McKean Grant recipients are ineligible. Recipients of the award are selected by an external jury of Rollins alumni who are prominent in academe.

The following criteria are used to evaluate faculty proposals for McKean Grants.

1. Potential contribution of proposed project to scholarship, teaching, or the creative arts. Importance, originality, and cogency of the proposal.
2. Apparent ability of the candidate to carry the project to completion. Where appropriate, candidate’s expressed knowledge of previous work in the field.
3. Likelihood that the completed project would benefit the faculty member and the Rollins community.
4. Evidence that the McKean Grant would facilitate a project that otherwise might not be possible.

**The Bornstein Award for Faculty Scholarship.** The Bornstein Award recognizes Rollins faculty whose outstanding scholarly achievement or creative accomplishment has helped bring national prominence to Rollins College. The Award also helps to encourage future scholarship among Rollins faculty. Established by the Rollins College Board of Trustees in 2003, and named in honor of Rollins’ 13th president, the Award honors Rita Bornstein’s leadership and contribution to the academic vitality of the College. The awardee receives a $10,000 cash stipend to be used at his/her discretion.

Only tenured and tenure-track Rollins faculty members who will not be on leave or on sabbatical during the following academic year are eligible for the Bornstein Award for Faculty Scholarship. Candidates are selected based on outstanding scholarly achievement or creative accomplishment that has helped bring national prominence to Rollins College. Special consideration may be given to a faculty member’s cumulative scholarship. Past recipients of the Bornstein Award for Faculty Scholarship are ineligible for the same award in the future.

The VPAA|Provost (or his/her designee) requests nominations from the deans and the Director of the Olin Library. After providing the opportunity to review the nominations, the VPAA|Provost (or his/her designee) convenes a meeting of these individuals and up to four of the most recent past recipients of the Bornstein Award to discuss the nominations submitted and to select the Bornstein Faculty Scholar. The VPAA|Provost announces the Bornstein Faculty Scholar at Commencement.

**The Cornell Distinguished Teaching Award.** This Cornell Award recognizes Rollins faculty who have distinguished themselves and the College through outstanding teaching. The Award was established by the Board of Trustees of Rollins College in 2004, in honor of Rollins’ beloved alumnus and longtime trustee George Cornell, whose generous bequest made the award possible. The awardee receives a $10,000 cash stipend to be used at his/her discretion.
Only tenured and tenure-track Rollins faculty members are eligible for the Cornell Distinguished Teaching Award. Candidates are selected based on outstanding teaching, with special consideration given to a faculty member’s cumulative record of teaching excellence. This may include demonstration of high competence in the teaching field and the ability to convey knowledge of this field to students; to organize and teach coherent, enlightening, and dynamic courses; to communicate effectively with students; to stimulate student thought and challenge student assumptions; to use appropriate and innovative teaching methods and techniques; to establish high standards and demanding, yet realistic, expectations; to foster student learning and achievement; and to inspire students to become lifelong learners. Past recipients of the Cornell Distinguished Teaching Award are ineligible for the same award in the future.

The VPAA|Provost (or his/her designee) requests nominations from the deans and from the Director of the Olin Library. After providing the opportunity to review the nominations, the Provost (or his/her designee) convenes a meeting of these individuals and up to four of the most recent past recipients of the Cornell Distinguished Teaching Award to discuss the nominations submitted and to select the Cornell Distinguished Teaching Award recipient. The VPAA|Provost announces the Cornell Distinguished Teaching Award recipient at Commencement.

The Cornell Distinguished Service Award. This Cornell Award recognizes Rollins faculty who have distinguished themselves and the College through outstanding service. The Award was established by the Board of Trustees of Rollins College in 2004, in honor of Rollins’ beloved alumnus and longtime trustee George Cornell. The awardee receives a $10,000 cash stipend to be used at his/her discretion.

Only tenured and tenure-track Rollins faculty members are eligible for the Cornell Distinguished Service Award. Candidates are selected based on outstanding service, with special consideration given to a faculty member’s cumulative record of service. This may include effective participation in the intellectual life of the College; availability and receptivity to students’ academic and advising needs beyond the classroom; support of student activities and events; extent and quality of service in College governance; chairing committees and performing special services for the College; contribution to professional, collegial, and effective dialogue within and across College programs; holding official positions in professional associations or chairing meetings; the impact of leadership in civic organizations; and personal and student service in local and global communities. Past recipients of the Cornell Distinguished Service Award are ineligible for the same award in the future.

The VPAA|Provost (or his/her designee) requests nominations from the deans and the Director of the Olin Library. After providing the opportunity to review the nominations, the Provost (or his/her designee) convenes a meeting of these individuals and up to four of the most recent past recipients of the Cornell Distinguished Service Award to discuss the nominations submitted to select the Cornell Distinguished Service Award recipient. The Provost announces the Cornell Distinguished Service Award recipient at Commencement.

The Cornell Distinguished Faculty Award. Each year Rollins bestows up to three Cornell Distinguished Faculty awards to recognize exceptional professional accomplishments in at least two of the faculty’s three primary emphases of teaching, research, and service. Because teaching is the first priority at Rollins, it is expected that all awardees will have established a record of excellence in instruction. With the exception of holders of endowed chairs, all tenured and tenure-track faculty in the College of Liberal Arts are eligible for consideration.

Recipients hold the title of Cornell Distinguished Faculty for three academic years. In each year of the award, the Cornell Distinguished Faculty member receives $5,000, which can be added to salary as a stipend, established as a research account, or exchanged in $2,500 increments for course release (no more than one course per semester). Cornell Distinguished Faculty may also roll funds from year to year, perhaps to supplement travel, a special project, or a sabbatical leave. At the end of the three years, $2,500
is added to the base salary of each Cornell Distinguished Faculty member. One can receive a Cornell Distinguished Faculty award no more than twice, only once during a ten-year period, and no more than once in any rank (at the time of the appointment of the award).

At the end of each academic year, awardees submit reports to their appropriate dean or director in which they summarize their activities in teaching, scholarship, and service. In the third year in which they hold the Cornell Distinguished Faculty award, recipients give public presentations in which they report on a recent, distinctive accomplishment.

Selection Process. The selection committee for these awards – proposed by the Dean of the Faculty for approval or amendment by the Faculty Affairs Committee – is comprised of five faculty members and an alternate. The alternate member participates in the committee’s deliberations when one of the regular members is not available to serve. The committee includes holders of endowed chairs, current Cornell Distinguished Faculty, or former Cornell Distinguished Faculty who are not eligible for the award. Each member serves for two years, with half the committee rotating off each year. To the degree possible, the membership of the selection committee reflects the diversity of the faculty.

By September 1 of each fall, the selection committee distributes a call for nominations for the Cornell Distinguished Faculty awards. All individuals with faculty rank in the College of Liberal Arts are eligible to submit nominations of their colleagues. A nomination consists of a letter setting forth the achievements of an individual who is worthy of recognition. By October 1, all nominees are notified and invited to submit to the selection committee, by November 1, a C.V. and statements in which they summarize their achievements in the areas of teaching, scholarship, and service. They may also submit supporting documents such as recent FSARs; course evaluations and other evidence of excellent teaching; syllabi and other instructional material; copies of publications, presentations, or performances; and accounts of service to the campus and the community. Nominees may also request up to two letters of support from professional colleagues at Rollins particularly in the areas of scholarship, creative accomplishments, or service outside the campus community. The selection committee makes its recommendations on the basis of the nominations, the nominees’ responses, and materials available in the office of the appropriate dean or director; the committee may also consult with the appropriate dean or director.

The selection committee forwards its recommendations to the VPAA|Provost for presentation to the President in time for an announcement at the final faculty meeting of fall term or the first meeting of spring term.

Arthur Vining Davis Fellowships. Three Arthur Vining Davis Fellowships are awarded to faculty each year at Commencement. Students and faculty are asked to nominate one or more faculty members who have made significant contributions by virtue of "outstanding teaching, scholarly work and publications, completion of significant research projects, accomplishments in the fine arts, important contributions to the educational goals of the College or outstanding contributions to the cultural, economic, and social community of Central Florida." Self-nomination is discouraged. Valid nominations must be accompanied by a narrative explaining the reasons for the nomination of the faculty member. The final selection committee is convened by the VPAA|Provost (or his/her designee) and includes the outgoing President of the Student Government Association, the three current Fellows, and the three most recent prior Fellows. At least four faculty Fellows must be on the selection committee. Faculty receiving the award within the past five years are ineligible. The Fellowship carries a stipend of $3,000.

SPONSORED RESEARCH
Guidelines for sponsored research have been prepared to assist faculty and staff members in applying for and managing externally funded research and other sponsored projects (see "Procedures for Monitoring Grant Proposals and Managing Grant-Funded Accounts for Rollins College" in Section II: All Faculty Policies & Procedures of this Handbook). Faculty and staff members should be aware that funds accepted
by the College become the responsibility of the College. The College is accountable for and liable for any errors or omissions. Therefore, the policies and procedures described in the College Handbook are applicable to all requests for grants and subsequent grant funds administered by the College.

**STRATEGIC FACULTY COMPENSATION**

Suspended pending review.

**TEACHING LOAD/EMPLOYMENT**

Standard appointment to a position in the faculty is considered full-time employment. All faculty members are expected to give full attention to their faculty responsibilities. Overload teaching that serves the College and/or outside work/employment that contributes to professional life and development may be permitted unless it detracts from the normal faculty duties. It is expected that overload teaching or administrative duties be limited to one course per term or the equivalent, not to exceed six (6) semester hours, and that outside work/employment be restricted to the equivalent of one day per week. Faculty should not regularly engage in both overload teaching and outside work/employment. Any overload teaching at Rollins or elsewhere, or any other outside work/employment, must be approved by the appropriate Dean. Overload teaching in terms where course release for administrative or other reasons is taken is not permitted.

**Faculty Teaching Load Calculations.** The faculty teaching load is calculated using the procedure below. All teaching in any Rollins program, including the College of Liberal Arts, Holt School undergraduate or graduate programs, and Crummer (with the exception of independent studies, which will be compensated on an individual basis), is included in this load accounting system. Departments are permitted to establish alternative accounting policies, which must be approved by the Faculty Affairs Committee.

**To Determine Faculty Load.**

1. List all courses in descending order of enrollment.
2. Determine the semester hour (SH) and weighted semester hour (WSH) value of each course. The semester hour (SH) value of a course is the semester hour value as published in the schedule of classes at the time the course is taught. The WSH value is the SH value multiplied by the number of students enrolled at the end of the drop-add period, divided by 25. The maximum number of students in a single class, for purposes of calculating the WSH, is 50 and any enrollment above 50 will be counted as 50 in the calculation.
3. Assign the larger of the SH or WSH values to each course.
4. Sum the teaching load values (as determined in Step 3) of each course using the course sequence determined in Step 1. If the sum exceeds the contract load, the overload value is determined by the procedure below.

**Overload Determination.** The overload value of all courses above the contract load is counted as in step 3 (above) if the enrollments are at least five (5) students. If the enrollment in a course is less than five (5) students, the overload value is determined by multiplying the number of students by one-fifth (.20) of the SH value. The sum of the overload values of all courses above the contract load is the overload value.

Field studies tied to specific semester-long courses required by a major should be permitted to be taught on-load. The associated load for these courses would then be applied as follows.

- Field courses taught in the winter intercession will have the load applied in that academic year.
- Field courses taught May-August will have the load applied in the following academic year.
Faculty Compensation for Field Study Courses and Short-Term Abroad

<table>
<thead>
<tr>
<th>Field Study Courses – Faculty as Program Administrator &amp; Course Instructor</th>
<th>8-12 students</th>
<th>13-24 students (requires 2 faculty members)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 semester hour (SH) of credit</td>
<td>$2,500</td>
<td>$5,000 ($2,500 ea.)</td>
</tr>
<tr>
<td>2 SH of credit</td>
<td>$3,000</td>
<td>$6,000 ($3,000 ea.)</td>
</tr>
<tr>
<td>4 SH of credit and 4-SH Maymester course with embedded field study</td>
<td>$4,000</td>
<td>$8,000 ($4,000 ea.)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>No-Credit International Field Study – Faculty as Program Administrator</th>
<th>8-12 students</th>
<th>13-24 students (requires 2 faculty members)</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 to 21 days: Flat starting rate of $1,500 for five days, plus $100 per day for additional days</td>
<td>$1,500 plus $100 per day over 5 day minimum</td>
<td>$3,000 plus $100 per day ($1,500 ea.)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Short-Term Study Abroad – Faculty as Program Administrator</th>
<th>8-30 Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 SH of credit</td>
<td>$3,000</td>
</tr>
<tr>
<td>8 SH of credit</td>
<td>$4,500</td>
</tr>
</tbody>
</table>

**Policy on Directed Independent Study (DIS) Reimbursement.** In undergraduate programs, individual faculty members are reimbursed at a rate of $250 per DIS above and beyond four (4) per year. Individual faculty members shall not supervise more than eight (8) DIS per year unless exceptional circumstances prevail and the exceptions are approved by the appropriate departmental chair and Dean. Independent studies do not affect load or overload.

*Professional Standards Committee: April 26, 1994.*

**Overload Compensation.** Overload courses contracted in the graduate programs of the Holt School and Crummer (i.e., those not designated as part of the regular faculty teaching load) are counted separately for overload compensation. Otherwise, the overload compensation is determined by rounding the overload value down to the nearest semester hour. A maximum of one (1) course, not to exceed six (6) semester hours, of overload per term in all programs of the College (including courses in the graduate programs of the Holt School and Crummer) will be compensated for teaching or administrative assignments. Overload teaching in terms where course release for administrative or other reasons is taken will not be compensated.

With the approval of the appropriate Dean, the normal 24 semester hour teaching load may be reduced, provided the department concerned is properly staffed. Such consideration will be given to a faculty member for:

1. special activities such as theatrical, musical, or athletic presentations; or
2. approved research or administrative work important to the academic welfare of the College; and serving as an officer of the faculty.

**Adjunct and Overload Pay.** Adjunct faculty may be appointed to teach a maximum of two (2) courses per term. This two-course limit applies whether courses are offered in The College of Liberal Arts, Crummer, Holt, or any combination of these programs. Adjunct faculty will normally be limited to a maximum of five (5) courses per academic year (September 1 through August 31). Exceptions to this policy may be recommended by the appropriate Dean(s) and must be approved by the Provost. In no case will the number of courses in the aggregate be considered to constitute full-time, rather than adjunct, employment or to count toward eligibility for tenure. The adjunct and overload pay rates, per standard
course, as of January 4, 2012, are given below. Note that a standard course in the College of Liberal Arts and Holt School is four (4) semester hours. Courses with a different semester hour value, such as lab courses, are paid on a pro-rata basis. In exceptional circumstances, the Dean of a particular academic program may take into account market conditions or other considerations (e.g., outstanding teaching performance over a period of time, national reputation in the field) and award a discretionary amount per course.

PART-TIME ADJUNCT FACULTY PAY RATES

<table>
<thead>
<tr>
<th>Experience at Rollins</th>
<th>0-6 Terms</th>
<th>7 or more Terms</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA/BS</td>
<td>$2,000</td>
<td>$2,300</td>
</tr>
<tr>
<td>MA/MS</td>
<td>$2,250</td>
<td>$2,500</td>
</tr>
<tr>
<td>A.B.D./MFA/MBA</td>
<td>$2,500</td>
<td>$2,750</td>
</tr>
<tr>
<td>Ph.D./Ed.D/DFA</td>
<td>$2,750</td>
<td>$3,000</td>
</tr>
</tbody>
</table>

OVERLOAD PAY RATES FOR FULL-TIME AND EMERITI FACULTY

<table>
<thead>
<tr>
<th>Instructor/Lecturer</th>
<th>$2,750</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assistant Professor</td>
<td>$3,000</td>
</tr>
<tr>
<td>Associate professor</td>
<td>$3,250</td>
</tr>
<tr>
<td>Professor</td>
<td>$3,500</td>
</tr>
</tbody>
</table>

TENURE - STATEMENT OF POLICY ON GRANTING OF

Tenure is a prerogative of the Board of Trustees. Tenure is the right to regular annual reappointment subject to the conditions of employment and assignments in effect each year. Tenure may be granted to faculty within the guidelines and time limits stated in the appropriate publications of the American Association of University Professors (AAUP), and according to the College Bylaws.

TRAVEL POLICY

College of Liberal Arts faculty members are eligible for institutional support to further their professional development by attending professional meetings. Intent to travel forms must be submitted to the appropriate Dean at stipulated semester deadlines. Faculty who attend only one meeting during the year without participating will receive 80% of travel and living expenses. Faculty who participate in at least one meeting during the year will receive 100% of travel and living expenses for one meeting, and 80% of travel and living expenses for the other meeting.

“Participation” in the above guidelines is defined as: presenting a paper or performance, responding to a paper or speaker, serving on a panel, serving as an officer of the professional association (including program or membership chairperson), and presenting a formal report. Evidence of participation shall be the submission of a copy of the relevant section of printed program to the appropriate administrator. Travel forms and their deadlines are described in Section II: All Faculty Policies & Procedures of this Handbook.

Rev 5-6-1-2017
Rev 4-6-15 (Section C, Office Hours)
Rev 8-1-14; Rev. 1-19-12
Rev. 11-30-11
Rev. 10-4-11
Rev. 9-29-11
Faculty Handbook Section II - All-Faculty Policies and Procedures - Updated 6/1/2017

All Faculty
Rollins College

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SECTION II: POLICIES & PROCEDURES
This section includes descriptions and practices that apply to all faculty of Rollins College.

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- Academic Freedom
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- Conflict of Interest
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- Creation-Revision of Academic, Non-Credit, Collaborative Programs
- Disability Policies
  - Disability Policy (Faculty/Staff)
  - Disability Services Policy (Students)
  - Learning Disabilities
- Endowed Chairs
- Evaluation of Adjunct Faculty
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- Nondiscrimination Policy Statement
- Policy on Policies
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- Retirement
- Separation from Employment
- Sexual Harassment/Title IX
- Student Complaints
- Substantive Change Policy
- Travel Policies
- Use of Copyrighted Works
In 2013-2014, as part of the College’s 2015 reaffirmation of regional accreditation by the Southern Association of Schools and Colleges Commission on Colleges (SACCOC) the following institutional policies pertaining particularly to faculty were approved by the appropriate governing bodies of the College. These policies, may be found at https://rpublic.rollins.edu/sites/IR/SitePages/Policies.aspx and are included in the Table of Contents, embedded in this document with working hyperlinks, and shown below. In particular, the Intellectual Property Policy, articulated on page 70 of this document, should be used in conjunction with KI 1004 Use of Copyrighted Works.

AC 2000 Academic Credit Hours and Levels of Courses

AC 2001 Faculty Credentialing

AC 2002 Combined Course Instruction

AC 2003 Graduate Curriculum Standards

AC 2004 Evaluation of Adjunct Faculty

AC 2005 Courtesy Faculty Appointments

AC 2006 Faculty Professional Leave

HR 7200 Instructional Compensation for Staff

KI 1000 Policy on Policies

KI 1001 College Integrity and Accuracy in Representation

KI 1002 Substantive Change Policy

KI 1003 Creation-Revision of Academic, Non-Credit, Collaborative Programs

KI 1004 Use of Copyrighted Works

KI 1006 Community and Public Service Philosophy

KI 1007 Financial Conflict of Interest Policy for Sponsored Research Projects

SA 9000 Disability Services Policy

SA 9001 Student Complaints
ALL FACULTY POLICIES AND PROCEDURES

ACADEMIC FREEDOM
Academic freedom is essential to the educational goals of Rollins College. "Academic freedom" refers to the policy of maintaining conditions of free inquiry, thought, and discussion for every member of the faculty in professional activities of research, teaching, public speaking, and publication. These conditions are regarded as necessary rights accruing to appointment on the faculty. Faculty members have the correlative obligation to speak and write with accuracy, with due respect for the opinions of others, and with proper care to specify that they speak on the authority of their own work and reputation, not as special pleaders for any social group or external agency, or as purporting to represent Rollins.

The faculty collectively may regulate such freedom within the spirit of the 1940 Statement of Principles and Interpretive Comments, "Academic Freedom and Tenure," as amended, endorsed by the American Association of University Professors (AAUP).

Freedom of Expression
1. Classroom Expression
   A. Discussion and expression of all views relevant to the subject matter are permitted in the classroom contingent only upon the responsibility of the instructor to maintain order.

   1. Students are free to take reasoned exception to the data or views offered in any course of study and to reserve judgments about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.

   2. Requirements of participation in classroom discussion and submission of written exercises are not inconsistent with this section.

   B. Academic evaluation of student performance shall be neither prejudicial nor capricious. Performance should be evaluated only on an academic basis, not on opinions or conduct in matters unrelated to academic standards. Students who believe they have been subjected to arbitrary or discriminatory academic evaluations are guaranteed the right of appeal. In questions regarding the above, students shall follow the recommended procedures in attempting to have decisions re-assessed by the instructor.

      1. Appeal to the individual instructor directly.

      2. Appeal to the appropriate Dean.

      3. Any appeal shall be initiated after the issuance of a grade or evaluation, but before the end of the following term.

   C. Information about student views, beliefs, and political associations acquired by professors in the course of their work as instructors, advisors, and counselors is confidential and not to be disclosed to others unless under legal compulsion or by request of the student. Questions relating to intellectual or skills capacity are not subject to this section except that disclosure must be accompanied by notice to the student.

2. Campus Expression
   A. Discussion and expression of all views are guaranteed within the institution, subject only to requirements for the maintenance of order. Support of any cause by orderly means that do not disrupt the operation of the institution or violate civil law is permitted.

   B. Students, campus groups, and campus organizations may invite and hear any persons of
their own choosing, subject only to requirements for use of institutional facilities and funds.

3. **Protest**
   
   A. The right of peaceful protest is recognized within the institutional community.
      1. Orderly picketing and other forms of peaceful protest are not to be prohibited on institutional premises.

   B. Interference with ingress and egress at institutional facilities, interruption of classes or institutional operations or damage to property exceeds permissible limits of behavior and will not be permitted.

   C. Even though remedies are available through local enforcement bodies, the institution may choose instead to impose its own disciplinary sanctions in cases of disorderly picketing and un-peaceful protest.

   D. Every student has the right to be interviewed on campus by any legal organization that is recruiting at the institution. Reasonable conditions may be imposed to regulate the timeliness of requests and to determine the appropriateness of the space. Any student, any group, or any organization may protest against such organization provided that protest does not interfere with any other student's rights to have such an interview.

4. **Confidentiality of Student Records**

   Federal legislation (the Family Educational Rights and Privacy Act, FERPA) mandates standards for the protection of the confidentiality of student records and, at the same time, gives students the right to inspect the contents of their complete file in compliance with the law. Rollins students have access to their own records and the confidentiality of those records is guarded.

   One of the provisions of the law allows institutions to release "directory information" as a matter of course, providing students have a reasonable time to ask that information be released only with the student's prior consent. Rollins publishes a student-faculty directory that includes names, campus and home addresses, and telephone numbers. Such a directory, when complete and accurate, is invaluable to students, teachers, and administrators.

   Rollins College considers the following to be directory information: name, class, campus address, parents' names and address, telephone listing, date and place of birth, major field of study, participation in officially recognized sports, weight and height of members of athletic teams, dates of attendance, degrees, awards and honors achieved in the curricular and extracurricular life of the College, the most recent previous educational institution attended by the student, and individually identifiable photographs of the student solicited by, or maintained directly by, Rollins as part of the educational records.

   Unless students have requested in writing to withhold any or all such directory information, the College may release it. Requests to withhold such information must be made annually prior to September 1.

**ACADEMIC CREDIT HOURS AND LEVELS OF COURSES**

College Policy [AC 2000 Academic Credit Hours and Levels of Courses](#) provides Rollins’ standards for academic credit hours and levels of courses. Academic credit provides a means of measuring and valuing the amount of engaged learning time expected of students enrolled not only in traditional classroom settings, but also in laboratories, studios, internships/practica, independent study, thesis or dissertation research and writing, experiential learning, and blended or hybrid learning environments. Academic credit may also help to quantify the level and academic rigor of student learning.
AMOROUS RELATIONSHIPS WITH STUDENTS
College Policy HR 7575 Amorous Relationships with Students (click link to access) articulates Rollins’ position on amorous relationships with students. As an educational institution, Rollins College strives to maintain for its students an environment of safety, trust, and mutual respect. As part of its ongoing efforts to maintain a safe learning, living, working, and social environment, Rollins prohibits and will not tolerate discrimination, harassment or any mistreatment of students, faculty or staff.

While Rollins recognizes that "consensual" amorous or romantic relationships between faculty members and students do not constitute sexual harassment, it also recognizes that such relationships may end unhappily or become conflicted and result in charges of sexual harassment, or even physical or psychological abuse. In such cases, the College has a legal duty to respond to and investigate these charges in the same manner as charges arising in any other context.

Further, some courts reviewing such claims have held that faculty and student relations are inherently unequal because faculty members have, or are perceived to have, authority or control over students. Thus, in relationships that are inherently unequal, the existence of consent may not insulate an individual or the College from liability if charges of sexual harassment are filed.

Accordingly, all faculty are discouraged from engaging in romantic or amorous relationships with students, and are expressly prohibited from engaging in such relationships in circumstances in which they exercise power or influence over a student. Faculty who violate this policy will be subject to the disciplinary procedures of the institution, including possible termination.

COLLEGE INTEGRITY AND ACCURACY IN REPORTING
College Policy KI 1001 College Integrity and Accuracy in Reporting (click link to access) ensures that Rollins College operates with integrity in all matters of institutional representation to external agencies and that the policy elements herein conform to commonly accepted practices in higher education. The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), the College’s regional accrediting organization notes that “integrity, essential to the purpose of higher education, functions as the basic contract defining the relationship between the Commission and each of its member and candidate institutions.” As declared in the College’s mission statement, Rollins is “committed to the liberal arts ethos and guided by its values and ideals.” Embedded within the liberal arts ethos, its values, and ideals, are commitments to accepting responsibility for ethical behavior and performing all roles with integrity. Rollins College is deeply committed to the principle of institutional integrity as embodied in the values of honesty, authenticity, trust, fairness, respect, and responsibility.

COMBINED UNDERGRADUATE AND UNDERGRADUATE/GRADUATE COURSES
College Policy AC 2002 Combined Undergraduate and Undergraduate/Graduate Courses (click link to access) outlines the conditions to be met and criteria required for combined multi-level undergraduate courses and combined undergraduate/graduate courses at Rollins College. Undergraduate combined courses are those that offer instruction at multiple undergraduate levels simultaneously: e.g., same instructor, same day/date/time, same setting or classroom, with lower- and upper-division course assignments/sections. Undergraduate/graduate combined courses are those that offer instruction at both the undergraduate and graduate level simultaneously: e.g., same instructor, same day/date/time, same setting or classroom, with undergraduate and graduate level assignments/sections.

COMMUNITY AND PUBLIC SERVICE PHILOSOPHY
In its mission statement, Rollins makes clear a deep commitment to the ethos of the liberal arts, including the social contract between the nation and its educational institutions. The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) also requires that all Rollins community and
public service programs, as well as continuing education efforts, be clearly aligned to the College’s mission. College Policy KI 1006 Community and Public Service Philosophy (click link to access) provides guidance and clarity to the College community regarding the community and public service components of the College’s mission.

CONFLICT OF INTEREST
Rollins College was organized and exists for the purpose of qualifying its students to engage in the learned professions or other employment of society and to discharge honorably and usefully the various duties of life. A fundamental principle of such endeavor is the application and use of high ethical and moral standards. The College’s Conflict of Interest Policy (click link to access) is designed to ensure to all who look to Rollins College for service and leadership, that those persons who establish and administer policy and those who teach and otherwise work in the employ of the College dedicate themselves to the welfare of the College and its students to the exclusion of ulterior purposes and conflicts of interest.

COURTESY FACULTY APPOINTMENTS
To aid in maintaining the quality, flexibility, and continuity of the academic activities of Rollins College – instructional, scholarly, professional, or artistic – the work of the regular faculty may be complemented by the services of qualified administrative staff engaged in the generation or dissemination of knowledge through the conferring of courtesy faculty status. College Policy AC 2005 Courtesy Faculty Appointments (click link to access) provides additional information and approval procedures for these appointments.

Courtesy faculty status is an unpaid, non-tenured faculty appointment conferred upon an administrative staff member whose appointment is in a non-academic unit of the College. The appointment provides faculty status, but is not subject to the appointment or tenure policies of the College of Liberal Arts or Roy E. Crummer Graduate School of Business Faculty Bylaws.

Courtesy faculty appointments are normally appropriate only for administrative staff members who hold the doctoral degree, are employed full-time by the College in a professional administrative staff position, and are deemed qualified to teach by the faculty of the academic discipline in which the courtesy appointment is sought. Courtesy faculty appointments are not to be regarded as an alternative to regular faculty appointments.

CREATION/REVISION OF ACADEMIC, NON-CREDIT, & COLLABORATIVE PROGRAMS
College Policy KI 1003 Creation and Revision of Academic, Non-Credit, and Collaborative Programs provides guidelines for the review and approval of new academic, non-credit, dual, or joint collaborative programs, or substantive program modifications to any of the above. The creation of academic degree, major, minor, or certificate programs (credit or non-credit); substantive changes to existing programs; the establishment of joint, dual-degree, or cooperative degree programs with other institutions; or the initiation of community or public service programs must align with the College’s mission, institutional plans and priorities, available resources, and the needs of students. New degree, major, minor, or certificate program; substantive changes to an existing program; or the establishment of joint, dual, or cooperative degree programs may not be advertised or implemented until final approval is granted from the appropriate College entities outlined in this policy, the College’s regional accreditation organization (the Southern Association of Colleges and Schools Commission on Colleges, SACSCOC), and other appropriate external accrediting organizations of the College, if required.
DISABILITY POLICIES

Disability Policy Under the Rehabilitation Act of 1973 and Americans with Disabilities Act of 1990 (Faculty/Staff). Rollins College is committed to equal access and does not discriminate unlawfully against persons with disabilities in its policies, procedures, programs, or employment processes. The College recognizes its obligations under the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 to provide an environment that does not discriminate against persons with disabilities. College Policy 035.00 (click link to access), updated 11/2016 by Disability Services, formalizes the College’s practices for faculty and staff.

According to the Americans with Disabilities Act, a “person with a disability” includes “any person who has: a physical or mental impairment which substantially limits one or more major life activities” such as caring for one’s self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, or working. Individuals with a record of such an impairment or who are regarded as having such an impairment are covered under these procedures.

Rollins College will make reasonable accommodations for any individual with a documented disability on a case-by-case basis.

Members of the College community who believe that they require an accommodation must provide either the Director of Disability Services (if they are a student) or the Director of Human Resources (if they are a faculty/staff member) in writing with the following information:

1. They must identify themselves as a person with a disability,
2. They must identify the nature of the accommodation desired,
3. They must provide adequate medical or other appropriate documentation of the disability and the desired accommodation.

The Director of Disability Services will review requests from students for accommodations, meet with the student individually to assess this need and the student will be informed of the accommodation offered in a timely manner. The Director may also help facilitate a resolution through mediation. The Director of Human Resources will consult with relevant departments as appropriate for requests from members of the faculty and staff. The Director of Human Resources will inform the staff or faculty member within thirty days of the accommodation offered.

If students or faculty members are dissatisfied with the accommodation offered they may appeal to the VPAA|Provost or designee. Members of the staff may appeal to the appropriate Vice President. No accommodations will be made for any member of the College community who has not completed the process outlined above.

Disability Services Accommodation Policy (Students). College Policy SA 9000 Disability Services Accommodation Policy (click link to access) provides clarifies procedures for all Rollins students (defined as students in all programs: CLA, Hamilton Holt, and the Crummer Graduate School of Business) implemented by the College to assess and accommodate persons with disabilities.

Learning Disabilities. Rollins College does not have a separate admission process or criteria for students with learning disabilities; students are admitted through the regular admission process and must be qualified for admission according to the College's admission criteria. Documentation is not required at the time of application, but should be sent to the Director of Disability Services soon after acceptance and the decision to attend is made.

Students must see the Director of Disability Services to determine eligibility for accommodations as well as to learn more about academic resources. Students are strongly encouraged to have these meetings at the beginning of the semester. Classroom accommodations are determined through consultation with the student regarding his/her past success with various accommodations as well as documented needs and the
demands of the course. Students may be eligible for substitutions of the foreign language and/or quantitative general education requirement if their disability warrants it and documentation supports it. However, substitutions will not be made for “major” requirements where those courses are essential to the curriculum.

While a learning disability cannot be “cured,” its effects can be lessened through instructional intervention and compensatory strategies. In general, a variety of instructional modes enhances learning for students with learning disabilities by allowing students to master material in one form when it may be inaccessible in another form. It is important to identify the nature of the disability to determine the kind of strategies that might accommodate it. Drawing upon the student’s own experience offers invaluable clues to the types of adaptation that work. It is important that a faculty member:

- Refer all students requesting classroom accommodations to the Director of Disability Service. Students must have appropriate documentation on file with the College before a faculty member should provide any accommodations. Faculty will receive an official accommodation form for any students with appropriate documentation needing accommodations who have met with the Director of Disability Services.
- Any faculty suspecting a student who is having difficulty in the class of having an LD or ADHD should refrain from suggesting a diagnosis, but instead refer the student to the Coordinator for a screening consultation.
- Faculty should inform students of the College’s policy for providing accommodations in the course syllabus using the following statement.

> Rollins College is committed to equal access and inclusion for all students, faculty and staff. The Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 create a foundation of legal obligations to provide an accessible educational environment that does not discriminate against persons with disabilities. It is the spirit of these laws which guides the college toward expanding access in all courses and programs, utilizing innovative instructional design, and identifying and removing barriers whenever possible. If you are a person with a disability and anticipate needing any type of academic accommodations in order to fully participate in your classes, please contact the Disability Services Office, located in the Mills Memorial Building, Room 217, as soon as possible. You are encouraged to schedule a Welcome Meeting by filling out the “First Time Users” form on the website: [http://www.rollins.edu/disability-services/](http://www.rollins.edu/disability-services/) and/or reach out by phone or email: 407-975-6463 or Access@Rollins.edu.

> All test-taking accommodations requested for this course must first be approved through the Disability Services Office (DSO) and scheduled online through Accommodate at least 72 hours before the exam. Official accommodation letters must be received by and discussed with the faculty in advance. There will no exceptions given unless previously approved by the DSO with documentation of the emergency situation. We highly recommend making all testing accommodations at the beginning of the semester. DSO staff are available to assist with this process.

While “Accommodate” is set to only allow tests to be scheduled with 72 hours or greater notice, exceptions are made on a case-by-case basis if the student or faculty member contacts the Disability Services Office after the 72-hour deadline has passed. Faculty should assure the confidentiality of information regarding students with disabilities.
upon recommendation from the VPAA|Provost and the appropriate Dean.

b. Appointments are typically made for a five-year duration and are renewed at the pleasure of the President.

II. Rights and Responsibilities

a. Each chair shall have at its disposal a standard discretionary fund to be used for support of professional activities of the chair holder.

b. The holder of the chair shall receive one course reduction per year to be used to pursue professional activities such as research, writing, or performance and a stipend with benefits. A written report outlining professional activities and research in progress must be submitted annually to the appropriate Dean and the VPAA|Provost.

c. It is the annual responsibility of each chair holder to share the results of their professional activity with the College community and community at large. This may take the form of lectures, performances, workshops, or other appropriate community activities.

III. Qualifications

Normal minimal requirements for appointment as an endowed chair are the achievement of the rank of full professor and demonstrated professional activity. Holders of endowed chairs should be distinguished for their outstanding scholarship and teaching excellence.

IV. List of Endowed Chairs

A complete listing and details for all endowed chairs at Rollins, along with current faculty chair holders, may be found at http://www.rollins.edu/about-rollins/our-people/endowed-chairs.html.

EVALUATION OF ADJUNCT FACULTY

At Rollins, adjunct faculty members are regularly evaluated and provided with feedback on the quality and effectiveness of their instructional services to ensure consistency with the College’s mission. The purpose of this policy and associated evaluation process is to document the competence and effectiveness of adjunct faculty. College Policy AC 2004 Evaluation of Adjunct Faculty (click link to access) clarifies definitions and procedures for these evaluations.

FACULTY CREDENTIALING

To ensure the highest levels of instructional quality for students, all full- and part-time (adjunct) faculty teaching undergraduate or graduate credit courses at Rollins College must possess the academic preparation, training, and/or experience to teach in an academic setting and meet or exceed the minimum requirements of the College’s accrediting agencies. These standards are in keeping the College’s commitment to its primary mission – educating students for global citizenship and responsible leadership – and the interrelated roles that faculty teaching, scholarship and scholarly endeavors, play in service to that mission and to the College’s commitment to the liberal arts ethos, values, and ideals. Faculty members at Rollins must demonstrate not only mastery in their chosen disciplines(s), but also the ability to guide student learning and convey knowledge of their discipline(s) to students. College Policy AC 2001 Academic Faculty Credentialing (click link to access) provides credential requirements for all faculty at all levels in all programs of the College.

In cases where an instructor of record does not hold eighteen (18) graduate semester hours in the teaching discipline, exceptional alternative qualifications may be documented to justify a teaching appointment. Departments or programs wishing to appoint as instructional staff an individual who does not hold eighteen (18) graduate semester hours in the teaching discipline must submit to the appropriate Dean a recommendation and completed Faculty Credentials Exception Report (see College Policy AC 2001 Academic Faculty Credentialing) noting outstanding professional experience and/or demonstrated
contributions to the teaching field. The following information justifying the applicant’s qualifications must be included:

- discipline, employment status (full- or part-time), and name of instructor;
- courses to be taught, level of instruction (undergraduate or graduate), and number of sections to be taught;
- list degrees earned and, using graduate transcripts, the number of semester hours that are relevant to the course(s) assigned;
- detailed alternative qualifications including other degrees and concentrations, certificates and diplomas, professional licensure or certification, special training, documented teaching excellence in the field, honors, awards, special recognitions, publications or presented papers, related work experience, and other documented teaching competencies and achievements that contribute to effective teaching and student learning outcomes.

The appropriate Dean is charged with determining adequacy of exceptional contributions to the teaching discipline when alternate qualifications are used to establish faculty qualifications.

FACULTY SEARCH CHECKLIST
This checklist applies to searches for all full-time faculty, including tenure track faculty, lecturers, visitors, artists-in-residence, executives-in-residence, and entrepreneurs-in-residence.

Preparing for the Search
For searches beginning in 2018-2019, the hiring department will have a search strategy, addressing building a diverse pool and avoiding implicit bias, approved by the Dean of Faculty and the VPAA/Provost before the end of the prior spring term.

_____ Upon notification of an approved search the Department Chair sends the Dean:

_____ Ad copy delineating position requirements and any desired qualifications
_____ Selection Criteria
_____ Composition of Search Committee (must include one member from outside the department)
_____ Planned Outreach (where you want the ad placed and how long it should run)

_____ Dean meets with department chair and a representative from Human Resources to provide feedback on selection criteria, ad copy and planned outreach.

_____ Position will be posted on Rollins employment website and advertisements will be placed. Human Resources will be responsible for placing and paying for approved advertising.

_____ Prior to commencing the candidate screening process, search committee will meet with the Dean and a representative from Human resources to receive guidance on:

- strategies for conducting a successful search,
- legal issues, and
- use of the Rollins applicant management system

Candidate Screening

_____ Once application window closes, HR will provide search committee chair and Dean with a report summarizing applicant pool demographics to assess diversity of the pool and determine if additional outreach is needed.
Search committee will commence screening of candidate application materials based on selection criteria and identify candidates to be included in initial round telephone, skype or in person screening interviews.

List of candidates identified for initial round interviews will be forwarded to the Dean for review and feedback.

Dean will review the diversity of the pool of candidates identified for preliminary screening interviews and assess with search committee chair whether inclusion of additional candidates is desirable.

Search committee will commence screening interviews. Human Resources will notify the remaining candidates that they have not been selected to advance in the search.

Active reference checks will be conducted by the search committee prior to advancing any candidate as a finalist.

Search committee will advance list of finalists to the Dean for review and approval prior to scheduling any on-campus interviews. List should also include names of those candidates who were interviewed in preliminary round along with a short explanation of why they were not advanced as a finalist.

Dean reviews, seeks clarification on disposition of any candidates if needed, and approves finalists.

**Finalist Interviews**

On-campus interviews will be scheduled by academic department.

All finalists’ schedules to include interviews with the Dean, VPAA|Provost and Diversity Council representatives.

Once a finalist has been identified, the search committee will advance the name of the selected finalist to the Dean, along with explanation supporting selection of that finalist.

Dean will confer with search committee chair regarding any questions or concerns relating to the selected candidate.

Chair of the search committee will meet with the VPAA|Provost and Dean to discuss the search committee recommendation.

Dean will advance final candidate to VPAA|Provost for approval.

Dean will consult with HR regarding appropriate salary and extend job offer.

*Updated 9/2016 by Faculty Affairs Committee of the College of Liberal Arts
with additions by the VPAA|Provost 3/2017*

**FERPA**

Family Education Rights and Privacy Act of 1974, FERPA, protects the privacy of student educational records. It gives students the right to review their educational records, the right to request amendment to records they believe to be inaccurate, and the right to limit disclosure from those records. An institution’s failure to comply with FERPA could result in the withdrawal of Federal funds and/or legal action on the part of the student. Parents may access educational records only with the consent of their student,
regardless of their student’s age.

As a faculty member, you need to know the difference between Directory Information and Personally Identifiable Information or Educational Records. Personally Identifiable Information and Educational Records may not be released to anyone except the student and then only with the proper identification. Students may sign an online waiver to allow this information to be released to parents and/or spouses.

**Directory Information.** This information may be disclosed, unless the student requests otherwise. If s/he has so requested, his/her records will be marked “Confidential” in class rosters and DegreeWorks. In this case, you may not release any information about the student. Directory information includes:

- Name
- Address
- Telephone Number
- Date of Birth
- Enrollment Status (full-time/part-time)
- Major
- Degrees/Awards Received
- Participation in Officially Recognized Sports and Activities
- Dates of Attendance

**Personally Identifiable Information.** This information may not be disclosed. It includes, but is not limited to:

- Social Security Number
- R Number
- Residency Status
- Gender
- Religious Preference
- Race/Ethnicity
- Email Address

**Educational Records.** This information may not be disclosed. It includes, but is not limited to:

- Grades/GPA
- Class Schedule
- Test Scores
- Academic Standing
- Academic Transcripts

**General Practices to Keep in Mind.** Do not leave exams, papers, or other documents that have student-identifying information on them anywhere public – in a classroom, outside your office, etc. Do not provide grades or other personally identifiable information or educational records to students by telephone or email even on the student’s request. The College will be held accountable if another person sees or hears a student’s grade. Faculty members may access educational records if they have a legitimate educational interest.

**Records that are Not Considered Educational**

- Law Enforcement Records
- Medical Records
- Work Records, but not for individuals employed because of their capacity as a student – work study, graduate assistants, student workers
- Alumni Records

**FINANCIAL CONFLICT OF INTEREST FOR SPONSORED RESEARCH PROJECTS**

College Policy *KI 1007 Financial Conflict of Interest Policy for Sponsored Research Projects* supplements the existing Conflict of Interest policy and applies only to faculty and staff seeking Federal funding for research or education projects. The Federal government requires that the College establish and administer a financial conflict of interest and disclosure policy for investigators who conduct research funded by Federal grants. This standard is designed to ensure appropriate management of actual or potential conflicts of interest. To promote objectivity in research and to foster compliance with Federal regulations, Rollins
requires investigators seeking research funding and those who have obtained research funding from the Public Health Service (PHS), National Science Foundation (NSF), or other Federal agencies to comply with the policy on the disclosure of significant financial interests and the management and reporting of financial conflicts of interest.

**GRADUATE COURSE AND CURRICULUM STANDARDS**

Graduate courses and curricula are defined as those leading to post-baccalaureate degrees at the master’s or doctoral level. Rollins College graduate level courses and curricula must establish, maintain, and promote advanced study within the disciplines. Exploration of disciplinary literature, independent research and inquiry, scholarly activities, or professional experience must be included in all graduate curricula leading to postbaccalaureate degrees from the College. College Policy [AC 2003 Graduate Course and Curriculum Standards](link to access) provides guidelines for coursework and expected student outcomes.

**PROCEDURES FOR MONITORING AND MANAGING GRANT-FUNDED ACCOUNTS**

Rollins College encourages and supports individuals who seek grant funding to support their academic work on campus or in any other way to benefit the College. To facilitate this process, the Director of Foundation Relations (for proposals to private foundations or corporations or proposals that are institutionally-driven) and the Director of Grants and Contracts (for proposals to Federal/state/government agencies or proposals that are faculty-driven) have been designated coordinators for all grant processes which seek and/or receive external support that benefits the College, its schools, divisions, departments, and/or faculty. The Offices of Foundation Relations and Grants and Contracts work collaboratively to ensure continuity with these efforts.

The following procedures became effective June 1, 1990, and were updated in July 2004, October 2008, and August 2016. They are intended to promote efficiency in seeking, coordinating, and monitoring grant requests and grant accounts; to assist individuals who pursue grants on behalf of the College; and to ensure timely grant reporting. They are not intended to inhibit efforts by faculty and/or administrators who seek grant awards which will improve the College and its programs.

The following procedures, however, do not apply to requests by faculty or other individuals who seek external funding to support their personal, sabbatical, or private activities unless funding received is managed through the College's Finance Office. The Director of Grants and Contracts will assist faculty in these personal efforts by working with them to identify external grant opportunities and, when requested, by reviewing and/or editing their applications for such support.

For proposed grant-supported projects, faculty and staff should complete and submit a Grant Proposal Endorsement form, which will be routed to respective Department Chair(s) or Director(); Dean (or Assistant/Associate Vice President()); Director of Grants and Contracts or Director of Foundation Relations; Vice President for Academic Affairs/Provost or Vice President for Institutional Advancement; Associate Vice President for HR & Risk Management; and Vice President for Business and Finance/Treasurer for administrative approvals, prior to preparation or submission of proposals.

Proposals requiring or involving new equipment, new technology needs, renovation of current space or facilities, the addition of new staff or faculty positions, community-based research or service-learning experiences, research involving human subjects, research using vertebrate animals, or research using potentially biohazardous materials, must be reviewed and approved by the corresponding department or committee’s director prior to submittal. Grant Proposal Endorsement forms are available electronically from the Office of Grants and Contracts and should be submitted four (4) weeks prior to funding sources’ application deadlines. Rough drafts of proposals may be submitted to the Director of Foundation Relations or Director of Grants and Contracts for review at that time. Faculty and staff submitting proposals should
plan to present final drafts (with project budgets and budget justification details) to the Director of Foundation Relations or Director of Grants and Contracts no later than 10 working days prior to deadline to allow for adequate review by appropriate College officials, including the Finance Department.

1. Procedures for Submitting Grant Proposals

A. If receipt of a grant is contingent upon raising matching funds, the Vice President for Institutional Advancement must authorize the project before the proposal is submitted requesting said grant. This will help assure that raising of the matching funds will not impact negatively on other fundraising priorities and that efforts to raise the matching funds can be expected to reasonably succeed.

If receipt of a grant would require an institutional match involving College facilities, personnel, and/or budget support, the Vice President for Business and Finance/Treasurer must authorize said project before a proposal is sent out requesting such a grant.

Prior to submission of a grant proposal, the Finance Department will be given the opportunity to review the proposal budget to assure that consideration of budget implications, accuracy of financial information, computation of fringe benefits, and verification of indirect charges can be accurately incorporated into the proposal budget.

The Department Chair(s) and Dean(s) should be consulted prior to submission of a proposal if receipt of a grant resulting from said proposal will impact teaching programs and curricula affecting one or more faculty members or if the proposal involves a request for a course release or faculty leave.

Grant proposals submitted to Federal or other government agencies must first be approved by the Vice President for Business and Finance/Treasurer who authorizes submission of the proposal by the College’s Authorized Organizational Representative (AOR) – the Director of Grants and Contracts or Director of Foundation Relations or other assigned representative, in their absence – to provide required assurances and certifications on behalf of the College.

In most cases, grant proposals will be submitted to the funding agency by either the Office of Foundation Relations or the Office of Grants and Contracts, where one copy of the proposal will be kept on file. In order to guarantee an on-time submission, final drafts of proposals in their entirety must be received by the Office of Grants and Contracts or Office of Foundation Relations no later than three business days prior to the funding agency’s deadline. This ensures adequate lead time for successfully completing the submission process using the funding agency’s preferred method.

For cases in which a proposal has been approved by College officials, and the Office of Foundation Relations or Office of Grants and Contracts has determined it may be submitted directly to a grant-awarding agency, corporation, foundation, or organization by the faculty or staff member requesting the grant (i.e., Project Director/Principal Investigator), that individual should provide a copy of the proposal to either the Office of Foundation Relations or the Office of Grants and Contracts for the central files. In all cases, the individual should aim to submit their approved proposals using the funding agency’s preferred or required method no later than 48 hours prior to the funding agency’s deadline to ensure adequate lead time for successfully completing the submission process.

The Director of Foundation Relations or the Director of Grants and Contracts will notify the appropriate personnel of the College (i.e., President, Vice President for Institutional Advancement, Vice President for Academic Affairs/Provost, Vice President for Business and Finance/Treasurer, Director and/or Dean, and Finance Department personnel) regarding the
status of the proposal and its intent. These individuals can then more accurately respond to inquiri
eries or conversations about the request.

If a grant request is denied or held by the funding organization for later review, a copy of the corre
spodence relating this information should be held in the files of the Director of Foundation Rela
tions or the Director of Grants and Contracts. All College officials notified of the proposal submi
ssion under item G above will be informed by the Director of Foundation Relations or Director of 
Grants and Contracts about important changes in the status of the proposal.

2. Management Procedures for a Grant Funded Account
A. If a grant request is approved, a copy of the notification should be forwarded to the Director of 
Foundation Relations or Director of Grants and Contracts, who will then determine who will se
rve as the Grant Manager(s). In most cases, the Grant Manager will be the Project Directo
Principal Investigator listed on the grant proposal. One or more officers of the College may also
be asked to supervise the grant. Appropriate personnel of the College will be told about the for
thcoming grant and the identity of the Grant Manager(s).

B. The Director of Foundation Relations, Director of Donor Relations, or Director of Grants and 
Contracts will ask the appropriate designee in the Finance Department to assign an account num
ber to the grant and will indicate which Grant Manager(s) can "sign off" on expenditures from thi
grant account. The Director of Grants and Contracts or Director of Foundation Relations will for
ward all pertinent information regarding intent of the grant, matching funds necessary for recei
pt of the grant, effective dates of the grant, and required programmatic and financial reports and 
deadlines to the Finance Department and the Grant Manager(s) to ensure efficient post-award fina
cial management of the grant account.

C. The Grant Manager(s) authorized to expend funds from the grant account will use this grant a
count number on all purchase requisition forms or any other appropriate College forms to assu
re that proper debits and credits are processed by the Finance Department when bills are pa
. Grant Manager(s) must ensure conformity with all institutional purchasing policies and proce
dures as well as any granting agency policies and procedures that pertain to the award. 
Grant Manager(s) on Federal awards should consult with the Director of Grants and Contracts to
 ensure compliance with any additional Federal grant regulations.

D. When notification of a forthcoming grant has been received and the grant account number estab
lished, expenditures can be assessed against the account by the Grant Manager(s) prior to the a
ctual receipt of funds. In this circumstance, the appropriate designee in the Finance Department s
hould be consulted, and the grant account would reflect a deficit until the grant check is deposi
ted or a “drawdown” from the Federal/state agency is completed by the Finance Department. This proce
dure also applies when grants extend over several years and annual grant payments can be realis
ically expected.

E. The primary Grant Manager will maintain a grant file within his/her department which contains 
all grant information, including the original proposal and grantee's reporting guidelines and de
adlines. The file should also contain copies of all purchase orders, invoices, staff advance pa
dment or reimbursement forms, and/or papers relating to expenditures from the grant account. 
Copies of these materials are not necessary for the files of the Director of Foundation Relations 
or the Director of Grants and Contracts, who need only an itemized list of expenditures included 
in the interim and/or final reports for the central file.

F. Careful coordination between the Grant Manager(s) and the appropriate designee in the Finance De
partment on a timely basis should also assure proper and allowable expenditures, as clearly defined in 
the awarded proposal and proposal budget approved by the granting agency. The 
Grant Manager(s) must discuss anticipated changes to the grant project scope or budget with 
the Finance Department and Director of Foundation Relations or Director of Grants and
Contracts prior to expenditures to determine whether prior written approval from the granting agency is required.

G. The Director of Foundation Relations or the Director of Grants and Contracts will notify the Finance Department and Grant Manager(s) regarding receipt of required "matching fund" grants applicable to a designated grant account. This "combined" account will assure an accurate total in the grant account and eliminate any confusion about which "matching funds" apply to the grant, particularly when the grant period covers more than one year or department. This procedure will also simplify interim and final reporting (both narrative and financial). In the case of Federal or other government grants, matching funding will most likely be monitored in a separate grant account.

3. Grant Reporting Procedures
The Office of Foundation Relations or the Office of Grants and Contracts will maintain a master file containing pertinent information on all outstanding grants and required reporting dates. Although the Grant Manager(s) and Finance Department should record these reporting deadlines on their calendars and follow through independently, the Office of Foundation Relations or Office of Grants and Contracts may notify appropriate individuals regarding upcoming deadlines.

Grant Manager(s) are responsible for developing appropriate narrative information to be used for interim and/or final reports, and the appropriate designee in the Finance Department is responsible for preparing or confirming financial information for said reports as per the granting agency’s guidelines. Submission of the interim and final reports should be coordinated with the Director of Foundation Relations or Director of Grants and Contracts when appropriate and when a letter from the President or other College official should accompany the report. The Director of Foundation Relations/Director of Grants and Contracts and the Grant Manager(s) should keep a copy of these reports in their files.

Financial reporting forms are often provided by the granting agency. Either a copy of this financial report, or a memo or cost report itemizing expenditures submitted by the appropriate designee in the Finance Department on the report, should be sent to the Grant Manager(s) and to the Director of Foundation Relations or the Director of Grants and Contracts for their files.

The Director of Donor and External Relations or the Director of Grants and Contracts will assist Grant Manager(s) and the Finance Department with reporting processes to the degree they need assistance.

When a Grant Manager, Director of Foundation Relations, Director of Grants and Contracts, and/or other applicable employee resigns, retires, goes on sabbatical, or is out of his or her office for an extended period of time, all necessary steps should be taken to assure the orderly transition of grant requests, management, coordination, and reporting responsibilities. Appropriate individuals at the granting agency should be informed about personnel changes that affect grant accounts.

DISCRIMINATION GRIEVANCE PROCEDURE FOR FACULTY AND STAFF
A discrimination grievance is a complaint or report of an injury, injustice, or wrong where the grounds for complaint are based on sex, disability, race, age, religion, color, national or ethnic origin, ancestry, marital status, veteran status, sexual orientation, gender identity, gender expression, or genetic information.

Rollins College is committed to creating and maintaining a community in which students, faculty, and staff can work together in an atmosphere free of all forms of harassment, exploitation or intimidation. Specifically, every member of the College community should be aware that Rollins is strongly opposed to discrimination, sexual misconduct and harassment; and that such behavior is prohibited both by law (not all forms of inappropriate behavior are prohibited by law and by College policy. It is the intention of the College to take whatever action may be necessary to prevent, correct, and, if necessary, discipline for behavior, which violates this policy. The College’s Discrimination Grievance Procedure for Faculty and
Staff may be seen below or accessed at the weblink provided.

I. **Eligibility and Timing for Filing.** Faculty and staff may use this procedure for discrimination related grievances. Grievances should be reported immediately upon occurrence of the events leading to the complaint, injury or wrong, and in any event must be reported within 180 days of such event unless the College determines that good cause for an extension has been established. However, there is no time limit for invoking this policy in cases of alleged sexual misconduct. Faculty and staff are encouraged to report alleged sexual misconduct immediately in order to maximize the College’s ability to respond promptly and effectively.

II. **For Grievances Against Students.** The procedures outlined in the [Code of Community Standards](#) (click link to access) are to be used in cases involving faculty or staff complaints against a student. If the complaints relate to sexual harassment/sexual assault by students, faculty and staff may use the [Title IX Policy](#) (click link to access).

III. **Overview.** Upon receipt of a complaint, the Assistant Vice President of Human Resources and Risk Management (AVP) will notify the Dean/Department Head and Vice President over the respondent’s department. Should the College determine that a formal investigation is necessary; the investigation will be conducted jointly by the AVP and Dean/Department Head, or their respective designees. The AVP (or designee) will act as an information resource for the faculty or staff and be available to answer questions. Should the AVP, Dean/Department Head, or Vice President have a conflict of interest or for any reason is unable to carry out their responsibilities under this policy in an impartial manner, the College may designate alternate officials to preside over the investigation.

The College cannot guarantee confidentiality. However, all reasonable efforts will be made to protect the privacy of the complainant and of the process.

No faculty or staff shall be disciplined for filing a good faith grievance or report of discrimination or inappropriate behavior.

If a faculty or staff member exercises his/her rights to file a complaint with a government agency or files a court action, the College reserves the right to terminate the grievance process. In the event that a faculty or staff has already commenced his/her grievance procedure at the time he/she files a complaint with any governmental agency including a state or Federal court, the faculty or staff member shall notify the AVP. If the College chooses to terminate the grievance process, the AVP will notify all parties involved.

Note: if the complaint involves allegations of sexual misconduct or harassment, the College will continue the internal investigation regardless of whether the faculty or staff member files a complaint with the police department or an outside agency.

IV. **Mediation**

A. Faculty and staff may elect to utilize the Mediation Program. This program is designed to help resolve disputes in a more informal way than through the grievance process. It facilitates solutions without having to file a formal grievance. A mediation does not impose any solution but helps parties reach a mutually agreed upon solution. Mediation is a non-adversarial process that does not guarantee a resolution but is a good way to discuss disputes. Participation in a mediation process does not mean that an individual gives up any rights to file a grievance or any other formal procedure. Further, both parties must agree to mediate a dispute. No one can be forced into mediation. Mediation is not a process that imposes punishment, determines facts or decides who is right or wrong. Mediation is a process whereby miscommunication can be cleared up, individuals agree on solutions and people are empowered to make changes.

B. If Mediation between the parties is (a) not appropriate or (b) not possible, or (c) does not lead to
resolution, the AVP and the Dean shall proceed to investigate the report or complaint. Mediation does not preclude the College from conducting an investigation of a complaint or taking such disciplinary action as it determines is appropriate or necessary.

**Note: Mediation is not an available option if the faculty or staff member’s complaint is related to sexual assault.**

**V. Grievance Investigation.** Both Complainant and Respondent shall have the option of assistance by an advisor of their choice from the College faculty or staff, during all portions of the Grievance procedure, provided that the chosen faculty or staff is willing to participate in the process. The advisor’s role is to provide support and assistance during the process but not to speak on behalf of the complainant or respondent or in any way interfere with the process. Third parties shall not be allowed to participate in the process.

When a grievance is filed (verbally or in writing), the AVP will notify the respondent and provide him/her with the information regarding the complaint. The respondent may submit a written response to the AVP within seven (7) working days.

The AVP and the Dean, or an individual(s) appointed by the AVP, will initiate an investigation of the complaint and where possible, attempt to reach conciliation between the parties. During this period, the AVP and the Dean will have access to all information pertinent to the case, and may meet with any individual with information related to the case. Upon the conclusion of the investigation, the AVP and the Dean will present a report to the appropriate VP. The Dean and the AVP shall make a recommendation for resolution to the VP who will make a final determination within twenty (20) working days. All the time limits here may be extended at the discretion of the AVP. Decisions will be made using the preponderance of evidence standard (i.e., it is more likely than not that the alleged conduct occurred).

**VI. Appeals.** If the VP’s determination is not acceptable to either the Complainant or Respondent, the decision may be appealed within seven (7) working days to the VP. The VP will then convene an appeals committee.

The appeals committee shall be formed as follows. The VP, with the assistance of the AVP, will select a list of ten (10) faculty and staff members. A list of these 10 individuals will be provided to the Complainant and Respondent. The appeals committee shall consist of one individual chosen by the Complainant, one individual chosen by the Respondent, and a third chosen by mutual agreement of the two parties. If mutual agreement is not reached, the VP will select the third member of the grievance committee. The grievance committee shall review the complaint, any response, any documents provided by Complainant or Respondent, and all other documents it deems appropriate. The grievance committee shall also have the option, but not the obligation, to schedule a hearing and/or take testimony from the parties and other witnesses. Upon conclusion of its review and/or investigation, the appeals committee will deliberate and shall make a written report, including its conclusions and recommendations to the VP. The VP shall then have the option of amending his/her determination based on the recommendations of the grievance committee. The VP determination shall then be final.

*Revised May 19, 2015 by Human Resources*

**INSTRUCTIONAL COMPENSATION FOR STAFF**

Rollins staff members are sometimes asked to provide instructional services for the College on an adjunct faculty basis. College Policy [HR 7200 Instructional Compensation for Staff](click link to access) provides guidance for making such instructional teaching appointments for full-time staff members. Staff members are defined as those individuals whose full-time, primary appointments are in the staff job family (including administrators). Instructional appointments for staff members employed less than full-time must be reviewed by the staff member’s immediate supervisor and Director of Human Resource to
determine the impact of teaching on employment status.

INTELLECTUAL PROPERTY POLICY
This policy is meant to encourage and support faculty, staff, and student research; to protect the rights and interests of College constituents as well as the College itself; and to provide College constituents with information that will guide understanding of intellectual property and its application at Rollins College. All faculty (full time and adjunct), staff, student employees, and students, as well as non-employees who participate or intend to participate in teaching and/or research or scholarship projects at Rollins College are bound by this policy.

Rollins College is committed to complying with all applicable laws regarding copyright and other forms of intellectual property. Furthermore, this policy shall not be interpreted to limit the College's ability to meet its obligations for deliverables under any contract, grant, or other arrangement with third parties, including sponsored research agreements, license agreements, and the like.

Questions of ownership or other matters pertaining to materials covered by this policy shall be resolved by the VPAA|Provost (or his or her designee) in consultation with others, as appropriate. In the event that resolution of such matters becomes controversial, the VPAA|Provost (or his or her designee) will convene an Intellectual Property Committee as described in Copyrights, Patents, and Trademarks Section II, Patents.

COPYRIGHT, PATENTS, AND TRADEMARKS

I. Copyright. See policy KI 1004 Use of Copyrighted Works (click link to access), which supersedes this policy in the event of conflict.

General Copyright Policy. Rollins College's policy is that all rights in copyright remain with the creator unless the work is a "work for hire," is commissioned by the College, or is otherwise subject to contractual obligations.

Definition and Scope of Copyright Protection. Under the Federal copyright law, copyright subsists in "original works of authorship" that have been fixed in any tangible medium of expression from which they can be perceived, reproduced, or otherwise communicated, either directly or with the aid of a machine or device. These works include:

- literary works such as books, journal articles, poems, manuals, memoranda, tests, computer programs, instructional material, databases, bibliographies;
- musical works including any accompanying words;
- dramatic works, including any accompanying music;
- pantomimes and choreographic works (if fixed, as in notation or videotape);
- pictorial, graphic and sculptural works, including photographs, diagrams, and sketches;
- motion pictures and other audiovisual works such as videotapes;
- sound recordings; and
- architectural works.

Scope of Copyright Protection. Copyright protection does not extend to any idea, process, concept, discovery or the like, but only to the work in which it may be embodied, illustrated, or explained. For example, a written description of a manufacturing process is copyrightable, but the copyright only prevents unauthorized copying of the description; the process described could be freely copied unless it enjoys some other protection, such as patent.

Subject to various exceptions and limitations provided for in the copyright law, the copyright owner has the exclusive right to reproduce the work, prepare derivative works, distribute copies by sale or otherwise,
and display or perform the work publicly. Ownership of copyright is distinct from the ownership of any material object in which the work may be embodied.

**Books, Articles, and Similar Works, Including Unpatentable Software.** In accord with academic tradition, except to the extent required by the terms of funding agreements, Rollins College does not claim ownership to pedagogical, scholarly, or artistic works, regardless of their form of expression. Such works include those of students created in the course of their education, such as papers, theses, and articles. The College claims no ownership of popular nonfiction, novels, poems, musical compositions, unpatentable software, or other works of artistic imagination that are not institutional works (see "Institutional Works as Work for Hire"). Copyright in pedagogical, scholarly, or artistic works to which the College disclaims ownership under this policy shall be held by the creators regardless of whether the work constitutes a "work for hire" under copyright law.

**Ownership and Use of Course Materials (including class technology and videotapes of classroom activities).** All course materials including, but not limited to, Blackboard (and other course management tools) materials, syllabuses, videotapes of classroom activities, websites, etc. developed by a Rollins faculty member belong to the faculty member unless grant or other outside funding sources dictate otherwise. Faculty ownership of such course materials does not, however, entitle the faculty member to any additional compensation from the College as a result of appropriately enrolled students' use of such materials. Faculty ownership of such course materials also does not preclude the College from using such materials for internal instructional, educational, and administrative purposes, including satisfying requests of accreditation agencies for faculty-authored syllabuses and course descriptions. Materials brought to Rollins from other institutions are bound by any ownership constraints from the institution at which they were developed; barring none, they belong to the faculty member.

The use of images or materials of students for use outside of a currently enrolled class is not permitted without a signed release from students. This includes videotaping, website images, and class materials where the expectation of a student is that their purpose is for that particular course. If the purpose of the class is to create a website, video or other materials for future courses, this permission is not needed.

**Institutional Works as "Work for Hire."** The College shall retain ownership of works created as institutional rather than personal efforts, that is, works created by administrators and staff for College purposes in the course of the creators' employment, College-commissioned faculty work, or works resulting from simultaneous or sequential contributions over time by numerous faculty, staff, and/or students. The employer (i.e., the College) by law is the "author," and hence the owner, of works for hire for copyright purposes; therefore, Rollins owns all rights, intellectual and financial, in such works. Administrators, faculty, and staff who gain professional expertise through such work, however, may engage in professional activities – conferences, consulting, etc. – that may result in compensation.

"Work for hire" is a legal term defined in the Copyright Act as "a work prepared by an employee within the scope of his or her employment." For instance, work assigned to programmers is "work for hire" as defined by law as is software developed for College purposes by students and staff working collaboratively. This definition includes works prepared by employees in satisfaction of sponsored agreements between the College and outside agencies. Certain commissioned works also are works for hire if the parties so agree in writing. The mere fact that multiple individuals have contributed to the creation of a work shall not cause the work to constitute an institutional work. Where a work is jointly developed by College faculty or staff or student employees and a non-College third-party, the copyright in the resulting work typically will be owned jointly by the College and the third party. In such instances, both the College and the other party would have nonexclusive rights to the work, subject to the duty to account to each other.
**Works of Non-employees.** Under the Copyright Act, works of non-employees such as consultants, independent contractors, etc., generally are owned by the creator and not by the College, unless there is a written agreement to the contrary. As it is Rollins’ policy that the College shall retain ownership of such works (created as institutional rather than personal efforts, as described in "Institutional Works as Work for Hire"), Rollins will generally require a written agreement from non-employees that ownership of such works will be assigned to the College.

Examples of works that the College may retain from non-employees are as follows: reports by consultants or subcontractors, computer software, architectural or engineering drawings, illustrations or designs, and artistic works.

**Use of Copyrighted Material.** (See College Policy KI 1004 Use of Copyrighted Works, section 6.1 concerning open access).

**Use of the College Name in Copyright Notices.** The following notice should be placed on College-owned materials: Copyright © [year] Rollins College. All Rights Reserved.

No other institutional or departmental name is to be used in the copyright notice, although the name and address of the department to which readers can direct inquiries may be listed. The date in the notice should be the year in which the work is first published, i.e., distributed to the public or any sizable audience.

Additionally, works may be registered with the United States Copyright Office using its official forms ([http://www.copyright.gov/forms/](http://www.copyright.gov/forms/)).

**Reconveyance of Copyright to Creator.** When copyright is assigned to Rollins because of the provisions of this policy, the creator of the copyrighted material may make a request to the VPAA|Provost that ownership be reconveyed back to the creator. Such a request can, at the discretion of the VPAA|Provost, be granted if it does not: (1) violate any legal obligations of or to the College, (2) limit appropriate College uses of the materials, (3) create a real or potential conflict of interest for the creator, or (4) otherwise conflict with College goals or principles.

**II. Patents.** Rollins College is an educational institution whose fundamental mission is to provide an outstanding liberal arts education. Rollins recognizes that research, particularly that involving collaborative investigations with students and faculty, is one of the highest forms of education. All potentially patentable ideas and inventions developed in whole or in part by College personnel in the course of their employment, or with more than incidental use of Rollins College resources, shall be disclosed in writing to the Office of the VPAA|Provost. Written disclosure should include the (1) name of the inventor, (2) what was invented, (3) circumstances that led to the invention, and (4) the information as to what might be subsequent activities surrounding the invention.

The next step is that an Intellectual Property Committee will review the invention disclosure information submitted. The VPAA|Provost (or his/her designee) will convene an Intellectual Property Committee to consist of two faculty members of the VPAA|Provost's choosing, two faculty members of the inventor's choosing, and a fifth faculty member agreed upon by the four other faculty members. This Committee will make a recommendation to the VPAA|Provost either to seek a patent using College funds or to decline further action.

If the College refuses to pursue application of the idea/invention, the inventor may then seek other aid outside the College to assess the patentability of the invention. If no action is taken, all patent rights revert to the inventor.

If there is positive action on an application, the College may wish to pursue evaluation of the invention from technical development consultants to ascertain whether there is sufficient interest and financial return that would make the acquisition of a patent feasible.
The remaining steps in the process are:

1. A patent is obtained or institutional steps are put into place to protect the invention as a trade secret. These steps may ensure that, in the event of not immediately applying for a patent, proper protection is maintained and limited disclosure and publication are delayed.

2. A patent, if any, is licensed and royalties are earned.

3. Legal enforcement of patent rights commences.

**Sharing of Royalties.** Royalty distribution will be as follows:

1. 100% will accrue to the College for recovery of costs associated with the patent/license development. This would include all fees for preparing and prosecuting patents. All marketing and licensing fees would also be included.

2. Remaining income would be distributed according to the following:
   a. Inventor(s) or their heirs  40% of gross royalties
   b. Inventor(s) Department  20% of gross royalties
   c. College  40% of gross royalties.

Under certain conditions, the College may agree to accept a negotiated percentage of equity in place of all or some portion of the license or royalty fee(s).

**III. Trademarks.** Trade and service marks are distinctive words or graphic symbols identifying the sources, product, producer, or distributor of goods or services. Trade or service marks relating to goods or services distributed by the College shall be owned by the College. Examples include names and symbols used in conjunction with the College wordmark and logo and those names or symbols associated with College athletics, events, programs, software, or activities.

*Rollins College's Intellectual Property Policy is based on policies adapted, with permission, from Stanford University.*

**LEAVE POLICIES**

**I. Sabbaticals.** Full-time, tenured faculty are eligible for sabbatical leave upon six full years of service. Two options are available: a full year’s leave at half pay or half year’s leave at full pay. Fringe benefits and faculty status continue as normal during a sabbatical except that pension payments are computed as a percentage of salary paid.

The sabbatical program is intended to foster faculty professional development. Appropriate sabbatical plans are diverse and vary with individual goals and departmental needs. Research, study, writing, performance, consulting and teaching elsewhere are traditional sabbatical activities, but learning new techniques, undertaking a reading program, traveling with an educational purpose or pursuing a new academic field may be appropriate as well. While teaching at another college or university may be an appropriate sabbatical activity, teaching at Rollins College is not.

Eligible faculty are notified by their dean or director at least a year in advance. Changes in sabbatical year may be made only with the dean's/director's approval. Faculty must report their general sabbatical plans and which option they will select by September 15 of the academic year prior to the proposed sabbatical. The appropriate Dean issues letters awarding sabbaticals by the following February.

Accepting a sabbatical implies that the faculty member will return to Rollins for regular assignment for at least one year following the sabbatical. Faculty are expected to file a report of sabbatical activities with their Dean by November 15 of the following year, following the sabbatical.

Before going on leave, a faculty member should arrange for the return of student papers and materials from the preceding term, and notify his or her advisees and arrange for their assistance. Since office space is at a premium, faculty on leave for a full year should normally expect to vacate their offices during this
period.

**Faculty Full-Year Research Stipend (Faculty FYRST).** Full-year research stipends (FYRSTs) of $15,000 for associate professors and $20,000 for full professors may be awarded to assist faculty using full-year sabbaticals for research. In addition, faculty continue to be paid one-half their normal salary during the year of the sabbatical.

By September 15 of the year prior to the beginning of the sabbatical, faculty applying for stipends must submit a request for funds to the Faculty Affairs Committee that clearly articulates how their full-year sabbatical will be spent, what is the anticipated product/result, and why this project requires a full year to accomplish. Faculty must also submit a letter of support from their department chair which articulates that departmental plans for covering their courses.

Faculty receiving FYRSTs may also apply other on-campus or off-campus grants or fellowships, but the full-year sabbatical stipend may not be used to fund the faculty member at a salary level high than 100% of his/her regular full-time pay. Also, faculty receiving stipends may not receive remuneration for teaching or administrative work at Rollins or any other institution during their sabbatical year without written permission from the VPAA|Provost.

Individual stipends are distributed in monthly pay over a nine-month period (Sept.-May), providing that a suitable mid-year report has been filed with the appropriate dean’s office by December 15.

The Faculty Affairs Committee assesses the appropriateness of proposals and the feasibility of requests. All final decisions rest in the hands of the dean. Faculty returning from sabbaticals in which they have received stipends will be recognized by their dean through public fora at which they will present the results of their work.

**II. Leave Without Pay.** Faculty members are entitled to apply for leave without pay. Such leaves should be requested at least one year in advance and have the approval of the appropriate department head and dean/director. Fringe benefits are affected during such leaves, so faculty members should discuss the implications of a leave proposal with the Director of Human Resources as well as their dean/director.

**III. Faculty Professional Leave.** Rollins is committed to academic excellence. Professional leaves may be granted for a faculty member to devote time to scholarly work that will both contribute to his/her professional stature as a teacher-scholar and benefit the Rollins community. In granting professional leaves, the mission of the College and the needs of our students are of utmost priority. College Policy AC 2006 Faculty Professional Leave (click link to access) provides additional details and procedures for such leaves. Please see College Policy HR 7173 Faculty Scholarship Leave (click link to access) for information on benefits during professional leaves.

**IV. Faculty Parental Leave for Childbirth or Adoption.** Rollins College is committed to supporting faculty members by providing them with clear and reasonable options for balancing their professional and parental responsibilities. A primary goal of College Policy HR 7168 Faculty Parental Leave for Childbirth or Adoption (click link to access) is to allow both the faculty member and the College the opportunity to maintain the integrity of the classroom and avoid placing undue burden on the individual or department. The College recognizes that no policy can anticipate all eventualities; therefore, the new policy leaves room for faculty members, departments, deans, and the VPAA|Provost to tailor certain aspects of parental leaves to accommodate individual situations.

**Nondiscrimination Policy Statement**
College Policy 030.00 Nondiscrimination Policy Statement (click link to access) makes clear the College’s policy not to discriminate on the basis of sex, disability, race, age, religion, color, national or ethnic origin, ancestry, marital status, veteran status, sexual orientation, gender identity, gender expression, genetic
information, physical characteristics, or any other category protected by Federal, state, or local law, in its educational programs, admissions policies, financial aid, employment, or other school-administered programs. The policy is enforced by Rollins and, where applicable, Federal laws such as Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975. The College is an equal opportunity educational institution.

Inquiries regarding compliance with these statutes, and referrals to designated coordinators under the ADA/Section 504, Title IX, and the Age Discrimination Act may be directed to the AVP of Human Resources and Risk Management, 407-646-2577 or to the Director of the Office for Civil Rights, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202- 1100, 1-800-421-3481, TDD: 877-521-2172.


POLICY ON POLICIES
A policy is a statement of administrative or governance philosophy established to provide direction and assistance to the College community when conducting College business or activities that directly and substantially affect the operation of units, departments, or divisions. Policies at Rollins College are designed to align with the College’s mission and institutional plan, clarify expectations for the community and stakeholders, enhance efficiency and effectiveness, and support the College's compliance with government laws, regulations, and accreditation requirements. Effective fall 2013, a uniform review and approval process, and a policy template, KI 1000 Development, Oversight, and Publication of Policies (click link to access) were implemented for Non-Academic Policies. Academic Policies remain the domain of the appropriate faculty governance entities. Policies of the College are not to be considered contractual in nature and are subject to change at any time as new policies are issued or current policies are updated. Policies at Rollins are well publicized and intended to be widely understood a comprehensive Policies Website (click link to access) is maintained by the Office of Institutional Research.

PROFESSIONAL DEVELOPMENT

I. Sponsored Research. Guidelines for sponsored research have been prepared to assist faculty and staff members in applying for and managing externally-funded research and other sponsored projects (see Grant Proposal Procedures and Managing Grant-Funded Accounts for Rollins College in this document). Faculty and staff members should be aware that funds accepted by the College become the responsibility of the College. The College is accountable for and liable for any errors or omissions. Therefore, the policies and procedures described in the grantsmanship procedures that follow are applicable to all requests for grants and subsequent grant funds administered by the College.

II. Support for Professional Development. Each school and division has its own programs of professional development and faculty are urged to consult other sections of this Handbook.

III. Reporting Suspected Financial Misconduct. In keeping with the desire to maintain the highest possible standards in safeguarding its financial resources and the integrity of its financial reporting systems and internal controls, the College has formalized a reporting procedure for faculty and staff who observe or suspect financial misconduct. This action flows from the desire to achieve voluntary compliance with the Federal Sarbanes-Oxley Act’s best practices that apply to public corporations.

Any knowledge or concern about possible financial misconduct, including theft, fraud, kickbacks or questionable financial practices, should be reported promptly to one’s immediate supervisor or department head. If the matter is not satisfactorily resolved at this level or if the supervisor or department head is involved in the suspected misconduct, the concerns should be reported to the appropriate dean, director, vice president or the president. In all cases, the individual to whom a matter is reported is to promptly
notify the Human Resources Department, which will be responsible for providing guidance and confidential record keeping. By College policy, retaliation for good-faith reporting of possible financial irregularities is strictly prohibited.

Any individual who does not feel comfortable reporting through normal College channels may convey concerns anonymously by letter to the designated College attorney. Mr. James (Trippe) Cheek III at Winderweedle, Haines, Ward & Woodman, P.A., 250 Park Avenue South, Fifth Floor, Winter Park, Florida 32789, is currently serving in this capacity. The responsibility of the attorney is to pass information to the chair of the Board of Trustees.

RESEARCH AND SCHOLARLY MISCONDUCT

I. Background. Rollins College expects adherence to the highest ethical and moral standards in the conduct of research and scholarly activity. The College is responsible for promoting academic practices that prevent misconduct and developing policies and procedures for dealing with allegations of misconduct. Students, faculty, staff, and administrators share responsibility for developing and maintaining standards to ensure ethical conduct of research and detection and appropriate handling of abuse of these standards.

Rollins bears primary responsibility for addressing allegations and investigating misconduct in research and scholarship by its faculty, staff, and students. These responsibilities exist regardless of whether the activity is funded by Federal, state, or private sources, or is the result of unfunded efforts.

The purpose of this policy statement is to inform those participating in research activities of both the College’s and Federal funding agencies' research misconduct policies, to identify general types of research misconduct, and to set in place mechanisms to address and resolve alleged violations.

II. Who is Affected. This document describes procedures for investigating and resolving allegations of research misconduct and applies to all individuals engaged in and/or reporting publically any research or scholarship conducted under the auspices of Rollins College. This includes faculty members, post-doctoral fellows, staff members, guest researchers, graduate students, and undergraduate students. Such persons are subject to this policy regardless of whether their research is conducted on campus or elsewhere. Persons found guilty of willful misconduct are subject to disciplinary action by the College.

In cases involving allegations of research or scholarly misconduct against students, the College’s Academic Honor Code Violation procedures shall be followed in lieu of this Procedure. To the extent that additional procedures are necessary for students, either to comply with legal requirements or because of their involvement in cases involving other persons subject to this Procedure, the VPAA|Provost may determine such procedures on an ad hoc basis.

III. Definition of Research Misconduct. For the purposes of this policy, Rollins considers the term "research" to encompass both research and scholarship as described in the relevant departmental criteria for tenure and promotion. Research misconduct is defined as fabrication, falsification, or plagiarism in proposing, performing, or reviewing research, or in reporting research results. Fabrication is making up data or results and recording or reporting them. Falsification is manipulating research materials, equipment, or processes, or changing or omitting data or results such that the research is not accurately represented in the research record. Plagiarism is the appropriation of another person's ideas, processes, results, or words (for public dissemination or publication) without giving appropriate credit. Research misconduct does not include honest error or differences of opinion in the interpretations or judgments of data. A finding of research misconduct requires that:

- there be a significant departure from accepted practices of the relevant research community; and
- the research misconduct be committed intentionally, knowingly, or recklessly; and
IV. Reporting Misconduct. All members of the Rollins community are responsible for reporting what they believe to be research misconduct, as described above, on the part of Rollins faculty, staff, or students. Allegations of research misconduct on the part of any Rollins faculty, staff, or student must be immediately reported in writing to the appropriate Dean. For staff outside the purview of the referenced deans, the reporting should be made to the VPAA|Provost. At that time and throughout the remainder of the review process, the respective Dean (or respective Vice President, in the case of staff not reporting to Deans) will take all reasonable steps to preserve and protect the confidentiality of all information and persons involved to the extent possible. The Dean or VPAA|Provost shall: 1) limit disclosure of the identity of respondents and complainants to those who need to know in order to carry out a thorough, competent, objective, and fair research misconduct proceeding; and 2) except as otherwise prescribed by law, limit the disclosure of any records or evidence from which research subjects might be identified to those who need to know in order to carry out a research misconduct proceeding.

V. The Inquiry Process. Upon receiving a report of possible misconduct, the appropriate Dean shall promptly initiate an inquiry to be completed within 60 days. An inquiry consists of preliminary information gathering and fact-finding to determine whether an allegation or apparent instance of research misconduct has substance and if an investigation is warranted. At the start of the inquiry, the Dean must take all reasonable and practical steps to obtain custody of all the research records and evidence needed to conduct the research misconduct proceeding, inventory the records and evidence, and sequester them in a secure manner. The person(s) accused of misconduct (respondent) shall be notified in writing that an inquiry is being conducted, shall receive a copy of the allegations, and shall have an opportunity to respond in person and/or in writing to those allegations. In the event the Dean sees a conflict of interest in proceeding, he/she shall report that conflict to the VPAA|Provost. The Dean shall be directly responsible for the inquiry and will prepare a written report that states what evidence was reviewed, summarizes relevant interviews, and concludes whether or not an investigation is recommended. The respondent shall be given a copy of the inquiry report and the opportunity to comment. The respondent’s written comments shall be affixed to the report.

The VPAA|Provost will receive the inquiry report and, after consulting with the Dean and/or other institutional officials, decide whether an investigation is warranted. The inquiry process is completed when the VPAA|Provost makes this determination.

If an investigation is not recommended, the inquiry is complete, but all material related to the allegation and inquiry will be maintained on file for a period of seven (7) years. All individuals involved in the inquiry process, including the respondent, the complainant, and the respondent’s immediate supervisor or department chair, will be notified in writing that the charge of research misconduct was unfounded. The positions and reputations of persons who make allegations in good faith shall also be protected.

VI. Notification of Federal Agencies. If the research under investigation is sponsored through Federal funds, any finding that an investigation is warranted must be provided to the Federal agency, together with a copy of the inquiry report, within 30 days of the end of the inquiry. In these cases, the VPAA|Provost shall forward this information to the Director of Grants and Contracts, who shall then immediately notify the appropriate Federal funding agency, as required by law, that an investigation has been initiated. During the inquiry or investigation process, the Federal funding agency shall also be notified immediately upon determination that:

a) public health or safety is at risk;
b) Federal resources, reputation, or other interests need protecting;
c) there is reasonable indication of possible violations of civil or criminal law;
d) research activities should be suspended;
e) Federal action may be needed to protect the interests of a subject of the investigation or of others potentially affected; or
f) the scientific community or the public should be informed.

The Director of Grants and Contracts will also promptly advise the Federal funding agency of any developments during the course of the investigation which disclose facts that may affect current or potential funding for the individual(s) under investigation or that the funding agency needs to know to ensure appropriate use of Federal funds and otherwise protect the public interest.

VII. The Investigation Process. An investigation is a formal development, examination, and evaluation of a factual record to determine whether research misconduct has taken place, to assess its extent and consequences, and to evaluate appropriate action. If the VPAA|Provost concludes a formal investigation is appropriate, the Dean will notify the respondent in writing of the allegations to be investigated and will appoint an investigative committee of five faculty and/or staff members, one of whom will serve as chair and at least three of whom will be within the division of the individual charged with misconduct.

All committee members shall be determined to have the appropriate background to judge the issues being raised. The committee should be constituted in such a way that it has the necessary and appropriate expertise to carry out a thorough and authoritative evaluation of the relevant evidence. Standing committees that deal with research issues (e.g. Institutional Review Board for Human Subjects Research, Institutional Animal Care and Use Committee) may be used as one source for members of an investigative committee. Committee members may be from within or outside the College community, and must have no real or apparent conflicts of interest bearing on the question. The Dean may reserve the right to request that committee members sign confidentiality statements to ensure the protection of information and persons involved. In addition, the Dean will be present or available throughout the investigation to advise the committee as needed. The committee shall expeditiously begin a thorough investigation within 30 days of the end of the inquiry, and the entire investigation process is to be completed within 120 days.

During an investigation, the committee will examine all pertinent evidence (including, but not limited to, relevant research data and proposals, files, reports, publications, correspondence, and laboratory materials or specimens), interview all individuals involved in making the allegation, and hear any testimony. All discussions by the committee shall be confidential. The committee shall be empowered to seek and obtain any relevant information that is pertinent to the investigation, and the respondent may present evidence and expert testimony on her/his behalf.

The investigation committee must:

- use diligent efforts to ensure that the investigation is thorough and sufficiently documented and includes examination of all research records and evidence relevant to reaching a decision on the merits of each allegation;
- take reasonable steps to ensure an impartial and unbiased investigation to the maximum extent practical;
- interview each respondent, complainant, and any other available person who has been reasonably identified as having information regarding any relevant aspects of the investigation, including witnesses identified by the respondent, and record or transcribe each interview, provide the recording or transcript to the interviewee for correction, and include the recording or transcript in the record of the investigation; and
- pursue diligently all significant issues and leads discovered that are determined relevant to the investigation, including any evidence of any additional instances of possible research misconduct, and continue the investigation to completion.

All institutional members will cooperate with institutional officials in the review of allegations and the conduct of inquiries and investigations. Institutional members, including respondents, have an obligation to provide evidence relevant to research misconduct allegations to the committee or other institutional
officials. The respondent shall receive a copy of the draft investigation report and, concurrently, a copy
of, or supervised access to, the evidence on which the report is based, and be notified that any comments
must be submitted within 30 days of the date on which the copy was received and that the comments will
be considered by the institution and addressed in the final report.

VIII. Final Report. After reviewing all data, the committee will decide if the charge of misconduct is or
is not substantiated. At least three of the five members must agree that the investigator is guilty of
misconduct before such a decision can be rendered. At the end of the investigation, the committee shall
draft a written report of its findings and recommendation. If a decision is not unanimous, a minority report
will be attached to the majority report, outlining the reasons for dissent. The final report should include
the following items.

- Names and qualifications of individuals comprising the investigative committee.
- A summary of findings, including any facts and analysis which support the committee’s
  conclusion.
- A summary of testimony given by witnesses and respondent. All witnesses and the respondent
  should be given the opportunity to review their testimony and allowed to comment upon and
  revise the summary of their interview. These comments and revisions should be attached to the
  report.
- A conclusion as to whether research misconduct took place and if so, whether it was determined
to be falsification, fabrication, or plagiarism, and whether it was intentional, knowing, or
reckless.
- A minority report, if necessary.
- A list of any publications from the respondent that need corrections or retractions.
- A list of any current grants or proposals that the respondent has pending with any external
  funding agencies.

- Recommendations on appropriate administrative actions if guilt has been determined. These
  may include, but are not limited to:
  - removal of the responsible person from the particular project;
  - a letter of reprimand;
  - special monitoring of future work;
  - withdrawal or correction of all pending or published abstracts and papers emanating
    from the research where misconduct was found;
  - probation for a specified period with conditions specified;
  - suspension of rights and responsibilities for specified period, with or without salary;
  - initiation of steps leading to possible rank reduction or termination of employment;
    and/or
  - restitution of funds, as appropriate.

The chair of the investigation committee shall forward copies of the final report and attachments to the
VPAA|Provost, the Dean, and the respondent. At that time, no additional evidence may be introduced into
the record.

IX. Administrative Action. The VPAA|Provost will receive the final investigation report and, after
consulting with the Dean and/or other institutional officials, decides the extent to which the College
accepts the findings of the investigation and determine appropriate institutional administrative actions.
The investigation process is complete when the VPAA|Provost provides a final determination in writing.
When a final determination on the case has been reached, the Dean will notify both the respondent and the
complainant. If applicable, the VPAA|Provost will provide a copy of the final report to the Director of Grants and Contracts, who will ensure the report, the decision of the VPAA|Provost, and a description of any pending or completed administrative actions are provided to the appropriate Federal agencies within 120 days of the start of the investigation process. The VPAA|Provost will also determine whether law enforcement agencies, professional societies, professional licensing boards, editors of journals in which falsified reports may have been published, collaborators of the respondent in the work, or other relevant parties should be notified of the outcome of the case.

If applicable, the sponsoring Federal agency may also impose administrative actions, including 1) suspending or terminating an active award, or restricting designated activities or expenditures under an active award; 2) special reviews of all requests for funding from an affected individual or institution to ensure that steps have been taken to prevent repetition of the misconduct; 3) requiring special certifications, assurances, or other administrative arrangements to ensure compliance with applicable regulations or terms of the award; 4) restricting or suspending participation as a reviewer, advisor, or consultant; and 5) debarment or suspension of an individual or institution from participation in Federal programs.

X. Timeline. The entire investigation process is to be completed within 120 days, including appointing a committee, conducting the investigation, preparing the report, providing the draft report for comment by the respondent, preparing and sending the final report to the VPAA|Provost (with all attachments) for final determination, and submitting this information to the Federal agency, if applicable. If it is determined that the investigation will take longer than 120 days, a written request for an extension, setting forth the reasons for the delay, will be submitted to the appropriate Federal agency, if applicable.

XI. Right to Appeal. Individuals may appeal the judgment of the investigating committee and/or the administrative action. A written statement of the grounds for appeal must be submitted to the VPAA|Provost for review by the College’s Faculty Appeals Committee within 30 days of written notification of the results of the investigation. Grounds for appeal include previously unconsidered evidence, administrative actions not in keeping with the findings, conflict of interest not previously known among those involved in the investigation, and other lapses in due process. Upon receipt of a written appeal, the VPAA|Provost will convene the Faculty Appeals Committee and ask for an evaluation of the evidence and a determination. The Faculty Appeals Committee will forward its conclusions and recommendations to the President. The President, may, at his/her discretion, reopen the investigation. The President’s decision will be binding on all parties and will be conveyed to all involved in a timely fashion. Appeals must be completed within 120 days of its filing, unless a written request for an extension has been approved by the Federal funding agency, if applicable.

XII. Maintaining Records. Unless advised otherwise in writing by the Federal agency, the College will maintain records of research misconduct proceedings in a secure manner for seven years after completion of the proceeding. The Dean is responsible for providing any information, documentation, research records, evidence, or clarification requested by the Federal agency to carry out its review of an allegation of research misconduct or of the College’s handling of such an allegation.

VII. Other Considerations.
Admission of Research Misconduct. At any point during the inquiry or investigation process, the respondent may admit that research misconduct occurred and that he/she committed the research misconduct. Upon the respondent’s admission, the VPAA|Provost, in consultation with the Dean and other institutional officials, may terminate the inquiry or investigation process and move to determine appropriate administration actions. The institution’s acceptance of the admission and any proposed administrative actions must be approved by the funding agency sponsoring the research, if applicable.

Resignation Prior to Completion of Inquiry or Investigation. If the respondent, without admitting to
misconduct, elects to resign his or her position after an allegation of research misconduct has been received, all proceedings under this policy shall continue. If the respondent refuses to participate in the process after resignation, the investigation committee shall use its best efforts to reach a conclusion concerning the allegations, noting in its final report the respondent's failure to cooperate and its effect on the review of the matter. The final report, the decision of the VPAA|Provost, and a description of any recommended administrative actions will be provided to the appropriate Federal agencies, if applicable.

**Restoration of the Respondent's Reputation.** Following a final finding of no research misconduct, and with the concurrence of the Federal sponsoring agency, if applicable, the Dean and VPAA|Provost must undertake all reasonable and practical efforts to restore the respondent’s reputation. All individuals related to the review process, including the VPAA|Provost, the President, and the respondent’s immediate supervisor or chair will be notified that the charge of misconduct in research was unfounded.

**Protection of the Complainant, Witnesses, and Committee Members.** During the research misconduct proceeding and upon its completion, regardless of whether the College or Federal agency determines that research misconduct occurred, the Dean must undertake all reasonable and practical efforts to protect the reputation of, or to counter potential or actual retaliation against, any complainant who made allegations of research misconduct in good faith and or any witnesses and committee members who cooperate in good faith with the research misconduct proceeding.

**Allegations Not Made in Good Faith.** If relevant, the VPAA|Provost will determine whether the complainant’s allegations of research misconduct were made in good faith, or whether a witness or committee member acted in good faith. If the VPAA|Provost determines that there was an absence of good faith, he/she will determine whether any administrative action should be taken against the person who failed to act in good faith.

**REPORTING SUSPECTED FINANCIAL MISCONDUCT**

In keeping with the desire to maintain the highest possible standards in safeguarding its financial resources and the integrity of its financial reporting systems and internal controls, the College has formalized a reporting procedure for faculty and staff who observe or suspect financial misconduct in College Policy 091.00 *Procedure for Reporting Suspected Financial Misconduct* (click link to access). This action flows from the desire to achieve voluntary compliance with the Federal Sarbanes-Oxley Act’s best practices that apply to public corporations.

Any knowledge or concern about possible financial misconduct, including theft, fraud, kickbacks or questionable financial practices, should be reported promptly to one’s immediate supervisor or department head. If the matter is not satisfactorily resolved at this level or if the supervisor or department head is involved in the suspected misconduct, the concerns should be reported to the appropriate dean, director, vice president, or the president. In all cases, the individual to whom a matter is reported is to promptly notify the Human Resources Department, which will be responsible for providing guidance and confidential record keeping. By College policy, retaliation for good-faith reporting of possible financial irregularities is strictly prohibited.

Any individual who does not feel comfortable reporting through normal College channels may convey concerns anonymously by letter to the designated College attorney. Mr. James (Trippe) Cheek III at Winderweedle, Haines, Ward & Woodman, P.A., 250 Park Avenue South, Fifth Floor, Winter Park, Florida 32789, is currently serving in this capacity. The responsibility of the attorney is to pass information to the chair of the Board of Trustees.

**RESIGNATION**

A faculty member may terminate his/her appointment effective at the end of an academic year, provided
that he/she gives notice in writing to the VPAA|Provost at the earliest possible opportunity, but not later than 30 days after receiving notification of the terms of his/her appointment for the coming year.

**RETALIATION**
Rollins College does not tolerate, and strictly prohibits, any form of retaliation, including firing, demoting, and harassing, against an employee or a student who has filed a charge of discrimination, has complained about discrimination, participated (or is participating) in a proceeding, such as an investigation or lawsuit, or supports those who do so. The College adheres to Federal laws against retaliation, such as those enforced by Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975.

**RETIREMENT BENEFITS FOR TENURED FACULTY**

**I. Introduction/General Information.** Rollins College has amended and restated this policy describing retirement benefits for tenured faculty (the “Policy”) in order to financially assist eligible tenured faculty interested in taking retirement. The Policy is intended to be a “bona fide employee benefit plan” as that term is used in the Age Discrimination in Employment Act of 1967 as amended from time to time. The Policy is also intended to be a defined benefit plan, as defined by the Employee Retirement and Income Security Act (“ERISA”), which is “unfunded and maintained primarily for the purpose of providing deferred compensation for a select group of management or highly compensated employees.” Benefits from the Policy are to be paid exclusively from Rollins’ general assets and are not insured or guaranteed by any third party, including the Pension Benefit Guaranty Corporation. College Policy **HR 7312 Retirement Benefits** (click link to access) provides additional information on the College’s retirement benefits programs.

**II. Definitions**

*Administrator.* The term “Administrator” as used herein means the Assistant Vice President of Human Resources and Risk Management or such other person or committee as may be appointed by Rollins. The Administrator shall have the power to construe and interpret the provisions of the Policy, to decide all questions of eligibility and amount of benefits to be provided under the Policy, and to establish any rules and procedures needed to carry out the Policy. The Administrator shall have complete discretionary control and authority to administer all aspects of the Policy. The interpretations and decisions of the Administrator shall be final, conclusive and binding on all faculty members and any person representing a faculty member, unless the faculty member or the person representing him/her provides clear and convincing evidence that the Administrator acted arbitrarily and capriciously. When making a determination or calculation, the Administrator shall be entitled to rely on information furnished by an applicant faculty member, his/her beneficiary or other Rollins administrator.

*Base Salary.* The term “Base Salary” applies to a faculty member’s annual wages exclusive of any overloads, stipends, or fringe benefits such as bonuses, retirement plan contributions, and insurance.

**III. Effective Date.** This Policy shall become effective January 1, 2001. This amendment and restatement of the policy shall be effective for the academic year beginning September 1, 2012.

**IV. Benefit Plan**

Retirement Plan (the “Plan”).

1. *Eligibility.* Only tenured faculty who are at least 60 years of age, but not more than 70 years of age, and whose age plus years of full-time Rollins service total at least 75 on or before the effective date of retirement shall be eligible to participate in the Plan. Eligible faculty can retire only on May 31 of any academic year (an academic year is defined as September 1-May 31).

2. *Benefits.* There are two kinds of benefits: 80% and 40%. Faculty members are eligible for one of
these two benefits depending on their years of service and their age

A. Eligible faculty members eligible for the 80% benefit: Eligible faculty members who will be at least 60 or will reach the “normal” social security age (see chart below) on or before August 31 of the year in which the faculty member’s resignation will become effective and who elect to participate in the Plan shall receive a one-time sum equal to 80% of the faculty member’s Base Salary for the academic year in which the faculty member retires.

This payment shall be made in one-time lump sum payment, on May 31st of the calendar year of the faculty member’s retirement. Payments made under the Plan shall not be considered “compensation” for purposes of determining any benefits provided under any pension, savings or other benefit plan maintained by Rollins.

B. Eligible faculty members eligible for the 40% benefit: Eligible faculty members who are past the “normal” Social Security age as defined in (a) above and (c) below but not yet 71 years of age on or before August 31 of the year in which the faculty member’s resignation will become effective and who elect to participate in the Plan shall receive a one-time lump sum equal to 40% of the faculty member’s Base Salary for the academic year in which the faculty member retires.

This payment shall be made in one lump sum payable on May 31st of the calendar year of the faculty member’s retirement. Payments made under the Plan shall not be considered “compensation” for purposes of determining any benefits provided under any pension, savings or other benefit plan maintained by Rollins.

C. Social Security Normal Retirement Age Chart: Note: Persons born on January 1 of any year should refer to the normal retirement age for the previous year.

<table>
<thead>
<tr>
<th>Year of Birth</th>
<th>Normal Retirement Age</th>
</tr>
</thead>
<tbody>
<tr>
<td>1937 and prior</td>
<td>65</td>
</tr>
<tr>
<td>1938</td>
<td>65 and 2 months</td>
</tr>
<tr>
<td>1939</td>
<td>65 and 4 months</td>
</tr>
<tr>
<td>1940</td>
<td>65 and 6 months</td>
</tr>
<tr>
<td>1941</td>
<td>65 and 8 months</td>
</tr>
<tr>
<td>1942</td>
<td>65 and 10 months</td>
</tr>
<tr>
<td>1943-54</td>
<td>66</td>
</tr>
<tr>
<td>1955</td>
<td>66 and 2 months</td>
</tr>
<tr>
<td>1956</td>
<td>66 and 4 months</td>
</tr>
<tr>
<td>1957</td>
<td>66 and 6 months</td>
</tr>
<tr>
<td>1958</td>
<td>66 and 8 months</td>
</tr>
<tr>
<td>1959</td>
<td>66 and 10 months</td>
</tr>
<tr>
<td>1960</td>
<td>67</td>
</tr>
</tbody>
</table>

3. Application Process. An eligible tenured faculty member desiring to participate in the Plan must:
   - On or before September 1 of the academic year in which the faculty member wishes to retire, notify his/her Dean in writing of her/his intent to retire
   - Contact the Administrator (Human Resources) to insure that all eligibility requirements under the Plan are met and receive a copy of the release form to be signed and executed.
   - A signed retirement agreement and release are to be submitted by the faculty member to the Dean no sooner than January 15 of the calendar year in which the faculty member is to retire. The signed retirement agreement and release must be received by the appropriate Dean on or before the later of: (i) January 15 of the calendar year, or (ii) forty-five days (45) from the date
the form was provided to the faculty member but cannot be signed and submitted to the administration sooner than January 15. The retirement agreement will not be accepted prior to January 15 of the year in which the faculty member is to retire.

- A tenured faculty member desiring to participate in the Plan must resign his/her tenure by executing the written Retirement Agreement and Release form, effective at the end of the academic year (May 31) in which he/she elects to retire. The executed document waives and releases Rollins from any and all claims, known and unknown, that may have theretofore accrued, including any claims arising under the Age Discrimination in Employment Act.

- The Administrator (Human Resources) is responsible for insuring that all eligibility requirements of the plan are met. The Administrator shall compute the amount to be paid to the retiring faculty member and notify the faculty member of that amount. If an application to retire is denied, the Administrator shall provide the faculty member with a written notice of denial. A notice of denial shall include: (1) the specific reason or reasons for the denial; (2) specific reference to policy provisions on which the denial is based; (3) a description of any additional information or material necessary to perfect the faculty member’s application and an explanation of why such material or information is necessary; and (4) information as to the steps to be taken if the person wishes to submit the application denial for review.

- Pursuant to the Older Workers Benefit Protection Act, the faculty member has a forty-five (45) day period from date of receipt to consider and accept this Retirement Agreement. Once having executed the agreement the faculty member has seven (7) days in which to revoke the agreement. The effective date of the Retirement Agreement shall be eight (8) days after the date on which the faculty member executes the Retirement Agreement.

- The faculty member is advised to seek legal counsel to ask any questions regarding the terms of this Retirement Agreement and the tax and other ramifications of participation in the Policy.

V. Death of Faculty Member. No retirement benefits under this Policy shall be payable to any person upon, after or on account of the death of a faculty member except that, if an eligible faculty member dies after the effective date of the eligible faculty member’s retirement and resignation of tenure, outstanding payments shall be made to the eligible faculty member’s estate.

VI. Termination or Denial by Administrator. The Administrator may terminate a faculty member’s participation in the Policy, prospectively or retroactively, or may deny participation in the Policy to any individual, if the Administrator determines that such termination or denial is necessary in order to maintain the Policy as a “plan which is unfunded and is maintained by an employer primarily for the purpose of providing deferred compensation for a select group of management or highly compensated employees” within the meanings of Sections 201(2), 301(a)(3), 401(a)(1) and 4021(b)(6) of ERISA.

VII. Notices. Any notice required under the Policy shall be deemed to have been given when delivered in person or three (3) business days after the notice is postmarked by the U.S. Postal Service to be delivered to the last known address of the faculty member or to the VPAA|Provost or Administrator at his/her then current Rollins’ business address.

VIII. Alienation of Benefits. No benefit, payment, proceeds or claim under this Policy shall be subject to any claim of any creditor of a faculty member and, in particular, the same shall not be subject to attachment or garnishment or other legal process by any creditor, nor shall an eligible faculty member have any right to alienate, anticipate, pledge, encumber or otherwise assign the payment or proceeds which he/she expects to receive, contingently or otherwise, under the policy, except as otherwise mandated by law.

IX. Taxes and Withholdings. Any and all amounts payable under this Policy shall be subject to such tax and other withholdings as are determined by the College to be required by law. Faculty members should consult with a licensed accounting professional to review and consider the tax ramifications of electing to participate under the Policy.
X. Other Retirement Benefits / Agreements. Eligible faculty members may also be eligible for additional retirement benefits pursuant to Rollins’ Policy 300.12. Faculty members should review Policy 300.12 and consult with the Human Resources Department to ascertain eligibility for such benefits. Nothing in this Policy shall preclude Rollins and an eligible faculty member from agreeing to such other terms related to retirement as may be mutually acceptable to the parties. In addition, this Policy shall not affect any other plan or policy of the College relating to employment or retirement, except as specifically provided herein or as mutually agreed in writing by Rollins and the faculty member.

XI. Forfeiture of Rights. No amounts shall be payable under this Policy to any faculty member whose employment is terminated as a result of disciplinary action by Rollins or who retires after having been found to have committed actions or offenses that could have led to termination of employment. If a charge, complaint or investigation related to a faculty member’s conduct is pending, benefits under this Policy shall be delayed until such proceedings are concluded.

XII. Dispute Resolution. Any faculty member who disagrees with any determination or computation of the Administrator may request reconsideration by the Administrator. A request for reconsideration must be in writing and delivered to the Administrator within sixty (60) days after the faculty member is provided notice of the determination or computation. In conjunction with a request for reconsideration, a faculty member may request to review all pertinent documents relating to the determination or computation. The Administrator will review a request for reconsideration as expeditiously as possible and notify the faculty member of the results of the review in writing. Written notification shall contain specific reasons for the Administrator’s decision as well as specific references to plan provisions pertinent to the decision. If a decision on review is not made within sixty (60) days after the written request for review is received by the Administrator, the claim will be considered denied.

XIII. Amendments or Termination of Plan. Rollins reserves the right to amend or terminate this Policy, or any part thereof, at any time upon written notice to faculty members. Failure to give notice of amendment or termination to any eligible faculty member shall not affect the effectiveness of the amendment or termination with respect to other faculty members to whom notice is given. Except as otherwise set forth herein, no amendment or termination shall adversely affect the benefits of any eligible faculty member who has retired pursuant to this Policy prior to the effective date of the amendment or termination. This Policy is a voluntary undertaking on the part of Rollins. It is not a contract between Rollins and any individual. Participation in the Policy does not provide any individual the right to be retained in the employ of the College, or any right or interest in the Policy other than as herein provided.

XIV. Severability. If any provision of this Policy shall be invalid or unenforceable, such invalidity or unenforceability shall not affect any other provisions hereof and the Policy shall be construed and enforced as if such provision did not exist.

XV. Legal Compliance. Rollins intends that the Policy will comply with all applicable laws and government regulations. The Policy shall be construed, administered and governed, in all respects, by the laws of the State of Florida to the extent that those laws are not pre-empted by ERISA.

09/15/2011; Revised 11/2016 by Human Resources

SEPARATION FROM EMPLOYMENT
Faculty ending employment at the end of the academic year will have all pay, employment privileges, and benefits end on May 31st of the terminal year. The details of this arrangement are as described below. Questions should be directed to the Human Resources Department at 407-646-2353.

I. Salary. Any deferred salary due would be paid out on the May payroll. This includes May, June, July, and August for faculty paid over twelve months. This gives the faculty member the benefits of having all money due to accrue interest on his/her behalf and to assist in his/her transition to other employment.
II. Employment Privileges and College Property

- All employment privileges, such as library and facilities use, parking, email, campus pipeline access, etc., will end May 31st.
- All College property, such as keys, R card, parking permit, books and materials, should be returned by May 31st.
- Office space is to be available May 31st to allow the department to prepare the space for incoming faculty.

III. Benefits

- Retirement contributions will be made on all salary due for May through August.
- COBRA options will be offered as of May 31st on flexible spending accounts, health, dental, and vision insurance. COBRA gives the participant sixty days to elect continuation of coverage for up to 18 months.
- Cancer, Heart Care, Voluntary Life and Long Term Care are portable. Coverage will end May 31st. The participant has the option to continue the policy at the same rate he or she was paying as an active employee.
- College life insurance, disability, and all other College-provided benefits will end May 31st. College life insurance has a conversion option to continue coverage if elected within 31 days of May 31st.

SEXUAL HARASSMENT

It is the policy of Rollins College to promote a cooperative work and academic environment in which there exists mutual respect for all College students, faculty, and staff. Sexual harassment is inconsistent with this objective and contrary to the College policy of equal employment and academic opportunity without regard to age, sex, sexual orientation, gender identity or expression, alienage or citizenship, religion, race, color, national or ethnic origin, disability, and veteran or marital status. Sexual harassment is illegal under Federal, State, and City laws, and will not be tolerated within the College. College Policy 050.00 Sexual Harassment (click link to access) makes clear this commitment and related employee responsibilities.

A discrimination grievance is a complaint or report of an injury, injustice or wrong in which the grounds for complaint are based on of sex, disability, race, age, religion, color, national or ethnic origin, ancestry, marital status, veteran status, sexual orientation, gender identity, gender expression, or genetic information. The College’s Discrimination Grievance Procedure for faculty and staff (click link to access) provides procedures to be followed for discrimination related grievances. For grievances against students, the procedures outlined in the Code of Community Standards (www.rollins.edu/csr) are to be used in cases involving faculty or staff complaints against a student. If the complaints relate to sexual harassment/sexual assault by students, faculty and staff may use the Title IX policy (http://www.rollins.edu/sexual-misconduct/title-IX-policy/index.html).

Updated 11/2016 by Office of the VPAA/Provost

WRITTEN STUDENT COMPLAINTS

Rollins College’s mission is to educate “students for global citizenship and responsible leadership, empowering graduates to pursue meaningful lives and productive careers. We are committed to the liberal arts ethos and guided by its values and ideals. Our guiding principles are excellence, innovation, and community.” In keeping with the College’s mission, we value and welcome information and feedback from students that can improve the educational experience. College Policy SA 9001 Written Student Complaints (click link to access) is designed to ensure that students and the Rollins community are informed and have access to the appropriate procedures for addressing concerns, articulating grievances,
or filing appeals of College policies.

Examples of written complaints include grade appeals, academic honor code violations, campus safety violations, discrimination and sexual harassment, and decisions about athletic transfers, academic internships, disability services, financial aid, international programs, and international student issues. Written complaint and appeal instructions, processes, and procedures are published, disseminated and outlined in the College’s undergraduate, graduate and evening catalogs as well as in student handbooks, the academic honor code website, and departmental webpages.

The College addresses student complaints at the department or unit level in a decentralized model. Students may raise complaints in a number of ways, depending on the area of concern, and may seek assistance from their academic advisor, a Student Success Coach, or the Dean of Students to determine the best route for addressing a particular concern. Students are encouraged to approach any concern by first discussing the issue with a member of the department or office involved, but must file formal complaints in writing following the policies and procedures that have been established by that department if further redress is required.

**SUBSTANTIVE CHANGE POLICY**

Substantive change is defined as any significant modification or expansion of the nature and scope of a regionally accredited U.S. higher education institution’s programs. Rollins College is required to notify and/or seek approval from external accrediting agencies, particularly its regional accreditor the Southern Association of College and Schools Commission on Colleges (SACSCOC), when considering new programs or degrees (or modifications to existing programs and degrees) that fall under Federal regulations. The following definition, policy, and procedures ensure that Rollins meets notification and approval requirements of external accreditors. College Policy K1 1002 Substantive Change (click link to access) provides additional information on the types of changes considered substantive and appropriate approval processes. The SACSCOC complete Substantive Change Policy Statement is available in its entirety at [http://www.sacscoc.org/pdf/081705/SubstantiveChange.pdf](http://www.sacscoc.org/pdf/081705/SubstantiveChange.pdf).

**TRAVEL POLICIES**

Rollins College recognizes participation in professional meetings and attendance at conferences and institutions to be an important form of professional development and scholarly exchange. Funds are budgeted for faculty travel and administered through respective deans and directors.

**Travel: Professional Meetings.** Faculty travel funds are administered through the offices of the appropriate deans/directors. Their purpose is to further the professional development of faculty members by providing assistance to attend and participate in professional meetings. A faculty member may seek funds in advance. To do so please see details described by the Travel-Entertainment-Reimbursement Policy (click link to access).

Faculty may be asked to predict their travel for the coming year in order to ensure the equitable allocation of available funds. After consultation with the Faculty Affairs Committee, the appropriate dean/director may apply restrictions to travel.

**Travel: Forms and Deadlines.** Please see the Travel-Entertainment-Reimbursement Policy (click link to access) for all details regarding deadlines, receipts, reimbursable and non-reimbursable expenses and appropriate forms.

**Travel: Notification of Changes.** It is the responsibility of the appropriate dean to notify faculty members of changes in these policies.
USE OF COPYRIGHTED WORKS
Rollins College is committed to complying with all applicable United States (U.S.) copyright law. This includes the full exercise of the rights accorded to users of copyrighted works under the fair use provision (17 U.S.C. § 107), the so called library exemption (17 U.S.C. § 108), and the TEACH Act (17 U.S.C. § 110) of Federal copyright law. To that end, College Policy KI 1004 Use of Copyrighted Works (click link to access) informs and educates faculty, staff, and students about copyright law, their fair use rights and the application of the four factors for determining those rights as set forth in 17 U.S.C. § 107, and their rights and responsibilities according to §§ 108 and 110.

Updated 6.1.17
Updated 11.2016, Office of the VPAA/Provost
Rev. 7.9.15
Rev. 10.22.14
Rev. 7.31.14
Rev. 11-01-11
Rev. 9-26-11
Rev. 10-18-11
Rev. 7-17-09
Rev. 3-26-09
6-2017

Faculty Handbook Section I - General Information - Updated 6/1/2017

All Faculty
Rollins College

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Recommended Citation
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# Rollins Faculty Handbook

## All Faculty of Rollins College

### Section I: All Faculty of the College General Information

This section includes descriptions and practices that apply to all faculty of Rollins College.

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A. INTRODUCTION TO ROLLINS COLLEGE
DESCRIPTION OF ROLLINS COLLEGE

Rollins College is among the nation's finest comprehensive liberal arts colleges. Founded in 1885 by New England Congregationalists who sought to bring education to the Florida frontier, Rollins is the oldest recognized college in Florida. Throughout its history, the College has been an independent, four-year, non-sectarian, coeducational institution. It is supported through tuition; gifts from alumni, friends, foundations, and corporations; and income from investments.

The College is located in Winter Park, an attractive residential community adjacent to the city of Orlando. Fifty miles from the Atlantic Ocean and 70 miles from the Gulf of Mexico, the 70-acre campus is bounded by Lake Virginia to the east and south. A traditional Spanish-Mediterranean architecture characterizes the College’s facilities.

The Artium Baccalaureus and Artium Baccalaureus Honoris degrees are offered by the College of Liberal Arts. The Hamilton Holt School offers late-afternoon and evening courses leading to baccalaureate degrees and master’s degrees in counseling, education, human resources, liberal studies, teaching, behavior and analysis and clinical science, health services, and public health.

The Roy E. Crummer Graduate School of Business offers Master of Business Administration (MBA) degrees for both full-time and part-time students, and an Executive Doctorate in Business Administration (EDBA). Information on these associated divisions may be found in their respective catalogues.

The following information may be found on the Rollins website.
- Campus Description [http://www.rollins.edu/about-rollins/at-a-glance/index.html](http://www.rollins.edu/about-rollins/at-a-glance/index.html)

ACCREDITATION

For information on the College external accreditations and accrediting bodies please see [http://www.rollins.edu/about-rollins/accreditation/index.html](http://www.rollins.edu/about-rollins/accreditation/index.html).

MISSION STATEMENT

Rollins College educates students for global citizenship and responsible leadership, empowering graduates to pursue meaningful lives and productive careers. We are committed to the liberal arts ethos and guided by its values and ideals. Our guiding principles are excellence, innovation, and community.

Rollins is a comprehensive liberal arts college. Rollins is nationally recognized for its distinctive undergraduate and selected graduate programs. We provide opportunities to explore diverse intellectual, spiritual, and aesthetic traditions. We are dedicated to scholarship, academic achievement, creative accomplishment, cultural enrichment, social responsibility, and environmental stewardship. We value excellence in teaching and rigorous, transformative education in a healthy, responsive, and inclusive environment.

*Approved by the Board of Trustees, May 9, 2014*
B. ADMINISTRATION OF ROLLINS COLLEGE
BOARD OF TRUSTEES
Rollins College is governed by a Board of Trustees consisting of 19 to 35 members, including the President ex officio. Three Trustees are nominated by the Alumni Association of the College, and currently a representative of Rollins parents may serve as a Trustee as well. The College Bylaws describe the composition and duties of the Board of Trustees.

For additional information see:
   The President’s website http://scholarship.rollins.edu/collegebylaws/1/
   List of Trustees website http://www.rollins.edu/president/board-of-trustees/index.html

PRESIDENT
The President is the chief executive officer of the College, serving at the pleasure of the Board of Trustees. The President is responsible for the welfare of the College and the orderly and prudent conduct of its affairs. The authority of the President is set forth in the Charter and Bylaws of the College. The Bylaws require that the President be a member of the faculty with the rank of Professor. The President’s website is http://www.rollins.edu/president/index.html.

VICE PRESIDENT FOR ACADEMIC AFFAIRS AND PROVOST
The Provost is the chief academic officer and a Vice President, responsible for administering the educational program, for making faculty appointments, for coordinating all academic activities of the College, for overseeing institutional and faculty research, for facilitating budgetary and institutional planning, and for maintaining the academic standards of the College. The President may charge the Provost with other related duties. A list of further areas of responsibility and who reports to the VPAA/Provost can be found at http://www.rollins.edu/provost/.

VICE PRESIDENT FOR BUSINESS AND FINANCE AND TREASURER
The Vice President for Business and Finance also serves as Treasurer of the College. The Vice President and Treasurer is the chief financial and business officer whose responsibilities include: the development of policy and strategy for, and oversight of, the College's financial systems, business operations, audit, and employee relations. A list of further responsibilities and who reports to the VPBF/Treasurer’s areas of responsibility can be found at http://www.rollins.edu/treasurer/.

VICE PRESIDENT FOR ENROLLMENT MANAGEMENT AND MARKETING
The vice president of enrollment management and marketing provides dynamic leadership and strategic oversight of the offices of undergraduate admissions, financial aid, and marketing and communications. For further information please see http://www.rollins.edu/admission, http://www.rollins.edu/financial-aid/, and http://www.rollins.edu/marketing-communications/.

VICE PRESIDENT FOR INSTITUTIONAL ADVANCEMENT
The Vice President for Institutional Advancement is responsible for the external affairs of the College, including fund-raising, public relations, donor and external relations, and alumni affairs. A list of further responsibilities and who reports to the VPIA can be found at http://www.rollins.edu/institutional-advancement/.

VICE PRESIDENT FOR STUDENT AFFAIRS
The Vice President for Student Affairs is responsible for the Division of Student Affairs at Rollins College, which advances the mission of the College by collaborating with the faculty in creating and maintaining
an environment that fosters intellectual, social, and personal learning and growth for students. For additional information, please see http://www.rollins.edu/student-affairs/.

DEAN OF RELIGIOUS LIFE
Reporting to the Vice President for Student Affairs, the Dean of Religious Life is a collaborative educator who provides spiritual guidance to the campus community, encourages and mentors students in their spiritual development, and advances the mission of the College to educate students for global citizenship and responsible leadership, from the lens of spiritual and religious inquiry, exploration, and appreciation. The Dean serves as a steward for the Knowles Memorial Chapel space. For additional information on the Chapel, please see http://www.rollins.edu/chapel/.
C. PROGRAMS, SERVICES AND RESOURCES

ACADEMIC REGALIA
Faculty play an important role at Convocation and Commencement and are urged to participate, wearing full academic regalia. For these occasions the Rice Family Bookstore will arrange to rent caps and gowns for faculty without charge, provided the request is made in advance. It is anticipated that faculty members will own hoods indicating the highest degree earned. Faculty may also purchase regalia through the bookstore. The bookstore’s website is http://www.rollins.edu/bookstore/.

ALUMNI ASSOCIATION
The purpose of the Rollins College Alumni Association is to stimulate the interest of alumni and engage them in support of the Rollins College family. The mission of the Alumni Association is to keep alumni “Connected for Life.” The vision of the Alumni Association is Alumni connected to Alumni, Alumni connected to the College, and Alumni connected to the Association. The Alumni Associations for the College of Liberal Arts and the Hamilton Holt School are described at http://www.rollins.edu/alumni/. The Crummer Alumni Association is described at http://www.rollins.edu/business/alumni/.

ARTS AT ROLLINS COLLEGE
Rollins has long been a major contributor to the cultural life of Winter Park and the larger Central Florida community. In addition to several fine lecture series, the College offers cultural opportunities, described at http://www.rollins.edu/arts-culture/. These include the Annie Russell and Fred Stone Theatres; the Bach Festival Society of Winter Park; the George D. and Harriet W. Cornell Fine Arts Museum (CFAM); Music at Rollins; the Winter Park Institute; Winter with the Writers, a Festival of the Literary Arts; and Arts at The Alfond Inn.

ARCHIVES, SPECIAL COLLECTIONS AND RECORDS MANAGEMENT
The College Archives are the official depository for all College records and publications having permanent value. Use of some items is restricted for legal or internal reasons. The College Archives and Special Collections Department is housed on the first floor of the Olin Library. For descriptions of the collections and access to the Digital Collections, please see http://www.rollins.edu/library/archives/index.html.

ATHLETICS AND ATHLETIC FACILITIES
Rollins participates in NCAA Division II in many sports and intramural sports are also an important part of the Rollins student experience. The Rollins Sports website http://www.rollinssports.com provides additional information.

All of the athletic facilities of the College are available for all current students, faculty, and staff use only. Because it is the philosophy of the College that physical education programs required by the curriculum should have priority over other uses of athletic facilities, it is necessary that use of the facilities be carefully and fairly scheduled. The schedules and regulations for the use of the facilities, such as the Alfond Sports Center and Alfond Swimming Pool are the coordinated responsibilities of the athletic department as well as the Scheduling and Events Service office. Information of current policies concerning the use of athletic facilities can be obtained from the office of the Department of Physical Education and Athletics. Hours for facilities can be found at: http://www.rollinssports.com/ViewArticle.dbml?ATCLID=1556031&DB_OEM_ID=19500&DB_OEM_ID=19500.
BACKGROUND CHECKS
All new faculty must authorize a criminal background check. This authorization takes place electronically via True Screen, Rollins’ background check partner. This process is described at:

BOOKSTORE
Located on Fairbanks Avenue, the Rollins College Rice Family Bookstore features not only textbooks, but also an expanded trade book section featuring faculty author titles, discounted reference books, bestsellers, and magazines. Look for a complete line of Rollins merchandise, such as t-shirts, sweatshirts, polo style shirts, desk accessories, and car decals. Discounted software is available to all students and faculty members. The bookstore also has convenient special ordering for titles not in stock. The bookstore also facilitates special events featuring faculty, staff, students, and other members of the Rollins Community. Please contact the store manager if interested in hosting an event or fundraiser in the store. The website for the bookstore is http://www.rollins.edu/bookstore/.

BURSAR
The Bursar’s Office provides student account and billing information; receives payments for tuition, fees and miscellaneous campus charges; provides collection of delinquent accounts; delivers refunds and financial aid residuals after disbursement. The office also provides deposit, merchant and cashiering services for departments of Rollins College. Faculty and staff may cash a check with the Bursar Cashier for up to $100 a day. The office is located in the Warren Administration Building on the 2nd floor. For further information about the bursar, check http://www.rollins.edu/bursar/index.html.

CAMPUS SAFETY
The Rollins College’s Office of Campus Safety is located on the first floor of the Facilities Management Building. Service is provided 24-hours a day, and is an integral part of the College’s dedication to developing and maintaining a safe and secure campus through the cooperative efforts of many departments and community organizations. Its goals, responsibilities and services are described in detail on its website at http://www.rollins.edu/campus-safety/.

Officers patrol campus on foot, by bicycle, and in vehicles. Officers have jurisdiction over any Rollins College on campus and non-campus property. Several officers and a supervisor are on duty each shift. The Office of Campus Safety is staffed 24-hours a day with trained dispatch officers and operators who answer calls for service, direct staff, and dispatch emergency services to incidents and fire alarms. You can reach a member of the staff at either 407-646-2999 or security@listserv.rollins.edu.

CENTER FOR CAREER AND LIFE PLANNING (CCLP)
The Center for Career and Life Planning offers a variety of services and resources to Rollins students, alumni, staff, faculty, parents and employers designed to reinforce the personal, social, and intellectual development fostered by a liberal arts education. Career Development, Experiential Learning (internships, student employment), and Career Integration Initiatives (R-Compass and Rollins Foundations in the Liberal Arts, rFLA) are housed in this alignment offering combined resources and services. Additional information for undergraduate students is available at http://www.rollins.edu/career-life-planning/. Crummer School graduate students should consult http://www.rollins.edu/business/career-development/.

CENTER FOR INCLUSION AND CAMPUS INVOLVEMENT (CICI)
The Center for Inclusion & Campus strives to create and foster learning environments for students to gain awareness of self and others, discover leadership as an action and value the responsibility to contribute
positively to the campus and greater community. CICI works collaboratively with faculty, staff, and students for diversity and inclusion initiatives, student organizations, and large-scale campus programming. More information about the Center can be found at http://www.rollins.edu/inclusion-and-campus-involvement/.

CENTER FOR LEADERSHIP AND COMMUNITY ENGAGEMENT (CLCE)
CLCE inspires action and cultivates positive social change through leadership development and community engagement. CLCE utilizes service-learning courses, leadership development, community service, innovative immersion programs, and academic resources to foster a community committed to educating and empowering global citizens, responsible leaders, and lifelong learners. More information about the Center can be found at http://www.rollins.edu/leadership-community-engagement/.

CLASSROOM TECHNOLOGY
Classroom Technology is responsible for scheduling, delivery, maintenance, updating and instruction regarding the equipment that is installed in the classrooms. For more information, please see http://www.rollins.edu/it/classroom-technology/.

COLLEGE DIRECTORY
Faculty and staff members are listed in the Rollins College Campus Directory, which may be found at https://bannerweb.rollins.edu/prod/owa/campus_dir.email_search.

COMMUNITY STANDARDS AND RESPONSIBILITY
The Office of Community Standards & Responsibility (CSR) promotes a fair and just community by supporting student responsibility, accountability, and ethical decision making. This office facilitates individual awareness and assist students in actively engaging as responsible members of their various communities. For more information on CSR policies, resources and forms see: http://www.rollins.edu/community-standards-responsibility/.

DEAN OF STUDENTS/CARE
This department strives to increase student success and retention. It helps students resolve problems or concerns, and promotes initiatives that address students’ care, needs, and wellbeing. The intention of the Care alignment is to build a “one-stop shop” for student and family support by serving as a resource for families, faculty, and staff. For more information, please see http://www.rollins.edu/dean-of-students/student-care/index.html.

DINING SERVICE AND CATERING
Convenient facilities offer diverse dining options on campus. Note that summer hours differ from times when class is in session.

- **Faculty/Staff R-Card Discount.** All deposits onto an R-Card Meal Plan account receive 20% added value from the College. The meal plan can be used for food purchases at all dining locations. Online deposits may be made using Foxlink or https://rollsrsrcard-sp.blackboard.com/eAccounts/AnonymousHome.aspx.


- **College Catering Services:** https://rollinscollege.sodexomyway.com/catering/index.html.
DISABILITY SERVICES
The Office of Disabilities Services, see website at http://www.rollins.edu/disability-services/, works to provide quality equal access and inclusion to all students and patrons who disclose disability and accessibility needs at Rollins. Faculty should be reminded that all students requesting academic accommodations must first see the Coordinator of Disability Services to verify documentation and discuss appropriate classroom accommodations. Documentation provided by students remains confidential.

PRINT SERVICES AND DUPLICATION
Photocopiers are located in administrative and academic buildings across campus. These machines are intended for small jobs (under 100 total copies), and have a variety of features including collators, document feeders, duplexing and variable reduction and enlargement. Large jobs or ones that require special services, can be handled economically through Print Services. For more information, please see http://www.rollins.edu/print-services/index.html.

EDYTH BUSH INSTITUTE FOR PHILANTHROPY AND NONPROFIT LEADERSHIP
The Edyth Bush Institute for Philanthropy and Nonprofit Leadership strengthens nonprofit and philanthropic organizations through education and management support designed to strengthen board governance, enhance the business practices of nonprofit organizations, and expand the influence of the nonprofit sector. Each year the Philanthropy Center offers certificate programs and more than 100 workshops and events. For more information, please see http://ebi.rollins.edu.

FACILITIES MANAGEMENT
The Facilities Management department is responsible for the following.

- Providing essential services for the successful operation of the campus including Housekeeping, Grounds (with athletic fields), Transport Services, Events Support, Collection of Trash and Recyclables, and General Maintenance.
- Coordinating and administering capital renewal projects in order to support the changing needs of the campus. These are referred to as alteration and improvement projects (A&I)’s.
- Leading and managing large construction projects.

The annual budget for the department provides funds for the maintenance and operation of existing facilities only. Funding for new facilities, capital improvement, renovations, or alterations must be sought through the capital funding approval process. Facilities will assist in furnishing cost estimates for capital improvements so that departments may include projected costs in their annual budget requests. Details as to how to obtain services are available on the Facilities website at http://www.rollins.edu/facilities/.

FRATERNITY AND SORORITY LIFE
Fraternity and sorority life at Rollins promotes academic excellence, leadership development, service and philanthropy endeavors, self-exploration, and sister/brotherhood. For more information, please see http://www.rollins.edu/fraternity-sorority-life/index.html.

INFORMATION TECHNOLOGY
Our campus has an excellent wired and wireless network infrastructure. Every member of the campus community is provided with an email address, and alumni may keep their addresses for life. For more information, please see http://www.rollins.edu/it/index.html. Information Technology provides computers for faculty use. Computers are replaced when the machine has become technically obsolete, generally
after four or five years. For more information, please see http://www.rollins.edu/it/hardware-software/index.html.

- **Policies.** Information Technology policies concerning use of e-mail, the Web, and computer labs are posted at http://www.rollins.edu/it/policies/index.html.

- **Loaners.** Loaner laptops, iPads, video cameras and other equipment is available for check-out at the Library Circulation Desk.

- **Support.** The Information Technology Department of Rollins College provides software and hardware support for both academic and administrative computational requirements. General use software, such as Microsoft Office, is fully supported. The instructional computing resources at Rollins are accessible for faculty research, publication, and teaching endeavors.

- **Help Desk.** The Help Desk may be reached at 407-628-6363. Information Technology encourages faculty to use this number to report all problems and to make requests for service.

- **Computer Labs** are described at http://www.rollins.edu/it/labs/index.html.

- **Purchasing Software and Hardware.** All technology purchases must be made through IT. Proper and timely planning will greatly enhance the educational experience of Rollins students when it comes to technology, so faculty should begin the process well in advance. Faculty needing special software should contact IT at least one month before the term begins. Requests for non-standard software are routed to the appropriate Dean’s office for funding. Faculty may also request course software to be purchased and made available in the labs; this specialty software is generally not supported by IT staff and is funded through the appropriate Dean.

- **Foxlink.** Foxlink provides students and faculty with access to student and teaching records, and employment information. Accounts for Foxlink, as well as for the campus network, are created for new faculty when their employment paperwork is processed through the Department of Human Resources. Foxlink, Blackboard, and other accounts are described at http://www.rollins.edu/it/accounts/index.html.

**INSTRUCTIONAL DESIGN AND TECHNOLOGY (IDT)**

Our Instructional Technologists are available to partner with faculty who are integrating technology into the curriculum. The IDT staff work with faculty on special projects, including assisting faculty in evaluating software to determine the best method for delivering instruction. For more information, see http://www.rollins.edu/it/instructional-design-technology/index.html. The IDT staff professionals provide many opportunities each semester for faculty to learn about new technologies. A list can be found at http://social.rollins.edu/wpsites/idt/faculty-training-services/.

**INTERNATIONAL PROGRAMS**

The Office of International Programs oversees and coordinates all off-campus international programs and all domestic off-campus, credit-bearing programs for all Rollins students. This includes the College’s approved semester programs, faculty-led summer programs, and faculty-led short-term field studies courses with international travel components. Rollins is a member of the International Partnership of Business Schools (IPBS) consortium for business dual-degree programs. More information can be found at http://www.rollins.edu/international-programs/.

**INTERNATIONAL STUDENT AND SCHOLAR SERVICES**

The Office of International Student and Scholar Services is committed to the values and principles of international education by supporting and encouraging the enrollment of international students and engagement with international scholars at Rollins. International Student and Scholar Services provides
programs and services that support student and scholar’s successful adjustment to life in the U.S. and at Rollins, as well as their compliance with immigration responsibilities. More information can be found at http://www.rollins.edu/international-student-scholar-services/.

**LIBRARY FACILITIES**
The Olin Library, dedicated on April 17, 1985, houses books, articles, resources, special collections and archives, electronic resources, and TJ’s Tutoring and Writing Consulting. The Olin Library Director reports to the Provost and is responsible for the administration of the library. The staff is composed of library faculty, professionals, technical specialists, and student assistants.

- **Rooms.** The library offers several computer labs and numerous group study rooms available on a first-come, first-served basis. Rooms may be booked at http://www.rollins.edu/library/forms/rooms.html.

- **Services.** Library services include an online catalog; databases and indexes; reference service and research consultation; interlibrary loan; information literacy instruction. These are described at http://www.rollins.edu/library/services/index.html.

- **Cooperative Agreements.** Cooperative agreements with local libraries include borrowing privileges at the University of Central Florida Library for Rollins faculty, students, and staff who are in good standing at the Olin Library. Application information can be found at http://www.rollins.edu/library/services/alumnicommunity.html.

- **Faculty Services.** Special services for faculty include one year check-out (all materials subject to recall and due for return or renewal by May 15th); reserve service to make library or personal materials available to students; customized information literacy instruction to meet the needs of specific classes. For more information, please see, http://www.rollins.edu/library/forms/index.html.

- **Collection Development.** The major portion of book collection development is via faculty requests. Requests are accepted throughout the year. Journal and digital resource collections are developed by the library faculty in close consultation with faculty from other disciplines.

- **Policies.** For details concerning library holdings, services or policies please consult the website at http://www.rollins.edu/library/index.html.

**LOST AND FOUND**
The Campus Safety Office, see http://www.rollins.edu/campus-safety/ for additional information, operates a lost and found service.

**THE LUCY CROSS CENTER FOR WOMEN AND THEIR ALLIES**
Named after one of Rolls’ first graduates, the Lucy Cross Center was established in 2010 to forward the interests of women and their allies. The Center provides an open door to women, allies, the LGBTQ+ community, and others seeking a place to talk, solve problems, or study. Located on the first floor of the Chase Building, Lucy’s “doors are always open;” See http://www.rollins.edu/lucy-cross-center/ for additional information.

**MAIL SERVICES**
The Campus Post Office (407-646-2535) is located in the lower level of the Mills Memorial Center. Window service available Monday-Friday. Outgoing U.S. mail is picked up at 3:00 p.m., Monday-Friday. Personal and inter-department mail may be mailed through the Post Office; individuals are responsible for personal mail postage. The post office website is http://www.rollins.edu/post-office/index.html.
• **Addresses.** All faculty and staff within a department have the same four-digit campus box number. It is imperative that incoming mail be addressed as follows:
  
  Your Name  
  Department  
  Rollins College  
  1000 Holt Avenue- ### (your box number)  
  Winter Park, FL 32789-4499  

  Campus mail requires only a name and box number. Mail without a department box number may be delayed. Department mail going to the United States Postal Service (USPS) must have a Postage Request Form listing your name, department, and postage code.

• **Drop Off and Pick Up.** Each department has a drop off/pick up point that is serviced by the campus mail courier unless the department chooses to have its own designated mail delivery person. Incoming FedEx and United Parcel Service (UPS) deliveries will be delivered to your department. A FedEx drop-box (including FedEx mailing supplies) is located next to the College Warehouse (across from the Art Building). Pickup is Monday–Friday.

• **Services.** Services offered at the Campus Post Office include: first class mail express (overnight) priority (2-3 day); international parcel post media mail; certified mail; return/receipt delivery confirmation; signature confirmation; UPS; FedEx; insured mail; and stamp purchases.

**MARKETING & COMMUNICATIONS**

The Office of Marketing & Communications is part of the College’s enrollment division and promotes and protects Rollins College’s reputation of excellence. But the team doesn’t do it alone. They work in partnership with other departments across campus to tell Rollins College’s story to a wide range of audiences—from the campus community and local communities here in Central Florida to people around the world. Among its many responsibilities, this office manages the content and design of the College’s official print and online communications, designs and maintains the website, aggregates College news and writes original content, manages official College social media channels, and handles media relations.

The team has in-depth knowledge about Rollins and its current communication affairs, which makes these staff members valuable partners when it comes to project strategy and execution. They’re able to shape messages and visual assets that are best targeted and understood by the intended audiences. To learn more about brand guidelines and other Marketing & Communications services, visit [http://www.rollins.edu/marketing-communications](http://www.rollins.edu/marketing-communications).

• **Marketing and Communications may reach out to you.** As a faculty member, you’re a part of Rollins College’s story and its reputation of excellence. From time to time, members from the Marketing & Communications team may reach out to you personally to request specific information about a class you’re teaching, a collaborative research project you’re conducting with a student, or other projects, writing, and research you’re doing on your own. And because you’re an expert in your field, you may also receive requests from the team for your response to media inquiries about timely local and national topics that relate to your expertise.

• **You may reach out to Marketing and Communications.** You’re also encouraged to contact Marketing & Communications when you know of a potential opportunity to promote the College’s reputation of excellence.

Did you recently publish or perform your work, present at a conference, or win an award? You can submit information about your milestone for publication in Rollins360’s faculty highlights section. Go to [http://www.360.rollins.edu/submit-news](http://www.360.rollins.edu/submit-news).
Do you have a story idea or do you need help with a potential project? You can submit a project request and meet with the College communication experts and talk about the possibilities. Go to http://www.rollins.edu/marketing-communications/project-requests.

MEETING ROOMS AND CAMPUS FACILITIES (SCHEDULING)
The primary purpose of Rollins College facilities – e.g. classrooms, meeting rooms, common space, residence halls, grounds, etc. – is to serve the College’s academic and operational activities. The scheduling of classrooms, labs, and meeting rooms for specified courses is handled by the Office of Student Records, the Hamilton Holt School, and the Crummer Graduate School. The scheduling of classrooms, other facilities, and outdoor spaces on campus – outside of specified courses – is coordinated by Scheduling & Event Services. For more information, please see http://www.rollins.edu/scheduling-event-services/index.html.

NOTARIES
Public notaries can be found in several offices around campus. Please see http://www.rollins.edu/human-resources/resources/notary-services.html.

PARKING AND TRAFFIC REGULATIONS
Rules and regulations concerning the use of motor vehicles on the Rollins College campus are administered by the Campus Safety Department. All students, staff, and faculty, are requested to comply with Rollins traffic policies in order to provide for safety and maximum use of existing facilities, and to preserve harmony in the communal life of the campus. Rollins’ traffic regulations, revised as necessary, are available online at www.rollins.edu/campus.../traffic-parking-policy-rollins-college.pdf. These regulations include information on where parking is allowed and list the fines for failure to obey traffic rules. It is important that all motor vehicles of Rollins College students, faculty, and staff, be registered with the College and identified with a current parking decal. Bike racks are located throughout campus. For further information contact Campus Safety at http://www.rollins.edu/campus-safety/traffic-parking/index.html.

PAYROLL
Payroll is disbursed via direct deposit on the scheduled pay date. A pay advice will be emailed to employees two-three days prior to the deposit and may be accessed using the last four (4) digits of the employee’s social security number.

Faculty will receive annual salary in nine equal payments from September-May of the academic year. Pursuant to IRS Section 409A regulations, Rollins College allows faculty a choice to defer pay over 12 equal payments instead of 9 payments. Faculty and exempt (salaried) staff may request their salary in twelve equal payments by submitting the Deferred Pay Election Form to Human Resources before the first day of the academic year in which they will be paid (i.e., by no later than August 31st of the year prior). Please request the form from Human Resources.

The election to defer pay over 12 months is irrevocable during the academic year and will remain in place in future years unless the employee requests a change in writing. If the employee does not make a deferral election by the August 31st deadline, pay will be disbursed over the 9 months of the academic year. For more information, please see http://www.rollins.edu/human-resources/services/payroll.html.
PRE-COLLEGIATE PROGRAMS
The Rollins Upward Bound program is a Federally-funded TRiO program. Upward Bound has been a program at Rollins since 1980 and serves historically underserved students from middle and high schools across Orange and Osceola counties with the goal of increasing college access and awareness. For more information, please see http://www.rollins.edu/pre-collegiate-programs/index.html.

PURCHASING
At Rollins College, most purchasing actions are conducted by academic and administrative department employees. Purchasing requires obligations for ethical behavior, compliance with government regulations, proper transaction documentation and fiscal responsibility. The College’s interests are generally best served when individual departments choose the specific products and services to be used. Rollins College’s decentralized purchasing environment means that departments must ensure that sound fiscal management practices are followed and that the purchase of goods or services needed to conduct their activities is made from the best source considering price, quality, and service.

There are several methods that may be used to request items or services. They include: direct check requests, purchasing credit card (P-Card), and purchase requisitions and orders. Purchasing procedures are described fully at http://www.rollins.edu/purchasing/policy-procedure/index.html.

- **Direct Pay/Check Request**. Used to request payment for purchases not covered by a purchase order or P-Card. There is an online process whereby direct pays are submitted and approved. Complete the Direct Pay/Check Request within Foxlink under the Employee tab and upload your supporting documentation. Once approved, it will be automatically routed to Accounts Payable for processing.

- **Purchasing Card**. The Rollins College Purchasing Card (P-card) is intended to provide an efficient, cost-effective method of purchasing and paying for small dollar transactions within established usage limits. The program is designed to replace a variety of purchasing options such as small-dollar purchase orders and direct payment vouchers, and reduce the need for expense reimbursement requests, departmental cash advances and petty cash reimbursements. For more information, please see http://www.rollins.edu/purchasing/.

- **Purchase Requisitions and Orders**. A purchase requisition may be submitted to Purchasing requesting product/service for which cost is in excess of the department’s maximum purchasing card transaction limit. Purchasing will determine if bidding is required and award a purchase order accordingly.

Each Rollins College department will determine the specific type of service, equipment and/or supplies required for normal operation within its given budget allocation. The Purchasing Department can assist the department in identifying the appropriate item(s). Advance planning is a critical success factor in the procurement process. Sufficient advance notice must be given to allow the Purchasing Department to obtain the necessary quotes and to plan for the anticipated delivery lead-time. Purchases made in a rush often result in a combination of poor quality, higher prices, and higher freight costs. Departments are encouraged to contact the Purchasing Department well in advance for major projects or technically complex needs to plan for the acquisition of equipment and supplies. For more information, please see http://www.rollins.edu/purchasing/policy-procedure/index.html.

- **Purchases with Special Requirements**. These include Emergency Purchases; Sole Source Items; Computers; Computer Equipment; Audio-Visual Equipment; and Furniture. Please see http://www.rollins.edu/purchasing/policy-procedure/index.html.

- **Office Supplies**: Contact Purchasing at 407-646-1506 for details.
- **Goods and Services that require the review and approval of specific College departments other than the Purchasing Department** are listed at [http://www.rollins.edu/purchasing/policy-procedure/index.html](http://www.rollins.edu/purchasing/policy-procedure/index.html).

- **Purchases of Goods and Service for Private Use.** The policy is described at [http://www.rollins.edu/purchasing/policy-procedure/index.html](http://www.rollins.edu/purchasing/policy-procedure/index.html).

- **Unauthorized Purchases.** Regardless of the dollar amount or method, all purchases must be appropriate and necessary for college purposes. Purchases that are not appropriate or necessary will **not** be approved/reimbursed.

- **Contracts.** All contracts above $3,000 must be signed by the VP for Business & Finance. Prior to signature, they must be reviewed by the AVP for Risk Management for provisions including liability, default, indemnification, and insurance. Contract form is in Foxlink under the Employee Tab, Contract Approval.

- **Conflict of Interest and Gratuities.** Rollins College does not purchase goods and services from companies or individuals where there is a recognized potential for conflict of interest.

**RELIGIOUS LIFE**

The nurture of the religious life in the Rollins community is the mission of the Knowles Memorial Chapel, whose activities are coordinated by the Dean of Religious Life. The building, designed by Ralph Adams Cram and given by Mrs. Frances Knowles Warren in memory of her father, one of the founding trustees of the College, was dedicated in 1932. Its character and program are interdenominational in seeking both to serve and support persons in a variety of faith-traditions and to emphasize convictions and commitments they share with one another. The chapel is also designed to be the place for the observance of special days that commemorate the College's history and purpose, such as convocations, anniversaries, and baccalaureates.

An interdenominational service is held each Sunday during the academic year. Gatherings for spiritual responses to special crises or celebrations, memorial services, and weddings are also held. During the Christmas season, services of Lessons and Carols have long been a tradition for the community as well as the College. As a liturgical center, the Chapel is the home for Sunday evening Catholic Masses, a variety of musical events, weddings, baptisms, funeral and memorial services. As a place of quiet and retreat the Chapel offers a daily place for meditation, prayer and peace. In addition, several student organizations foster religious life. For more information about the Chapel, please see [http://www.rollins.edu/chapel/](http://www.rollins.edu/chapel/).

**RESIDENTIAL LIFE AND EXPLORATIONS**

With a few exceptions, all full-time CLA students with less than 60 semester hours must live on campus. Residential Life and Explorations is committed to creating inclusive, secure and well-maintained learning environments that are conducive to, and focused on holistic student development, student learning, and success. This office also oversees new student orientation, peer educators (resident assistants, peer mentors), living learning communities, and supports the Rollins College Conference (RCC) program.

A variety of programs and resources are offered to assist students with their transition to college and help them engage in a lifelong pursuit of scholarship. Residential Life and Explorations focuses on synthesizing the liberal arts academic curriculum, student development, leadership development, and community engagement to help students become responsible leaders and global citizens. In order to accomplish this mission and support the College, Residential Life and Explorations recognizes that the work that needs to be done is bigger than the department alone. As such, intentional collaboration with students, faculty and staff is critical to the Office’s success. For more information, please see [http://www.rollins.edu/residential-life-explorations/index.html](http://www.rollins.edu/residential-life-explorations/index.html).
STUDENT MEDIA
Student publications include the student newspaper, *The Sandspur*; the *Tomokan* yearbook; *Brushings*, the student literary magazine; *The Independent*, an independent publication; the WPRK-FM radio station, and Tars Media Production, commissioned projects from Rollins campus departments. For more information, please see http://www.rollins.edu/student-affairs/community/student-media.html.

TUTORING AND WRITING CENTER
The Thomas P. Johnson Tutoring and Writing Center is a comprehensive academic support center with programs designed to challenge students to take responsibility for their own learning and provide them with the tools and feedback to develop learning strategies to achieve academic success.

The Writing Center, staffed by trained peer consultants from across the curriculum, welcomes writers at any stage of the writing process, from brainstorming to revising to final editing. Writers of all abilities benefit from trying out their work on an audience. Through one-on-one conversations and occasional group sessions, consultants serve students, sharing strategies, questioning rhetorical choices, and then summarizing their discussions on a form given to clients and copied to professors. For more information about the Center, please see http://www.rollins.edu/library/twc/writingconsulting.html.

The Peer Tutoring Program trains peer tutors nominated by faculty to work with students in most academic departments. Since peer tutors have recently succeeded in these courses, they can guide student clients in trying more effective reading, learning, and problem-solving techniques and can give feedback on students' understanding of course concepts, in preparing for class, for tests and in the early stages of writing papers. Tutors can monitor students' strategic use of these skills in later sessions, both individual and group. Professors and student clients receive copies of the tutoring notes made during each session. For more information about the program, please see http://www.rollins.edu/library/twc/tutoring.html.

TITLE IX
As Rollins continues to strengthen our commitment to preventing and addressing all forms of sex and gender based discrimination (sexual harassment, sexual violence, stalking, and intimate partner violence) the College has established a dedicated position of Title IX coordinator and part-time investigator on our campus. The Office of the Title IX Coordinator serves as the primary point of contact and education and resource center for all sexual assault prevention, reporting, bystander training, and outreach activities on campus. Collaborating closely with the Wellness Center, the Title IX office works to help promote a more effective and coordinated response for victims of sexual assault and harassment. Please see http://www.rollins.edu/sexual-misconduct/index.html for policies, resources, and processes.

WELLNESS CENTER
The Wellness Center provides both Health Services and Counseling Services for all undergraduate residential, Holt evening, and Crummer students. Emergency sessions are always accepted, however, appointments are strongly encouraged. After regular business hours, (Monday-Friday 8:30 – 5:00), call 911 or visit the Wellness Center website for a list of local clinics. That website can be found at http://www.rollins.edu/wellness-center/frequently-asked-questions/index.html.

Health and counseling appointments are offered free of charge to all currently enrolled undergraduate and graduate students. Counseling Services include individual counseling; group counseling, victim advocacy, and referral to off-campus professional resources and consultation. Faculty can consult confidentially with the counseling staff about a student, classroom problem, or other professional matters. All student counseling is confidential and does not appear on any college record. For more information about Counseling Services, please see http://www.rollins.edu/wellness-center/counseling/index.html.
Health Services include well care exams, sexual and reproductive health testing and counseling and episodic care (e.g. for colds, flu). A description of these services can be found at: http://www.rollins.edu/wellness-center/health-services/index.html.

**WPRK-FM 91.5**

WPRK is an FM radio station owned by Rollins and licensed by the Federal Communications Commission (FCC) to broadcast at 91.5 megahertz. The studio is located in the basement of the Mills Memorial Center and covers the Winter Park/Orlando/Maitland area. WPRK broadcasts Rollins events and provides educational opportunities for faculty and students. Programming includes an eclectic mix of musical genres, sports, news and specialty shows. For more information, please see http://wprk.org.