

# Converse University Adjunct Handbook

2023-2024

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# Welcome from the Provost

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Welcome to Converse University! As a member of our outstanding faculty, you are among a group of dedicated professionals who put a premium on excellence in teaching, the success of our students, and thoughtful mentorship of both undergraduate and graduate students. At Converse, we put students first.

We're delighted to have you as a colleague in the Converse University community. We recognize and value your expertise, your passion for teaching, your dedication to high academic standards, and your commitment to student learning. Indeed, we are happy to have you here, and we look forward to supporting your work.

This *Handbook* includes important information regarding Converse's policies and procedures, particularly those related to your responsibilities and to the support of our students. Please familiarize yourself with its content and seek clarification when needed from your department chair. Additional information is found in the *Converse University Faculty Handbook*.

I trust you will have a successful experience here at Converse, one that is personally and professionally rewarding. Thank you for your commitment to our students.

Respectfully,

Dr. Joe Wilferth  
Provost & Vice President for Academic Affair

## The Mission of the University

On July 1, 2021, Converse formally acknowledged its long-held university status with a name change to Converse University. Converse University encompasses the School of Liberal Arts and Sciences, The School of Business and Data Science, The School of the Arts; and The Graduate School. And while Converse is co-educational across all programs, through the programming of the Converse College for Women, we reaffirm the founder's conviction that a small undergraduate residential liberal arts University is a uniquely powerful environment for developing women's talents.

### **Our Mission**

Converse empowers students to become transformative leaders who see clearly, decide wisely, and act justly.

### **Our Vision**

Converse advances a culture of belonging and collaboration that ignites creativity, innovation, and transformation.

### **Our Core Values**

Converse prides itself on a culture of belonging and collaboration that ignites creativity, innovation, and transformation. Supporting our mission are seven core values that guide Converse's commitment to creativity and the development of wise leaders.

These enduring beliefs serve as the compass for Converse. They transcend time, extend across the institution, and guide our actions and decisions.

**EXCELLENCE** drives us to achieve the best in all that we pursue; to develop competence, confidence and courage to realize full potential in mind, body and spirit.

**INTEGRITY** calls us to cultivate and exercise honor, character and vision in daily decisions and actions; to act honestly and justly when confronted with ethical dilemmas and life's challenges.

**EXPLORATION** compels us to think critically and creatively in the acquisition of knowledge and skills; to discover and enrich scholarship and research, disciplines, methods and vocations through hands-on learning and leadership and through discovery, discourse and debate.

**DIVERSITY** inspires us to embrace the different perspectives, experiences, cultures, backgrounds, talents and contributions that comprise a global society; to enhance and expand inclusivity as we build a stronger multi-dimensional community.

**RESPECT** leads us to value self and others, recognizing the legitimacy of individuality in belief, expression and perspective; to exercise civility, mindfulness and responsibility in words and actions.

**COMMUNITY** motivates us to develop a dynamic network of relationships through a balance of work and play that nurtures the abilities of each member in order to establish a better whole; to mentor, collaborate and communicate as engaged citizens who effect positive change.

**PROGRESS** challenges us to think strategically toward the future by employing creativity, adaptability, ingenuity and innovation; to advance and transform the world around us.

## The Founder's Ideal

"It is my conviction that the well-being of any country depends much upon the culture of her women, and I have done what I could to found a University that would provide for women a thorough and liberal education, so that for them, the highest motives may become clear purposes and fixed habits of life; and I desire that the instruction and influence of Converse University be always such that the students may be enabled to see clearly, to decide wisely, to act justly; and that they may learn to love God and humanity, and be faithful to truth and duty, so that their influence may be characterized by purity and power.

"It is also my desire and hope that Converse University will always be truly religious but never denominational. I believe that religion is essential to all that is purest and best in life and after. I wish the University to be really, but liberally and tolerantly, Christian; for I believe that the revelation of God in Christ is for salvation; and I commend and commit the University to the love and guidance of God, and to the care, sympathy, and fidelity of my fellowmen."

- Attributed to Dexter Edgar Converse

## Administrative Structure

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### Administrative Officers Summary

Converse University is ultimately a community of caring and capable people who support one another and who work to achieve the mission of the institution. In other words, you are entering a community of colleagues who, depending on the responsibilities of their office, aim to support you and the success of our students. Below are slightly truncated descriptions of select administrative offices on campus, particularly those you are most likely to need. Fuller descriptions, plus a list of responsibilities, are available in the *Faculty Handbook*.

#### **President of the University - Boone Hopkins**

The President is the administrative and chief executive officer of the University. The President exercises complete executive authority, subject to the direction of the Board of Trustees, and is responsible for carrying out the policies of the Board of Trustees. Similarly, the President is the leader and official spokesperson for the University and promotes the educational excellence, general development, and welfare of the University. The President defines the authority of faculties, councils, committees, and officers of the institution. All projects, programs, and institutional reports undertaken on behalf of the institution are subject to the President's authorization and approval.

### **Provost & Vice President for Academic Affairs - Joe Wilferth**

The Provost is the chief academic and student life officer of the University. As such, the Provost oversees our educational and student life programs. The Provost focuses on academic and student life strategic planning and implementation, especially for curricular development, faculty resource planning, student development and success, and enrollment and resource growth. Additionally, the Provost oversees compliance with federal and state regulations for the academic and student life programs and with general and specialized accreditations, particularly by working with the Director of Institutional Research and Effectiveness.

### **Associate Provost for Student Success - Will Case**

The Associate Provost for Student Success serves as Director of Student Development and Success, assists in the development and administration of the First Year Experience, administers and develops the advising program, coordinates the administrative role in student retention, oversees and administers decisions for student petitions for exceptions to curricular requirements, coordinates the advisement of transfer students, and more.

### **Associate Provost for Research and Engagement - Neval Ertürk**

The Associate Provost for Research and Engagement leads the University's efforts to direct, expand and guide research, scholarship, and creative mission. The Associate Provost for Research and Engagement is responsible for overseeing research compliance entities, policies, procedures, and educational programs that support research and related activities, including aligning the office's goals with the University's strategic priorities. The associate provost for research in collaboration with the academic deans and the grant office encourages the development and implementation of high-quality research initiatives and establishes and maintains a culture of responsible conduct of research among faculty, students, and staff, provides strategic support during the process of grant application, and promotes adherence to all governmental, university, and sponsoring agency regulations during the research process including compliance with all SACSCOC and other applicable accrediting bodies.

### **Dean of the Converse College for Women - Chandra Hopkins**

The Dean of the Converse College for Women is a member of the President's Cabinet and reports to the Provost. In the role as Dean of the Converse College for Women, the CCW Dean leads the programmatic planning for the Women's College along with recommendations from the Student Experience Transition Committee and develops the signature experiences and possible courses that distinguish the Women's College within Converse University. This role also builds on the historic and important tradition of the Women's College and continues the invaluable connection between the strong alumnae network and current students of Converse.

### **Dean of the School of the Arts - Chris Vaneman**

The Dean of the School of the Arts is appointed by the President upon the recommendation of the Provost. This Dean provides leadership to the School of the Arts and its component units: the Petrie School of Music, the Department of Theater and Dance, and the Department of Art and Design. The Dean of the School of the Arts focuses on supervision of department chairs, the professional development of the faculty within the School and, working with the Provost, on hiring, annual review, and tenure and promotion review of faculty. Additionally, the Dean focuses on support of students in the School's academic programs, including supervising resolution of student complaints beyond the department chair level. The Dean of the School of the Arts reports to the Provost, performing the duties they delegate and, in general, is responsible for all academic affairs within the School of the Arts.

### **Dean of the School of Liberal Arts & Sciences - Erin Templeton**

The Dean of the School of Liberal Arts & Sciences is appointed by the President upon the recommendation of the Provost. This Dean provides leadership to the School and its component departments. The Dean of the School of Liberal Arts & Sciences focuses on supervision of department chairs, the professional development of the faculty within the School and, working with the Provost, on

hiring, annual review, and tenure and promotion review of faculty. Additionally, the Dean focuses on support of students in the academic program, including supervising resolution of student complaints beyond the department chair level. The Dean of the School of Liberal Arts & Sciences reports to the Provost, performing the duties they delegate and, in general, is responsible for all academic affairs within the School.

#### **Dean of the School of Business & Data Science – Erin Templeton (interim)**

The Dean of the School of Business & Data Science is appointed by the President upon the recommendation of the Provost, who provides leadership to the School of Business & Data Science, including its component departments. The Dean of the School of Business & Data Science focuses on supervision of department chairs, the professional development of the faculty within the School and, working with the Provost, on hiring, annual review, and tenure and promotion review of faculty. In addition, the Dean focuses on support of students in the School's academic programs, including supervising resolution of student complaints beyond the department chair level. The Dean of the School of Business & Data Science reports to the Provost, performing the duties they delegate and, in general, is responsible for all academic affairs within the School. The Dean of the School of Business & Data Science represents the School on the Leadership Council.

#### **Dean of The Graduate School – Lienne Medford**

The Dean of The Graduate School is appointed by the President upon the recommendation of the Provost. This Dean serves as Chair of the Graduate Admissions Committee, Graduate Faculty, and Graduate Council; develops and approves all off-campus Graduate work, including contract courses; works with the Department of Education at Converse to process certificate renewals with the State Department of Education; works directly with the Provost and the Director of Institutional Research and Effectiveness to ensure program quality and compliance with all accreditation and other regulatory requirements; and more. The Dean of The Graduate School focuses on supervision of department chairs, the professional development of the faculty within The Graduate School and, working with the Provost, on hiring, annual review, and tenure and promotion review of faculty. Additionally, the Dean focuses on support of students in The Graduate School's academic programs, including resolution of student complaints beyond the department chair level.

#### **Director of the Carroll McDaniel Petrie School of Music – Susana Lalama**

The Director of the Petrie School of Music assists the Dean of the School of the Arts in the administration of the School of Music. The Director of the Petrie School of Music oversees the operation of the Petrie School of Music's academic and music performance programs, including operational responsibility for education and performance standards (including academic standards, examinations and student juries, advisory review of transfer transcripts, and class attendance) and reports to the Dean of the School of the Arts.

#### **Registrar and Director of Institutional Research & Effectiveness – Kendra Woodson**

The Registrar is responsible for the accurate, timely, and secure management of students' academic records, attendance, class enrollments, schedules and catalogs in accordance with federal and state laws, as well as University rules and policies. Reporting to the Provost, the Registrar is charged with the overall operations for the Office of the Registrar including the entire registration process, transfer credit process, transcripts and graduation. The Registrar offers strong leadership, technical, and interpersonal skills and acts as a central resource for academic and policy information related to student records management. Please take advantage of the Office of the Registrar for matters that fall under the responsibility of that office.

#### **Director of Mickel Library – Wade Woodward**

The Director of the Mickel Library provides administrative oversight of and responsibility for all areas of the Mickel Library including the coordination of planning, development, and maintenance of an appropriate environment for the utilization of library resources and services. [See more about Mickel Library later in this document.](#)

## Department Chairs

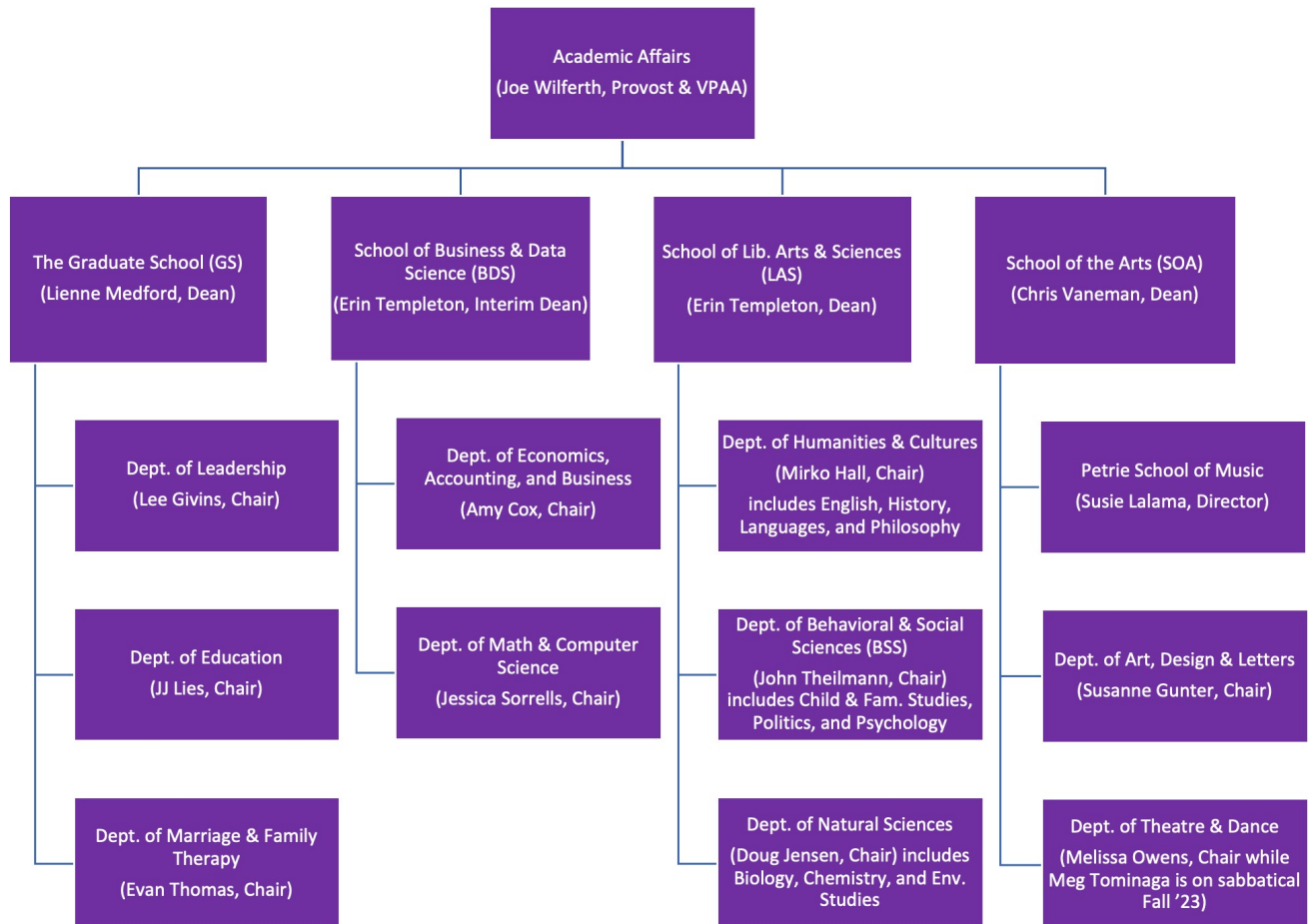
Academic Deans appoint department chairs; department chairs report to the appropriate academic Dean. The position of department chair requires professional leadership and substantial responsibility. Specifically, department chairs lead departmental faculty in academic planning and in curriculum development. Chairs are expected to assume full responsibility for the results of their leadership insofar as these results affect the efficiency and the morale of their departments. Chairs are responsible for the effective teaching and faithful performance of other duties of the faculty in the department, including the teaching performance of adjunct faculty.

The following organizational chart may assist you in understanding the structure of Academic Affairs at Converse University. Of course, your department chair is most readily available to answer questions and address classroom and/or departmental matters.

## Organizational Chart of Academic Programs

The following organizational chart reflects the structure of the Schools and Departments, including their academic leaders, within Academic Affairs. The Converse College for Women, Mickel Library and other areas within Academic Affairs are not included in this chart. It represents only our academic programs.

### ACADEMIC AFFAIRS (Schools & Departments) – Academic Year 2023-24



# On-Campus Resources

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## Human Resources

All adjunct faculty need to schedule an orientation with the Human Resources Department within three days of employment. At this meeting you will complete paperwork and review certain policies. You will need to complete the following forms:

- W-4 form
- Direct Deposit form
- I-9 Employment Eligibility Verification--Two forms of identification are required

Please allow at least thirty minutes to complete the process.

## Campus Safety

Campus Safety is available to you and your students at all times and every day of the year at 864-596-9026 (9026 on campus). Emergency call boxes with blue lights are located around the campus.

## Campus Technology

Campus Technology (864-596-9457) will assist you in setting up your Converse email account, including your password. Regular university-wide communication is conducted via email and through the Converse website, so you are expected to keep up with such communications on a regular basis. Likewise, we take cybersecurity very seriously both on campus and off campus, so do not share your password with others. All work done on the Converse network, including the entering of grades, must be done by the account holder.

## Academic Calendar

The academic calendar is posted on the Registrar's pages on our website, at <http://www.converse.edu/office/registrar/academic-calendars-exams/>. Faculty members are expected to meet all classes during each semester. If you must be absent, be sure to contact your department chair before the absence and, wherever possible, arrange for your students to do work in your absence. Converse faculty do not hold classes during scheduled breaks.

## Other Resources

Student Development and Success - 864.596-9134  
Student Accessibility Services - 864.596.9027  
Career Development - 864.596-9614  
Writing Center - 864.596.9692  
Residential Life - 864.596-9016  
Campus Safety - 864.596-9026  
Chaplain - 864.596-9078  
Director of Counseling and Wellness - 864.596.9595  
Wellness Center - 864.596.9258  
Athletics - 864.577-2050  
Human Resources - 864.596-9213  
Campus Technology - 864.596.9457



# Responsibilities of Adjunct Faculty

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## Adjunct Teaching

Converse University puts a premium on instructional excellence and student learning. We value academic rigor and high academic standards that ultimately push our students to learn, to achieve, and to become **transformative leaders who see clearly, decide wisely, and act justly**. Instructional excellence, therefore, requires a great deal of planning and true commitment to the learning and success of others. Therefore, adjunct faculty must meet the qualifications for teaching courses assigned to them. Those qualifications are determined by the appropriate academic Dean in consultation with the Provost.

## Faculty Absences - If you must miss class...

Faculty are expected to meet all assigned classes and laboratories on a regular basis for the required/allotted time. Faculty who miss classes must arrange for a colleague or other professional to fulfill the assignment and should report the absence from class to the department chair. In some cases, students may be given out-of-class assignments during the absence of the instructor. In no case should students be left unsupervised in studios or laboratories. An illness that may result in absence beyond two class meetings requires notification of the appropriate dean.

## Student Grades

All deadlines for the submission of grades must be met. This includes the submission of midterm grades and final (or end-of-term grades). All faculty submit grades online, not by mail or email, to the Office of the Registrar.

All faculty-initiated changes of final course grades except for recommendations of the Honor Board must be approved by the academic dean of the school in which the course was taken.

Final course grades entered online by the instructor of record in each course or accepted by the Registrar's Office may be changed only when 1) the professor demonstrates that an error has been made in reporting the grade or in determining the basis of the grade assigned, or 2) the Honor Board (in the case of currently enrolled students) or the dean (in the case of formerly enrolled students) determines that there is clear evidence that the grade was assigned on the basis of fraud or deception on the part of the student.

## Class Attendance and Absence Policy

Course attendance requirements are set by each professor, within the limits of this policy and applicable laws, regulations, and accreditor requirements. Faculty requirements, chiefly with regard to the effect (if any) of unexcused absences on assignment or course grades will be included on the syllabus for each course.

Students cannot be withdrawn from courses by faculty because of absences.

Faculty may require students to make up work missed during or due to excused absences but may not impose any grade penalty in any form for work missed during or due to excused absences.

In the event of documented medical conditions, including but not limited to those established by academic accommodations plans, absences will be considered to be excused.

Absences due to participation in intercollegiate athletic competition (but not practices) will be considered to be excused.

Absences due to participation in official University functions will be considered to be excused. Approval of absences due to official University functions and thus excused will be made by and communicated through the offices of the academic deans.

If for any student in a course the total number of absences due to medical conditions, participation in intercollegiate athletic competition, official University functions, or other excused absences reaches a point that compromises the integrity or essential learning outcomes of the course, the instructor will consult with the Director of Student Success to develop a plan of action for that student. In determining course policies regarding when student absences would compromise the integrity or essential learning outcomes of a course, faculty should consider the following (adapted from the findings of an Office of Civil Rights letter in a case involving the question of when attendance is an essential part of a class and thus not open to accommodation):

- What attendance policies are included in the course syllabus?
- Is attendance used to calculate any part of the final course grade and so specified in the syllabus?
- Does the fundamental nature of the course rely on student participation as an essential method for learning?
- Does the course design include significant classroom interaction between the instructor and students and among students?
- Do in-class student contributions constitute a significant component of the learning process in the course?
- To what degree does a student's failure to attend constitute a significant loss to the educational experience of other students in the class?

For absences due to participation in intercollegiate athletics and curricular or co-curricular events:

Student athletes are responsible for notifying faculty of individual competition schedules in advance of any absence. Competition rosters and schedules will be provided by the Director of Athletics to the Director of Student Development and Success, in advance of advising periods. The Director of Student Development and Success will provide these schedules and rosters to all faculty advisors prior to each advising period. Faculty advisors are encouraged to help student athletes avoid course/competition conflicts wherever possible when creating future course schedules.

Faculty should accommodate to the extent possible the competition schedules of their students. Such accommodation can include arranging for make-up work, creating substitute experiences for students, and virtual participation in classroom activities through electronic means (when possible).

Faculty are strongly encouraged to communicate with the student, the Associate Provost for Student Success and the Director of Athletics in any case where the competition schedule appears to create a pattern of absences that will compromise the integrity or essential learning outcomes of the course. In those cases, both coaches and faculty are encouraged to seek specific compromises and solutions. In any case where compromise has not been able to be reached, the Provost will determine the course of action.

## Responsibilities of the Faculty Member: Course Syllabi

### Course Syllabi

Instructors are required to prepare syllabi for all courses including Directed Independent Studies and Internships for both undergraduate and graduate students. Syllabi should be made available to students electronically via Canvas or email. All courses have "shell" information for Canvas delivery.

Syllabi should not be distributed in hard-copy. Questions regarding Canvas setup should be addressed to the Director of Distance Education.

*Faculty are encouraged to post their syllabi in advance of the first day of class. Faculty must submit their syllabi electronically to the Course Management page found on the Faculty section of*

my.converse.edu. The appropriate naming structure is acronym, course number and section with term and year (an example, THR120.01-FA12). Abbreviations for the terms are FA=Fall, JA=Jan Term, SP=Spring, S1=Summer 1, S2=Summer 2, S3=Summer 3.

While instructors have some flexibility in how they set up the syllabus, the following information must be included:

- Course number and name of course;
- Semester course is taught;
- Professor's name, office location, telephone number, e-mail address, and office hours;
- A statement about the importance of the Honor Code and any specific directions regarding the Honor Code that you wish to call to the attention of the students;
- The following statement: "Students with documented disabilities who would like to request academic accommodations should review and complete the form on my.converse.edu under Students > Student Life > Student Accessibility Services. Questions can be directed to Sami Singleton, Case Manager for Student Accessibility Services, at sami.singleton@converse.edu or by calling (864) 596-9027."
- Course description;
- Course objectives;
- Required books and other instructional materials;
- The course grading policy, to include a scale describing the criteria for a method of calculating the mid-term grade and final course grade. Faculty should clearly identify the quantitative or qualitative scale for determining each letter grade, including the weights (if any) given to assignment grades and any weight given to attendance;
- The course attendance policy, which must be in compliance with the University's attendance policy;
- Information regarding course assignments and, where appropriate, due dates for assignments;
- Required means of submitting course work (hard copy, on-line) and policy regarding late work;
- The University's Title IX statement (or the substitute statement created by the Faculty Senate): In accordance with Title IX of the Education Amendments of 1972, Converse prohibits discrimination and harassment on the basis of sex. Converse strongly encourages the prompt reporting of, and is committed to a timely and fair resolution of, complaints of sex discrimination and harassment by students, faculty, staff, and third-party contractors. Sexual harassment includes quid pro quo harassment, sexual assault, dating violence, domestic violence, and stalking. Incidents of sex discrimination should be reported to the Converse Title IX Coordinator, as outlined in the Sex Discrimination and Harassment Policy and the Title IX Sexual Harassment Grievance Procedures. The policy and grievance procedures can be found on the Title IX page on my.converse.edu. Reports may be filed anonymously at [https://my.converse.edu/ICS/Offices/Human\\_Resources/Title\\_IX.jnz](https://my.converse.edu/ICS/Offices/Human_Resources/Title_IX.jnz).
- Special directions that are relevant for a particular course; and
- Graduate requirements for dual listed courses.

Any revisions or changes in assignments or requirements from the original syllabus (submitted to students at the beginning of the term) that affect the last three days of fall or spring term or the last day of January term must be announced at least two weeks prior to the last day of class in fall and spring terms and one week prior to the last day of class in January term.

## Student Complaints against Faculty Members

*Note:* This policy does not include student complaints against faculty members regarding claims of discrimination on the basis of race, color, and national origin; sex (including pregnancy, parental status, or sex stereotypes); disability; or age. Students who believe they have been discriminated against on the basis of any of these four conditions should use the grievance policy as stated above.

1. Students are encouraged to contact professors to discuss any concerns students have about grades, faculty performance in the classroom, or faculty behavior toward students not included in the four categories (race, etc.) immediately above. Professors have office hours that are published on the door to their office and are on the syllabus for the class. Students wanting to talk with

professors should speak with the professor before or after class, call the professor on the phone, or communicate via email to set up an appointment. Students who are not comfortable raising an issue or complaint with the faculty member should communicate with the department chair.

2. If the student and the professor cannot resolve the issue, the student should make an appointment to talk with the department chair. The department chair will work with the student and the faculty member to attempt to resolve the issue.
3. If the student and the department chair cannot resolve the issue, or if the student's professor is the department chair, the student should go to the appropriate academic Dean. The Dean will attempt to resolve the issue and may consult with the Provost in doing so. The decision of the Dean is final.

## Office Hours

Faculty must provide time each week during terms in which they are teaching for appointments with students. Office hours must be posted on the faculty member's door and listed on all syllabi. Faculty member office hours must be emailed by each faculty member to the appropriate academic dean within one week of the start of each academic term.

## Policies

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### Honor Tradition information for Faculty

Each student of Converse, by virtue of enrolling, is bound by, commits to abide by, and strives to actively support the Honor Tradition.

#### ***Reporting a Violation of the Honor Tradition***

In order to preserve the effectiveness of the Honor Tradition, reporting a violation of the system is of utmost importance. Faculty, instructors, staff and students must report probable violations, within a reasonable timeframe, to the appropriate individual(s). If an instructor suspects an honor violation, they should document the concerns and confront the student as soon as possible. The accusing person should request a private meeting with the accused student where the specific charge should be discussed. The accusing person will note the charge and ask the accused student to make contact with the Honor Board Chair. The accusing person will then notify the Honor Board Chair of the meeting and the charge. Documentation of the incident in question should be made by all parties on the Honor Violation Incident Report form available on the Student Life/Student Government web page or through email to [honorboard@converse.edu](mailto:honorboard@converse.edu).

Additional documents or evidence should be given directly to the Chair of the Honor Board. The Honor Board Chair and/or Vice Chair, in collaboration with the Honor Board Advisor, will review submitted documents and conduct an initial investigation to determine if there is sufficient evidence to move forward with a case. For details concerning the hearing process, sanctions, appeals, rights of the accused and responsibilities of the accused, please reference the *Student Handbook*, available online.

## Responsibilities of the Faculty Member: Exams and Exam Procedures

### Exams

A final examination period concludes the work of each term. All final examinations must be given during the examination period and within the hours designated. Examinations may not be given before the regular examination period. In some cases, an early examination may be approved by the instructor and the appropriate dean for exceptional reasons, such as for an academically oriented activity clearly related to the student's curriculum. For students enrolled in late afternoon or evening classes who cannot attend one of the scheduled examination sessions, instructors may schedule a specific

examination session during the examination period. Faculty may elect to schedule final exams or to allow students to self-schedule their exams. All syllabi must state which of the two exam formats will be used in the course.

If for legitimate reasons a student must miss an examination during the examination period, they may, with permission of the instructor, be allowed to take it at a later date. If the instructor does not agree to a special examination, the student may appeal to the appropriate dean. Special examination times are set by the examiner concerned.

#### ***Examination Procedures for Self-Scheduled Exams***

During the last week of the term, the instructor distributes examination envelopes to the students. On this occasion, each student indicates in the space provided on the envelope their name and the desired day and period for the examination and returns the envelope to the instructor. Any instructions necessary for the taking of the examination should be supplied in writing.

The time limit for the final examination is three hours. A student may take a maximum of one examination per session. All students are advised to spread their examinations over the entire examination period. Freshmen should spread their examinations over at least three days at the end of the fall and spring terms if they are taking the normal load of four regular courses. If they are taking more than four regular courses, they should use all four examination days.

The self-scheduled examination questions are to be distributed from the instructor's office, or from any other designated place, between 8:45 a.m. and 9:15 a.m. for the morning examination and between 1:45 p.m. and 2:15 p.m. for the afternoon examination. If a student does not pick up their examination during the scheduled time, they will need to reschedule it for another examination session. All students shall be entitled to the entire examination session for the completion of their examinations.

Examinations may only be taken in a classroom within the building in which the examination is being administered or in another place designated by the instructor. Students may not take an examination in a lobby, hall, or restroom. Adequate classroom space is reserved in each building for test takers. All students must have free access to the classrooms: "occupied" signs or locked doors are not permitted. They should take seats in such a way as to secure maximum privacy.

Students must take nothing with them into the examination room except the implements of the examination. In those cases where the instructors allow the use of additional materials, those materials must be specified on the examination.

The examination materials, questions, answers, and all scratch paper should be returned in the envelope to the instructor no later than 12:15 p.m. for morning examinations and 5:15 p.m. for afternoon examinations. This deadline must be observed.

It violates the Honor System for students to discuss examinations they have seen with other students during the examination period.

Faculty should be available to the students during the examination period. A schedule change can be made only with the permission of the instructor.

Examinations in certain courses employing audiovisual aids are specially scheduled. The student must take any of these at the time and place specified. A list of these courses is supplied by the Registrar. No manila envelope is supplied for these examinations.

The Faculty Senate has requested (4/22/76) that no committee meeting (except on the most urgent business) be scheduled during final examination periods.

#### ***Examination Procedures for Scheduled Exams***

Faculty who are using scheduled exams must use the exam times allocated by the Registrar.

Students who have three or more scheduled exams during one day may petition the Associate Provost for Student Success to self-schedule any of the exams.

Any instructions necessary for the taking of the examination should be supplied in writing.

### ***Closed Study Period***

Closed Study Period will begin the day following the last class day of each term and continue through the end of the final examination period. During Closed Study Period, no campus events may be scheduled, and no coursework—that is, papers, tests, projects—may be required. Study or help sessions may be held during this time as long as they are completely optional and tutorial (with no new information presented).

### ***Exemption of Seniors from Final Examinations***

With the instructor's permission, Seniors in the last term of residence may be exempted from final examinations under the following conditions: the course must have adequate instruments, in the judgment of the instructor, for evaluation of the student's performance without a final examination. The student must have:

- A cumulative grade point average of at least 3.25; and
- An accrued evaluation of B or better in the course.

Such exemption does not relieve the student of any of the other academic or attendance requirements of the course.

### ***Disposition of Examination Papers and Term Papers***

Instructors must retain in their campus offices the final examinations and term papers not returned to the students through one full term succeeding the term in which these materials were submitted. If the instructor's employment is terminated, or if the instructor is absent or on leave, these papers should be turned over to the department chair prior to departure.

## Military Duty Leave

Employees who are military members are eligible for unpaid leaves of absence on those days when they are required to be away from any regularly assigned duty at the University to fulfill required military service. An individual who expects to be absent for military service is to submit to his/her immediate supervisor a copy of his/her orders as soon as possible before the scheduled absence.

The University complies with all applicable State and Federal Laws with respect to military leaves of absence and rights of re-hire upon conclusion of military service.

## Inclement Weather

1. When Converse University is closed due to inclement weather, the primary communication methods include campus email, the [www.converse.edu](http://www.converse.edu) homepage, the Campus Alert Safety Notification System (sign up at [www.converse.edu/alerts](http://www.converse.edu/alerts)), and local TV stations WSPA Channel 7, WYFF Channel 4, and FOX Carolina Channel 21. A recording with information will also be available on the Converse Weather Line at 864-583-4448.
2. If the University is officially closed during severe weather or other emergencies, members of the administrative staff and support staff will not be expected to travel to the campus. Employees scheduled to work during the closure are not required to use accrued leave time for their absence. Hourly employees should request leave for inclement weather, for the daily average of hours worked per week, rounded to the nearest quarter. If it is necessary for the University to be closed for more than two business days during a fiscal year, a designated time to make up missed work may be specified by the appropriate Dean/Vice President. Employees who do not work this designated time must use vacation or personal leave for their absences.

3. In the event that the University is not closed, but an employee is unable to come to work, the employee should notify his/her immediate supervisor. Personal leave time (or vacation leave, in the event that the employee does not have any accrued personal leave) may be used for time off.
4. Employees considered critical to the operation of the University are expected to report to work in severe weather. Campus Safety Officers are classified as critical to the operation of the University. If other position classifications are designated as critical, employees will be informed by their supervisor.

## Freedom of Expression Policy

Converse University employees, students, and student organizations are free to examine and debate all questions or issues of importance to them and to express opinions publicly and privately. At all times, Converse University students and employees are expected to speak and act responsibly.

Students and employees are also obligated to make it clear that when they speak, they do so for themselves and not for the University.

Converse University recognizes the right of any employee or student to demonstrate peacefully. However, any group that wishes to assemble for such purposes must first register and review all activities with the Office of the Dean of Students in order to ensure that the University can provide adequate security and safety measures.

The right to assemble peacefully for the purpose of public expression or opinion is restricted to those students or employees who are currently enrolled or employed at Converse University.

Converse is a private institution and will not allow outside individuals or groups to demonstrate on the Converse campus for any reason. Trespassers are subject to prosecution by the law.

Although Converse students enjoy freedom of speech and assembly, no one shall obstruct the free movement of other individuals on campus, interfere with academic instruction, or interfere with the use of University facilities, including by use of amplified sound.

## COVID Policy Statement

**Policy Owner** Human Resources

### Policy Statement

"I understand the expectations of employees to follow public health guidance while working on campus. I acknowledge and understand the COVID policies and personal safety practices implemented as precautionary safety measures for employees and the Converse community. I agree to follow CDC guidance for slowing the spread of the COVID-19 virus. I agree to self-monitor for the development of symptoms and adhere to the university's guidance on COVID and absence reporting requirements to both supervisor and the wellness center."

### Policy

All employees are required to understand and abide by the current University COVID-19 policies and guidelines. Converse reserves the right to modify these policies as may be reasonably necessary for operations and the best interest of the institution. Current policies, guidelines and additional resources can be found on the COVID-19 resources page.

### Version History

Sun, 08/13/2023 - 21:11

# Converse University Sex & Gender Discrimination and Harassment Policy (Title IX)

**Policy Owner** Office of Diversity and Inclusion

**Responsible Office(s)** Office of Diversity and Inclusion

## Policy Statement

Converse University (“Converse”), in compliance with and as required by Title IX of the Education Amendments Act of 1972 and its implementing regulations (“Title IX”) and other civil rights laws, as well as in furtherance of its own values as a higher education institution, does not discriminate on the basis of race, color, national origin, sex, sexual orientation, gender, gender identity, pregnancy, disability, age, religion, veteran status, or any other characteristic or status protected by applicable local, state, or federal law in admission, treatment, or access to, or employment in, its programs and activities.

## Purpose

Discrimination and harassment are antithetical to the values and standards of the Converse community; are incompatible with the safe, healthy environment that the Converse community expects and deserves; and will not be tolerated. Converse is committed to providing programs, activities, and an education and work environment free from discrimination and harassment and to fostering a community that provides prompt reporting and fair and timely resolution of those behaviors.

Inquiries concerning discrimination or harassment on the basis of sex or gender may be referred to Converse’s Title IX Coordinator. Please see the contact information above.

Inquiries concerning discrimination or harassment based on a protected characteristic or status other than sex or gender may be referred to the Director of Community & Inclusion (for students) or the Director of Human Resources (for employees).

Individuals also may make inquiries regarding discrimination or harassment to the U.S. Department of Education’s Office for Civil Rights by contacting the District of Columbia Office, 400 Maryland Avenue, SW, Washington, D.C. 20202-1475; Phone 800-421-3481; email: OCR@ed.gov.

## Scope

This policy applies to any allegation of sex or gender discrimination or harassment made by or against a student or an employee of Converse or a third party, regardless of sex, sexual orientation, sexual identity, gender expression, or gender identity.

The Title IX Sexual Harassment Grievance Procedures apply only to allegations of Sexual Harassment in Converse’s Education Program or Activity.

Converse will address allegations of other types of sex or gender discrimination or harassment (i.e., that do not meet the definition of Sexual Harassment) (1) using other student and employee conduct disciplinary procedures deemed appropriate by the Title IX Coordinator in consultation with other Converse administrators; and/or (2) with Supportive Measures.

When Converse has actual knowledge of sexual harassment (or allegations of) in its Education Program or Activity and against a person in the United States, Converse is obligated to respond and to follow Title IX’s specific requirements, which are addressed and incorporated in these Grievance Procedures.

Promptly upon receiving allegations of Sexual Harassment in Converse’s Education Program or Activity and against a person in the United States, the Title IX Coordinator will contact the Complainant to discuss the availability of Supportive Measures with or without the filing of a Formal Complaint and to explain to the Complainant the process for filing a Formal Complaint.

## Policy



Note: The full policy can be found on My Converse at [https://my.converse.edu/ICS/Offices/Human\\_Resources/Title\\_IX.jnz](https://my.converse.edu/ICS/Offices/Human_Resources/Title_IX.jnz). This excerpt serves to provide basic information to students, faculty, and staff. The full policy should be referenced for further information.

**Important information for individuals who may be victims of sexual assault, dating violence, domestic violence, or stalking:** If you or someone you know may have been a victim of sexual assault or any other type of sexual misconduct, you are encouraged to seek immediate assistance. Assistance can be obtained 24 hours a day, seven days a week from the Residence Director on call at 864.621.7114 or Campus Safety at 864.596.9026.

For additional information for students about seeking medical assistance and emotional support, as well as important resource information, contact a member of the Wellness Center staff at 864.596.9258 or [wellnesscenter@converse.edu](mailto:wellnesscenter@converse.edu).

During business hours (8:30 am to 5:00 pm, Monday through Friday), you are also strongly encouraged to contact one of the following individuals:

Title IX Coordinator:	Danielle Stone, MUEd Chief Inclusion Excellence Officer/Title IX Coordinator 864.596.9616 <a href="mailto:Danielle.stone@converse.edu">Danielle.stone@converse.edu</a> Location: Montgomery 202H Jodi Strehl, MSW Senior Associate Athletic Director/ Senior Woman Administrator 864.596.9671 <a href="mailto:jodi.strehl@converse.edu">jodi.strehl@converse.edu</a> Location: Marsha H. Gibbs Field House, 216
Title IX Deputy Coordinators:	Tori McLean Good, EdD Director of Career Development and Employer Relations 864.596.9647 <a href="mailto:tori.good@converse.edu">tori.good@converse.edu</a> Location: Montgomery 206 B Keshia Jackson Gilliam, EdD Director of Human Resources 864.596.9029 <a href="mailto:KeshiaJackson.Gilliam@converse.edu">KeshiaJackson.Gilliam@converse.edu</a> Location: Carnegie 204

Duties and responsibilities of the Coordinators are to monitor and oversee implementation of Title IX compliance at the University, including coordination of training, education, communication, and administration of procedures for faculty, staff, students, and other members of the University community, such as contract employees, Board members, and auxiliary staff. Complaints regarding discrimination or harassment on the basis of sex or gender, against Converse students, employees, or third-party contractors should be directed to the Title IX Coordinator or Deputy Coordinators listed above.

## Version History

Sun, 08/13/2023 - 21:04

## Solicitation and Distribution

**Responsible Office(s)** Human Resources, Provost

## Policy

To eliminate any interference with the work of employees, (unless sanctioned by the University) soliciting and/or distributing literature, including email distribution, on University property is not permitted at any time by persons not employed by the University nor by employees during actual working time.

## Version History

Sun, 08/13/2023 - 21:17

# Non-Profit Organizations' Events at Converse University Policy

## Policy

All outside groups must reserve campus facilities through the Director of Events Services. External organizations are not permitted to fundraise on campus. Student organizations may plan and implement fundraising activities that benefit external organizations as a part of their service to the community. Such activities may be held on campus, provided they are initiated by a Converse student organization. External organizations wishing to post or distribute publicity materials must receive approval through Campus Life. All materials must be stamped for approval before distribution/posting. It is allowable for fundraising information to be included in materials as long as that information is for a secondary purpose, such as a season events series with donation information included.

## Version History

Sun, 08/13/2023 - 21:18

## Americans with Disabilities Act (and Related State and Local Laws)

Converse University complies with the ADA and similar state and local laws by not discriminating against qualified individuals with disabilities. Converse also limits the instances it seeks medical information from employees and keeps that medical information confidential (on a need-to-know basis). Finally, where appropriate, the University offers reasonable accommodations to qualified disabled individuals so long as the employee is able to perform the essential functions of the position, and those reasonable accommodations will not create an undue hardship on Converse or pose a threat to health or safety. Accommodations are those changes, modifications, or alterations that allow an otherwise qualified employee to enjoy the benefits of working and perform all essential functions of his or her position, notwithstanding a physical or mental impairment. Accommodations may be in the form of changes in the workplace, leave, or reassignment to vacant positions. Persons seeking accommodations will be required to provide documentation of their disability status and abilities/restrictions. Failure to cooperate with the University's efforts to reach a reasonable accommodation will result in denial of protection under the applicable law. If two or more accommodations are reasonable and will be effective, the University has the right to decide what accommodation to make.

## Accommodation Leave under the ADA (and similar laws)

Accommodation leave applies only to employees who: (1) do not meet the eligibility requirements under FMLA or who have exhausted FMLA leave; (2) are under the care of a licensed healthcare provider (practicing within the terms of his or her license); and, (3) are currently unable to perform one or more essential functions of their position, with or without accommodations. If Converse crafts an accommodation for the employee that would allow him or her to perform the position's essential functions even with the current medical restrictions, then leave under this policy will be unavailable.

To obtain leave under this policy, the employee must cooperate with Converse to obtain medical information substantiating: (1) the nature of impairment; (2) the functions the employee cannot perform; (3) the amount of time the employee will have the restrictions; (4) an estimated return-to-work date; (5) the level of confidence of the physician; and (6) estimated restrictions that will still exist after the employee is released to return to work.

Leave under this policy is discretionary. Converse will attempt to balance the employee's need for leave, the effectiveness of granting the leave, the reasonableness of the length of time requested, and the level of confidence of the physician on the one hand, with the needs of the organization and the hardship, posed to the University in granting the leave on the other hand. If the leave is granted, it will be job-protected.

Employees must concurrently exhaust any available paid time off (such as vacation, sick pay, or personal time off), Converse Leave benefits, Family Medical Leave, short-term disability benefits, workers' compensation benefits, or any other form of applicable paid leave during ADA leave. If no such paid time off is available, leave under this policy is unpaid and runs concurrently with any other Converse Leave and/or Family Medical Leave benefits.

If the employee requests an extension of leave, if the circumstances described by the original certification have changed significantly, or if the University receives information that casts doubt upon the continuing validity of the original certification, the University may require immediate recertification of the employee's medical condition.

If the employee recovers sooner than anticipated, the employee must communicate with Converse and make arrangements to return to work.

Leave under this policy must be used for its intended purpose. If Converse determines that the employee provided false information in order to obtain the leave or is using leave when such leave is not medically necessary or otherwise unnecessary, the employee may be subject to discipline, up to and including termination.

## Drug-Free Workplace

The issue of alcohol and other drug use, misuse, and abuse concerns the entire University community, as it does society at large. The University desires to identify and control problems that influence the health and safety of its employees, including problems related to alcohol and other drug abuse.

### Alcohol

Converse University recognizes that the use of alcoholic beverages is ultimately a matter of personal decision and seeks to provide a social atmosphere on campus that develops individual responsibility and mutual respect. At all times, the University encourages responsible decision-making regarding the use of alcohol.

1. All employees must comply with all applicable laws concerning the purchase, consumption, and possession of alcoholic beverages while on campus or otherwise acting in the course of their employment with Converse University, including, without limitation, refraining from furnishing alcohol to minors.
2. No alcoholic beverages may be kept or consumed on the premises of Converse University with the following exceptions:
  - a. Beer and wine may be sold and consumed during special functions with a license to sell from the state of South Carolina.
  - b. During private events, the serving of alcohol is permitted in designated areas with appropriate permits.
3. Alcoholic beverages will not be served or sold to anyone whose behavior or demeanor suggests that they have had their maximum safe amount of alcohol.
4. Permission to serve or sell alcoholic beverages on campus must be approved by the Director of Risk Management at least two months prior to the event except in special circumstances. Alcohol must be served by certified and trained employees of Converse's food service staff.

### Drugs

In compliance with the Drug-Free Workplace Act of 1988, the University certifies that it will maintain a drug-free workplace by implementing the following guidelines:

The unlawful manufacture, distribution, dispensation, possession, or use of any drug or controlled substance, as defined by state and federal law, is prohibited in the workplace.

1. Any staff or faculty member found in possession of an unlawful drug or controlled substance or found guilty of selling or giving an illegal substance to students, staff, faculty, or others will be subject to dismissal.

2. Any employee found to be under the influence of any unlawful drug or controlled substance on the job or who tests positive for such substances will be subject to dismissal.
3. For the purposes of this policy, any prescription drug for which the individual in possession or use does not have a lawful prescription shall be considered an unlawful drug.

## Prevention and Treatment

Information on drug education and counseling is made available to employees in coordination with community resources and the Employee Assistance Program (EAP) offered to employees enrolled in the University's Long-Term Disability Plan.

## Smoking/Tobacco Policy

**Policy Owner** Campus Safety

**Responsible Office(s)** Campus Safety, Human Resources, Provost

### Policy Statement

Converse University seeks to provide a safe, healthy, and comfortable environment in which all members of our campus community can live and work. Converse University and The American University Health Association support the findings of the Surgeon General and acknowledge that any form of tobacco use, whether active or passive, is a significant health hazard. The Environmental Protection Agency and the National Institute for Occupational Safety and Health have both classified second-hand smoke as a known carcinogen (cancer-causing). The University realizes that a smoke and tobacco-free environment is a goal we can achieve through intentional and positive steps to ensure a healthier environment. In pursuit of this goal, Converse University has been a tobacco-free campus since August 1, 2012.

### Policy

- I. The use of any tobacco products is prohibited on all University property. "University property" includes all buildings, facilities, grounds, and spaces leased, owned, or controlled by Converse University, whether or not signs are posted. This includes, but is not limited to: buildings on University-owned land, offices, classrooms, meeting rooms, laboratories, residential rooms and apartments, elevators, stairwells, balconies, decks, restrooms, bridges and walkways, sidewalks, parking structure/areas/lots, hallways, outdoor passageways and entrances, lobbies, common areas and athletic venues, including those with outdoor fixed seating.
- II. No ashtrays, receptacles, or smoking shelters will be permitted.
- III. The use of tobacco products is prohibited in University-owned, operated, or leased vehicles.
- IV. The use of tobacco products is prohibited in personal vehicles parked on University property.
- V. "Tobacco and smoking products" include all tobacco-derived or containing products, including, but not limited to, cigarettes (e.g., clove, bidis, kreteks), electronic cigarettes (Juuls, etc.), vaping devices, cigars, and cigarillos, pipes, water pipes, smokeless tobacco products or substitutions (spit and spit-less, chew, pouches, snuff) or any other device intended to simulate smoked tobacco. This does not apply to nicotine replacement therapy, which is designed to assist tobacco users in quitting tobacco.
- VI. The sale or advertisement of tobacco and smoke products is prohibited on campus and in all University publications.
- VII. Enforcement of the policy is the responsibility of all members of the Converse community. Faculty, staff, and students are expected to uphold and enforce the policy for the health and safety of our campus.
- VIII. Campus Safety Officers may issue a smoking citation with a fine of \$25 when a violation is noted.
  - a. Failure on the part of faculty or staff to abide by the policy prohibiting the use of tobacco products may result in administrative action up to and including discharge.
  - b. Failure on the part of students to follow the policy prohibiting the use of tobacco products may result in a violation adjudicated by the appropriate board or administrative sanctioning, which could include but is not limited to community service, monetary fines, and/or suspension from the University.

- c. Visitors to the campus who repeatedly violate the policy prohibiting the use of tobacco products may be asked to leave University property.
- IX. All campus event organizers should inform and advertise to outside groups that “Converse University is a Tobacco-Free campus.”
- X. The provisions of this policy apply 24 hours a day, seven days a week to all students, faculty, staff, visitors, volunteers, contractors and vendors unless otherwise noted.
- XI. Continual violations of the policy may result in disciplinary action. Failure on the part of faculty or staff may result in administrative action up to and including discharge. Failure on the part of students to follow this policy may result in a violation adjudicated by the appropriate board or administrative sanctioning, which could include but is not limited to community service, monetary fines, and/or suspension from the University.

## Version History

Sun, 08/13/2023 - 21:44

# Zero Tolerance for Workplace Violence, Firearms, other Weapons, and Fireworks

**Policy Owner** Campus Safety

**Responsible Office(s)** Campus Safety, Human Resources, Provost

## Policy

Workplace violence is unlawful and is against University policy. Violent behavior will not be tolerated. Any employee who instigates or participates in workplace violence may be subject to disciplinary action, up to and including termination, and may also be subject to any applicable criminal charges. In addition, the University does not tolerate abusive or offensive comments, threats, or stalking. Any employee who instigates or participates in abusive or offensive comments, threats, or stalking may be subject to disciplinary action, up to and including termination, as well as any applicable criminal charges.

All employees, except Campus Safety Officers, are prohibited from using, displaying, or carrying firearms or any other lethal weapons on any University property. Employees or visitors carrying or possessing any weapons will be denied access to University premises. Campus Safety Officers shall only be allowed to carry or possess pre-authorized weapons on University property and shall do so in a manner that complies with all applicable laws, regulations, and University policies.

An employee who knows or suspects that an actual or potential violation of this policy should immediately report any such knowledge or suspicion to his or her supervisor or vice-president, to Campus Safety, or to some combination thereof.

All fireworks are prohibited on campus unless sanctioned for a campus event. Employees who violate this prohibition may be disciplined and discharged for such conduct.

## Version History

Sun, 08/13/2023 - 21:45

# Adjunct Faculty Evaluation and Classroom Procedures

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## Evaluation of Teaching

Adjunct faculty are non-tenure track faculty who do not teach a full teaching load of 24 teaching load hours per year and normally teach no more than 12 teaching load hours per year. Adjunct faculty are employed on a semester-to-semester basis only when there is sufficient enrollment for the course as determined by the appropriate academic dean. Adjunct faculty are not eligible for benefits, tenure, or promotion. Adjunct faculty must meet the qualifications for teaching the courses assigned to them. These qualifications are determined by the appropriate dean in consultation with the provost.

The evaluation of adjunct faculty is the responsibility of each department chair supervising courses taught by these faculty. Adjunct faculty are evaluated with regard to their teaching performance and not with regard to their professional activity or service to the University. Evaluations occur on a per-term basis. Evaluation consists of the review of the course syllabus. The evaluation of teaching performance specifically references teaching evaluations. The department chair will discuss the written evaluation with the adjunct faculty member, providing guidance and support when necessary and appropriate.

## Courses and Academic Work

### **Classroom Procedures for Academic Work:**

These procedures protect the freedom granted the student body under the Honor Tradition and assure self-protection and consideration of others. A violation of any of these procedures is a violation of the Honor Tradition.

1. Cell phones and similar communication devices may not be used in the classroom unless specifically permitted by the individual faculty member or as part of a University-approved accommodation plan.
2. Children are not allowed in classes at Converse University.
3. Pets are not allowed in classes at Converse University.

### **Quizzes and Examinations:**

1. Giving or receiving knowledge about a quiz or examination before, during, or after a testing situation or attempting to do so is a violation of the Honor Tradition.
2. Unless prohibited by the individual faculty member, students are permitted to make use of old quizzes or old examinations in preparation for quizzes and examinations. They may also study the classroom and laboratory notes of others.
3. At no time during an examination period is a student permitted to comment to another student about the level of difficulty, specific content, or the general nature of any final examination she has seen or taken. This prohibition applies even when the other student is not enrolled in the course concerned. Discussing examinations in any way is a violation of the Honor Code.
4. Examinations or quizzes must be taken in a classroom within the building in which they are administered or in another place designated by the instructor.
5. There should be no supervision in a proctoring sense and the instructor should be free to come and go as desired.
6. Students may leave the examination at will, but they are subject to the fixed time limit of the examination or quiz period.

### **The Honor Tradition and Academic Work**

A complete statement of the Honor Code and policies to be followed by faculty can be found on the Converse University website; the Honor Code policies and practices stated in the *Student Handbook* are incorporated as part of this *Adjunct Faculty Handbook*.

### **Student Withdrawal from Courses**

1. Students may withdraw from a course with a notation of “W” up to two weeks prior to the last day of regular terms and four days prior to the last day of class in January Term. No one may withdraw from a course after these deadlines and receive the notation of “W.”
2. Withdrawals from individual courses have no impact upon a student withdrawal from the University (meaning withdrawal from all of a student’s courses). In all instances of withdrawal, applicable policy is an administrative decision, not a faculty prerogative.

### **Incomplete grades:**

3. Course requirements are meant to be completed within the term. The student’s failure to complete course requirements within the term is not sufficient reason for assigning the grade of incomplete.
4. At the instructor’s discretion, illness, injury, or family emergency may be grounds for assigning a grade of incomplete or a health withdrawal. If the grade is an incomplete, a contract will specify the work to be completed and the date by which the work must be submitted to the instructor. A copy of the contract will be retained by the student and by the instructor and a copy will be sent to the Registrar. A form for the contract is supplied by the Registrar.
5. A grade of I automatically becomes an F unless the deficiency is removed by the end of the next long term.
6. When an external evaluation is required for an internship and the instructor cannot obtain the evaluation by the end of the term, a grade of incomplete may be assigned. A senior enrolled in an honors course during the fall or short term is eligible for the grade of incomplete until the thesis is completed.
7. In cases of unusual circumstances, the completion date on the contract may be extended by the instructor who will inform the Registrar, in writing, of the completion date and the reasons for the extension.

A student failing a course may be permitted to take the second term, if the course failed is the first term of a continuous course, or the next higher course in the subject only with the approval of the department chair concerned.

### Reports and Transcripts

1. Mid-Term Grades: These grades are reported to the Registrar for all undergraduate students.
2. Fall, Spring, January and all Summer Term Grades: At the end of all terms, grades are reported to the Registrar via the on-line grade entry system.
3. Posting Grades: Because of federal regulations concerning the privacy of student records, grades may not be posted or papers or examinations left in a room or hallway for individuals to collect. These restrictions also apply to grades or papers identified by numbers or by any other code.

## Family Educational Rights and Privacy Act (FERPA)

**Policy Owner** Registrar

**Responsible Office(s)** Registrar, Human Resources, Provost

### Policy

Family Educational Rights & Privacy Act

1. What is the federal law regarding student records?

The “Family Educational Rights and Privacy Act” (also referred to as FERPA and the Buckley amendment) was passed by Congress in 1974.

FERPA and its regulations outline the following:

1. The right to inspect and review the student’s education records that the institution is keeping on the student.

2. The right to seek amendment to those records and in certain cases to append a statement to the record.
3. The right to limit disclosure of the student's record.
4. The right to file a complaint with the FERPA Office when an educational institution violates the Act or regulations.

## 2. What is an Educational record?

Almost any information directly related to a student and maintained by Converse College or by a person acting for the College, is considered a student educational record. Any record related directly to a student should be held in confidence.

Examples of educational records include: Transcripts/grades

- Student Schedules
- Names of students' advisers Papers/tests
- Disciplinary records of students
- Personal information such as social security number, age, parent's name

The storage media in which you find this information does not matter. Student educational records may be:

- A document in the Registrar's Office A computer printout
- A class list on a desktop
- A computer display screen
- Notes taken during an advisement session

To avoid violations of FERPA rules, DO NOT:

- Use the Social Security number of a student in a public posting of grades or link the name of a student with that student's social security number in any public manner;
- Leave confidential information unsecured in your office or work area (for example, on your desktop) when your office or work area is not secured;
- Leave graded tests in a stack for students to pick up by sorting through the papers of all students;
- Circulate a printed class list with student name and social security number or grades as an attendance roster;
- Discuss the progress of any student with anyone other than the student (including parents) without the consent of the student or verifying that the student has granted access to the third party by contacting the Registrar's Office;
- Provide anyone outside the College with a list of students enrolled in classes;
- Provide anyone with student schedules or assist anyone other than College employees in finding a student on campus.

If you have a question or are uncertain what action to take, contact the Office of the Registrar (864-596-9095, or [registrar@converse.edu](mailto:registrar@converse.edu))

## Version History

Sun, 08/13/2023 - 21:35

## Textbooks

Faculty must list all required textbooks with the bookstore used by the University, observing the deadlines announced by the Registrar. Publishers request that faculty deal directly with them for complimentary desk copies.



Using the link below, a Faculty Resources page can be found in the menu where you will be able to list the textbooks you will be utilizing in your course.

<https://www.bkstr.com/converseuniversitystore/shop/textbooks-and-course-materials>

## Information Technology Services

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### Electronic Communications

**Policy Owner** Campus Technology

#### Policy

The University maintains standards of conduct that apply to all employees. The violation of certain standards may result in suspension or dismissal. These violations include such things as the misuse of computer data, software, or electronic mail; unauthorized attempts to access or copy computerized data or software; unlawful use or copying of copyrighted materials, breach of software confidentiality and ownership agreements.

Converse University's telephone service and electronic mail are provided for the purpose of conducting University business. Personal use of telephones and electronic mail should be restricted to incidental and emergency use. Employees must pay any charges related to personal calls to the appropriate departmental administrator. Reimbursement of personal charges is required.

The University may access its electronic communications system and obtain the communications within the system, without notice to users of the system, in the ordinary course of business when the University deems it appropriate to do so. The reasons for which the University may obtain such access include, but are not limited to: maintaining the system; preventing or investigating allegations of system abuse or misuse; assuring compliance with software copyright laws; complying with legal and regulatory requests for information; and ensuring that the University's operations continue appropriately during an employee's absence.

The University may store electronic communications for a period of time after the communication is created. From time to time, copies of communications may be deleted.

The University's guideline prohibiting harassment, in its entirety, applies to the use of the University's electronic communications system. No one may use electronic communications in a manner that may be construed by others as harassment or offensive based on race, national origin, sex, sexual orientation, age, disability, religious beliefs, or any other characteristic protected by federal, state, or local laws.

Since the University's electronic communications system is for University business use only, the system may not be used to solicit for religious or political causes, outside organizations, or other personal matters unrelated to the University.

No one may access, or attempt to obtain access to, another's electronic communications without appropriate authorization.

The proper use of electronic mail should be the subject of careful judgment. Misconduct of any kind will be met with appropriate disciplinary action. Employees found in violation of these guidelines shall be subject to disciplinary action from the University according to approved faculty and staff procedures.

#### Version History

Sun, 08/13/2023 - 21:57

# Computer Systems Security

## Policy

All servers (computer systems) at Converse University that have files and programs stored on them shall be considered confidential, private, and the property of the University. All users are given their own network storage space, which they may use for storing document files as well as other directories assigned according to their needs.

Campus Technology is responsible for safeguarding the confidentiality and privacy of the programs and files on the servers and personal computers. This responsibility is to be shared by all users.

All faculty, staff, and students are given a unique user identification and password known only to that user. Each user will be held responsible for all activities attributed to that user identification. Therefore, no user shall share their password with others. Users are to use passwords that are difficult to guess and are to change their passwords frequently.

The absence of security protection on a file or resource shall not imply permission to access that file or resource.

Everyone must ensure that all reasonable measures are taken to restrict access to files containing confidential information and that all applicable laws and standards are followed.

Campus Technology may implement security procedures that require users to choose passwords that are difficult to guess and can force a user to change them at a given interval.

Campus Technology must be notified by the Human Resources Office immediately upon the termination of an employee or by the Registrar's Office of a change in student status of any individual that has access to Converse University computer systems. This notification may allow for the deletion of the stated person's user account, thus protecting the security of Converse University computer systems and files.

These guidelines shall apply to all programs and data files within any computer system, whether the files belong to a student, faculty member, staff member, or any other member of the Converse University community.

Anyone who has knowledge of an attempt by anyone to violate these guidelines shall make known this violation to Campus Technology, who will take this information to the Vice President for Finance and Business.

Any person guilty of violating the security of any files or programs shall be subject to disciplinary action by the University.

## Version History

Sun, 08/13/2023 - 21:58

## Password Policy

**1.0.** Purpose This policy establishes conditions for use and requirements for appropriate creation and management of Converse University system passwords.

**2.0.** Scope This policy applies to anyone who has a user account with Converse University.

**3.0.** Policy In order to protect the integrity of Converse University systems and users, it is necessary to create a password that would be difficult for someone to guess in an effort to gain unauthorized access to a user's Converse University account and systems.

A password must be:

1. Changed every 180 days
2. At least eight (8) characters in length
3. At least one (1) must be numbers
4. At least one (1) must be a capital letter
5. At least one (1) must be a lowercase letter.
6. At least one (1) special character (!@#\$\$%^&\*)
7. It must be significantly different from the previous password.
8. It cannot be the same as the user ID.
9. It cannot include the first, middle, or last name of the person issued the user ID.
10. It should not be information easily obtainable about the user. This includes license plate, social security, telephone numbers, or street address.
11. Safeguarded by not writing it down or storing it in a public place where others might acquire it.
12. Must never be communicated in person, email, or phone conversation.

Passwords should not be shared. However, Campus Technology Services may ask users for their passwords in order to complete certain user-requested services. The request will NEVER be unsolicited. Once the service is completed, the user should change their password.

All use of a Converse University account is to be performed by the person assigned to that account.

Account owners are held responsible for all activities associated with their accounts.

**4.0.** Services Changes to passwords can be completed at any time using <https://www.converse.edu/password> . If you have lost or forgotten your password, please visit the Campus Technology Help Desk in Kuhn or go to .

## Use of Software, Voicemail, and Electronic Courses

- Converse University has licensed copies of computer software from a variety of publishers. Licensed and registered copies of software programs have been placed on computers within the organization and appropriate backup copies made in accordance with the licensing agreements. No other copies of this software or its documentation may be made without the express written consent of the software publisher.
- Converse University will provide copies of legally acquired software to meet all legitimate needs in a timely fashion and in sufficient quantities for all of our computers. The use of software obtained from any other source could present security and legal threats to the University, and such use is strictly prohibited.
- In some cases, the license agreements for a particular software program may permit an additional copy to be placed on a portable computer or home computer for business purposes. Employees will not make such additional copies of software or documentation for the software without the approval of the University's Campus Technology Services.
- The unauthorized duplication of copyrighted software or documentation is a violation of the law and is contrary to established standards of conduct for Converse University employees. Employees who make, acquire, or use unauthorized copies of computer software or documentation will be subject to discipline, up to and including termination of employment.
- Converse University reserves the right to protect its reputation and its investment in computer software by enforcing strong internal controls to prevent the making or use of unauthorized copies of software. These controls may include frequent and periodic assessments of software use; announced and unannounced audits of University computers to assure compliance; the removal of any software found on the University's property for which a valid license or proof of license cannot be determined; and disciplinary action including termination in the event of employee violation of this guideline.

### **Voice Mail**

Faculty are strongly encouraged to set up their voice mail identifying themselves with a brief, welcoming message. Setting up your Converse voice mail account has many steps. You are encouraged

to allow sufficient time for navigating through the set-up process. To be set up, you will need to key in 2090. If you are asked for a security code right away, notify Campus Technology at [helpdesk@converse.edu](mailto:helpdesk@converse.edu).

Instructions for the Mitel Phone and Voice mail are found at this link:  
[https://my.converse.edu/ICS/Offices/Campus\\_Technology/Policies.jnz](https://my.converse.edu/ICS/Offices/Campus_Technology/Policies.jnz)

### **Course Information Electronically**

Canvas or email should be used to distribute syllabi, handouts, and other course-related information. Each course in the Registrar's database has a Canvas shell. You are automatically enrolled in that shell as the professor, and the students enrolled in the course are automatically enrolled in the shell as well. To use Canvas, point a Web browser to [Canvas.converse.edu](http://Canvas.converse.edu), and log in with the same username and password you use for [my.converse.edu](http://my.converse.edu). You can also reach Canvas from [my.converse.edu](http://my.converse.edu); follow one of the links that appear on the lower left of the page after you log in to [my.converse.edu](http://my.converse.edu).

Once you are logged in, you can find detailed instructions for making your Canvas course visible to students at <http://Canvas.converse.edu/Canvas2/mod/page/view.php?id=14039>. That page is part of a free course, "Canvas at Converse <http://Canvas.converse.edu/Canvas2/course/view.php?id=244>", which has instructions for most things that faculty (and students) want to do on Canvas. For additional help, please contact the Director of Distance Education.

## **General Items for Adjunct Faculty**

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### **Injury**

Faculty who are injured while on the job or conducting business for Converse should report the injury to their supervisor within 24 hours.

### **Notary Public**

Human Resources publishes a list: Notary Public Service on campus. <https://my.converse.edu/ICS/?tool=search&query=notary> at my.Converse under HR >General Information >General Community Information.

An employee who is an appointed Notary Public may not charge a fee for notarizing documents for Converse University employees or students during regular business hours on campus.

### **Parking**

#### **Summary**

Parking permits are available free of charge for Converse University employees. Employees must obtain a parking permit from the Campus Safety Office. Employees must park only in designated parking areas for Faculty/Staff or in General parking areas.

For review of the full parking policy that includes details regarding unauthorized parking in designated areas, reserved spaces, fire lanes, handicapped spaces, or in restricted zones, parking fines, and the procedure for unpaid fines, please visit the full [Converse Parking Policy](#).

### **Personal Property**

The University does not assume responsibility for the loss or theft of personal belongings. Employees are advised not to carry unnecessary amounts of cash or other valuables with them when they report to

work. Employees should take necessary precautions to protect personal items in buildings and their personal and/or University-owned or leased vehicles. The University does not accept responsibility for losses.

## Dining Room, Recreation Facilities, Rental and Work Orders

### **Dining Room**

Faculty and administrative staff may buy breakfast and lunch in the University Dining Room at published rates. Inquire in Food Service Office.

### **Recreational Facilities**

The recreational facilities of the University are available to faculty and their families at times not conflicting with scheduled student classes and functions.

### **Rental and/or Use of Campus Facilities**

Rentals and/or use of facilities are by written contract with the Business Office.

### **Work Orders**

All work orders must be submitted to the Facilities Management Department. Key Requests forms are available online and require the approval of the appropriate Dean and/or the Provost.