



**NORTH AMERICAN**  
**UNIVERSITY**  
INSPIRATION INNOVATION GLOBAL COMPETENCE

# **FACULTY HANDBOOK**

## **2018-2019**

This handbook sets forth policies, procedures, and information that, by common consent, are those governing North American University faculty as a whole. This Handbook is intended to aid faculty in locating information concerning the University, faculty appointment and evaluation, faculty development and resources, instruction and service, governance, rights and responsibilities and benefits.

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# 1 INTRODUCTION

This handbook sets forth policies, procedures, and information that, by common consent, are those governing North American University (NAU) faculty as a whole. This handbook is intended to aid faculty in locating information concerning the University, faculty appointment and evaluation, faculty development and resources, instruction and service, governance, rights and responsibilities and benefits.

The Academic Affairs Office may initiate revisions to this handbook. The Academic Affairs Office may approve changes that are trivial, non-substantive, or required by changes in applicable law. Major revisions to this handbook are reported to the Board of Trustees for their final approval.

As the faculty handbook is amended, the Academic Affairs Office sends an email announcement to all faculty members.

This handbook does not create a contract of employment. The contents of this handbook are presented as a matter of information only and do not modify the terms of employment. This handbook does not modify state or federal laws nor does it serve as legal advice.

Please contact your supervisor or the Human Resources if further assistance is needed.

## 2 NORTH AMERICAN UNIVERSITY

### 2.1 History

North American University is the continuation of two previous institutions of higher education. Texas Gulf Foundation (TGF), a non-profit educational organization founded on April 7, 2007. The main purpose of TGF was to establish a distinguished higher education institution. As the first step toward the University, the TGF established Texas Gulf Institute (TGI), as a career school approved and regulated by the Texas Workforce Commission, and Gulf Language School. Both institutions started operations in September of 2007. With the addition of several degree programs, TGI evolved into North American College in the Fall of 2010. After three years of successful operations as an institution of higher learning, North American College was approved by the Accrediting Council for Independent Colleges and Schools (ACICS) to offer M. Ed in Educational Leadership beginning in the Fall of 2013.

With the addition of the graduate degree, North American College changed its name and became North American University in September of 2013. North American University is accredited by the Accrediting Commission of Career Schools and Colleges, a national accreditation agency recognized

by the United States Department of Education, to award certificates, diplomas, Bachelor's and graduate degrees.

North American University is also approved by the Texas Higher Education Coordinating Board (THECB) to award both undergraduate and graduate degrees.

## **2.2 Mission Statement**

North American University, as an institution of higher learning, is committed to providing a nurturing environment for the systematic pursuit of academic excellence, professional and personal development, responsible citizenship, and global cultural competency. The University aims to achieve these goals through instruction, scholarly inquiry, free discussion and dissemination of ideas, and creative activity.

## **2.3 Core Values**

The following core values should guide all members of the university community as they strive to achieve individual and joint goals.

- Learning – Dedication to the discovery, construction, discussion and dissemination of knowledge and its real-world applications.
- Honesty and Integrity – Commitment to truth and consistency in one's actions and communication.
- Leadership – Courage and commitment to lead with integrity, innovation and openness to new ways of thinking and inquiry.
- Teamwork – Pursuit of excellence through consultation and collaboration.
- Ethical and Professional Conduct – Pursuit of high ethical and professional standards in every endeavor.
- Human Dignity – Recognition that every human being is unique and valuable, and has something of value to contribute to the university environment and society at large.

## **2.4 University Goals**

### **Goal 1: Academic and Career-related Learning**

*Objective 1.1* Foster academic and career-related student learning

*Objective 1.2* Attract and nurture highly qualified faculty with career-related work experience

*Objective 1.3* Attract and nurture promising students

*Objective 1.4* Provide educational materials and infrastructure that support career- related student learning

## **Goal 2: Professional Proficiency**

*Objective 2.1* Develop a curriculum that helps students excel in their professional formation

*Objective 2.2* Develop a curriculum that is responsive to the needs and visions of employers

*Objective 2.3* Promote life-long learning skills

*Objective 2.4* Promote ethical and professional behavior at both individual and organizational level

## **Goal 3: Student Centeredness and Personal Development**

*Objective 3.1* Nurture a student-oriented environment that is responsive to student needs and career goals

*Objective 3.2* Provide academic and social services and support to students through their stay at the institution

*Objective 3.3* Provide educational programs and experiences that promote global cultural competency and respect for diversity

## **Goal 4: Engagement with Stakeholders**

*Objective 4.1* Promote institutional programs and activities to stakeholders such as students, employers, advisory committee, occupational experts and community members

*Objective 4.2* Seek input from stakeholders on an ongoing basis in the development of institutional plans and programs

## **Goal 5: Good Stewardship**

*Objective 5.1* Manage resources entrusted with the University with responsibility by maintaining the effectiveness and efficiency of programs, services, and operations throughout the University.

# **3 GOVERNANCE**

## **3.1 The Board of Trustees**

The management and legal authority for governance of the University are vested in the Board of Trustees. The board, as described in the by-laws of the University, is entitled to invest and manage the university's funds and direct its affairs and interests. Every major constituency of the University is represented by one or more trustees. The members of the

board do not receive any compensation from the institution. The Board of Trustees makes policies that will help the University achieve its full potential, in accordance with the role and mission for which the University was founded. These policies are administered and implemented by administration and faculty.

Nominations for new members may be received from present board members or a nominating committee of existing board members. Members shall be elected by the vote of the majority of the Board of Trustees and term appointments should take place as stated in the by-laws of the university. The board members have equal voting rights. The President of the University attends the board meetings and takes part in discussions, but does not have voting authority. The President may invite other University administrators to the board meetings to report on conditions of the University.

The Board of Trustees may adopt a resolution establishing one or more committees and delegate specified authority to the committees, and may appoint or remove members of a committee. North American University is a 501(c) (3) educational non-profit organization.

## **3.2 Administration**

### **3.2.1 President**

The President is the chief executive officer of the University. The Board of Trustees hires the President. During this process, the Board can seek input from other administrators as well as faculty members. The Board also evaluates the President's performance.

The President has final authority on daily operations, but can delegate some of his/her responsibilities to other administrators. The President's duties are:

- To direct the University's administration
- To further the goals of the University and monitor its progress in achieving them
- To conduct Executive Committee meetings
- To strengthen the public image and presence of the University
- To report the activities and condition of the University to the Board of Trustees
- To present an annual budget to the Board of Trustees for approval
- To ensure that discipline is maintained in all activities of the University
- To approve the appointment and dismissal of administrators, deans, faculty, and staff
- To execute any deeds, mortgages, bonds, contracts, or other instruments that the Board of Trustees has authorized to be executed
- To recommend tuition, fees, and room and board charges to the Board of Trustees
- To authorize all diplomas
- To perform other duties as assigned by the Board of Trustees from time to time

Provost, Dean of Student Affairs, Dean of Enrollment Management, and Director of

Business Affairs report to the President.

### **3.2.2 Provost and VP For Academic Affairs**

The Board of Trustees, on nomination of the president of the University, elects a provost. The provost shall be the Chief Academic Officer and the Vice President for Academic Affairs of the University and shall manage all academic matters, including, but not limited to, faculty development and discipline, academic program development, evaluation and review, and strategic academic planning. The provost shall be responsible for overall academic program management and support activities most closely tied to academic programs, shall be authorized to execute all contracts in his or her area of responsibility. The Board of Trustees may designate the Provost as the acting president in the event of prolonged absence, resignation or incapacity of the President. The Provost will form an executive committee with program directors for daily academic operation. He can attend departmental faculty meetings and form committees, and seek input from faculty members. The Provost may be invited to attend board meetings upon the President's request.

Among his or her duties are:

- To oversee planning and organization of academic affairs
- To promote academic excellence in teaching and scholarly activities
- To meet with program directors regularly
- To assist the President in the process of faculty recruitment
- To review the academic budget and report to the President
- To oversee the organization and activities of the library
- To oversee the Registrar
- To review the curriculum offered by each academic program and to monitor its implementation
- To ensure that the University recruits an appropriate number of qualified students
- To monitor and enhance the University's assessment practices
- To seek input from committees, and act upon it
- To perform the duties of the President when the President is absent, is unable to act, or refuses to act
- To perform other duties as assigned by the President or Board of Trustees from time to time

### **3.2.3 Vice President for Administrative Affairs**

The Board of Trustees, on nomination of the president of the university, elects a Vice President for Administrative Affairs. The Vice President for Administrative Affairs manages nonacademic administrative operations of the University. The Vice President for Administrative Affairs develops and implements strategies to establish and maintain a

healthy and positive workplace environment for faculty, staff and students. The Vice President for Administrative Affairs attends board meetings upon the President's request. The Vice President for Administrative Affairs manages the administrative units and services of the university including:

- Admissions Office
- Financial Aid Office
- International Students Office
- Residential Operations and Facilities Management

### **3.2.4 Dean of Student Affairs**

The Dean of Student Affairs is appointed by and reports to the President. Among the Dean of Student Affairs' duties are:

- To act as a liaison between the administration and the students
- To supervise all student co-curricular activities, student activities, clubs and student government.
- To administer the regulations regarding student conduct, administer disciplinary action
- To oversee counseling services
- To manage career services
- To administer retention services
- To revise and distribute to each student a Student Handbook
- To participate in the life and activities of the University
- To participate in the retention efforts of the University

### **3.2.5 Director of Business Affairs**

The Director of Business Affairs is appointed by and reports to the President. The Director of Business Affairs manages all fiscal and nonacademic administrative operations of the University. The Director of Business Affairs shall be authorized to execute all contracts, conveyances, and proxies in the name of the University as described in the University by-laws. The Director of Business Affairs attends board meetings upon the President's request. The Director of Business Affairs manages the administrative units and services of the University including:

- Institutional Legal Compliance
- Business Office
- Purchasing Office
- Human Resources
- Information Technology

### **3.3 Programs of the University**

There are three departments offering Bachelor's and Master's degrees. These departments are Computer Science, Business Administration, and Education. Each academic department is administered by a department chair appointed by the President.

Among the chairs' duties are:

- To oversee and coordinate the program
- To ensure that the program conforms to all University policies
- To organize and oversee the preparation of the program curriculum
- To supervise new faculty recruitment
- To assist the VP for Academic Affairs in the faculty evaluation process
- To assist the VP for Academic Affairs in compliance and effectiveness processes
- To encourage scholarly activities and contributions of each faculty member to the program
- To prepare the annual program budget and submit it to the VP of Academic Affairs
- To submit promotion and salary recommendations for faculty members
- To represent the University and the program in public and strengthen the public image of the program
- To monitor degree plans and evaluate proposed curriculum changes
- To perform other duties as assigned by the Vice President for Academic Affairs from time to time

## **4. UNIVERSITY POLICIES**

### **4.1 Employment Commitment to Affirmative Action and Equal Employment Opportunity**

It is the policy of North American University to fill every position with the best suited person available without regard to race, creed, ancestry, marital status, citizenship, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, or gender identity. North American University takes seriously the initiative to make the needed extra efforts to remedy areas of underutilization in our workforce.

The University finds that a workforce and student body that is representative of our multicultural society is integral to our educational mission as it promotes learning and valuable experience that prepares our students to succeed in a variety of diverse environments. The University commits to providing equal employment opportunities and determines that increasing diversity is an essential and significant component of the hiring process. Discrimination, Sexual Harassment, Equal Employment Opportunity (EEO), and Title IX NAU intends to provide an educational and working environment free of unlawful discrimination or harassment to all members of the University community and to establish a

complaint resolution policy to help identify and eliminate discrimination, and to resolve such complaints in a fair and timely manner. It is the policy of North American University to review and resolve complaints of discrimination by any member of the University community, including faculty, staff, students or visitors.

Each supervisor has a responsibility to maintain the workplace free of discrimination. This duty includes discussing this policy with all employees and assuring them that they are not to endure discrimination, and that false accusations will result in disciplinary action up to and including termination.

For employee-related complaints, the Human Resources Office or designee will be responsible for maintaining records of all formal complaints and the results of such complaints.

For student-related complaints, the Dean of Student Affairs or designee will be responsible for maintaining records of all formal complaints and the results of such complaints.

Title VII of the Civil Rights Act of 1964 protects individuals against employment discrimination on the basis of race and color, as well as national origin, sex, and religion.

North American University, in accordance with applicable federal and state law (including Title VII) and institutional values, prohibits discrimination or harassment on the basis of race, creed, ancestry, marital status, citizenship, color, national origin, sex, religion, age, disability, veteran's status, sexual orientation, or gender identity. All personnel actions, including recruitment, employment, training, upgrading, promotion, demotion, termination, and salary administration are reviewed to ensure Equal Employment Opportunity (EEO) compliance. North American University complies with Title IX of the Higher Education Amendments of 1972 (Title IX), which prohibits discrimination on the basis of sex in educational programs or activities; Title VII of the Civil Rights Act of 1964 (Title VII), which prohibits sex discrimination in employment; and the Campus Sexual Violence Elimination Act. Sexual misconduct, as defined in the University's Sexual Misconduct Policy and Procedures, constitutes a form of sex discrimination prohibited by Title IX and Title VII.

Complaints of discrimination based upon sex related to sexual harassment and/or sexual misconduct are governed by the University's Sexual Misconduct Policy and Procedures.

Employee-related complaints – the Human Resources Office or designee will be responsible for maintaining records of all formal complaints and the results of such complaints.

Student-related complaints – the Dean of Student Affairs or designee will be responsible for maintaining records of all formal complaints and the results of such complaints.

Title IX Contacts – Please see the Title IX website for a list of staff members that have primary responsibility for Title IX Compliance at North American University.

## **4.2 Nepotism Policy**

Members of the same family are eligible for employment at North American University. However, a supervisor-subordinate relationship shall not exist between family members nor shall one member of a family assume for the other the role of advocate or judge with respect to conditions of employment or promotion. Likewise, either one of family members who hold positions in the same budgetary unit shall not be appointed to an executive or administrative position for that unit. Waivers may be granted by the President, but performance evaluations and recommendations shall be made by a supervisor not related to the individual being evaluated. If members of the same family are recommended to work for the same supervisor, the arrangement must be approved in advance by the Director of Business Affairs.

If a supervisor/subordinate relationship between family members develops during employment, family members must notify the Human Resources Office immediately. The institution must take action to ensure that the supervisor subordinate relationship does not exist; such action may include transfer, reassignment or removal of one or more family members.

Family member, for this policy, is defined as: spouse; parent; grandparent; great-grandparent; parent; grandparent or great-grandparent of spouse, uncle or aunt; uncle or aunt of spouse; brother or sister; son

or daughter; son-in-law or daughter-in-law; grandson or granddaughter of spouse; and great- grandson or granddaughter of spouse.

## **4.5 Nondiscrimination Policy**

North American University prohibits discrimination against and harassment of any employee or any applicant for employment because of race, color, national or ethnic origin, age, religion, disability, sex, sexual orientation, gender identity and expression, veteran status or any other characteristic protected by applicable federal or state law. All personnel who are responsible for hiring and promoting employees and for the development and implementation of university programs and activities are required to support this effort and respond promptly to any concerns that are brought to their attention.

## **4.6 Consensual Relations**

The North American University prohibits any sexual or amorous relationships between members of the University community and those students over whom they have a direct, current supervisory or evaluative relationship. Such relationships, even when consensual, are problematic because they may result in favoritism or the perception of favoritism which imperils the integrity of the educational environment. Such relationships may also lead to charges of sexual harassment.

#### **4.7 Copyright and Fair Use Policy**

The North American University acknowledges and encourages the appropriate use (i.e., reproduction, distribution, performance, and display) of copyrighted works and materials for teaching, scholarship, and research purposes consistent with federal copyright law and the standards for fair use.

### **5. DISSENT AND PUBLIC ORDER**

#### **5.1 Standards of Conduct**

In compliance with the provisions of the law of the State of Texas, the principles, regulations, and procedures for the maintenance of public order upon University campus or other University property area follows.

No member of the University community or guest shall engage in the following behavior upon University premises:

1. Obstruction or disruption of teaching or other University activities.
2. Prevention of free movement, such as pedestrian or vehicular.
3. Possession or use of firearms; explosives; dangerous, destructive, or noxious chemicals; or any dangerous or apparently dangerous weapons, other than as allowed by law and University regulation.
4. Detention, physical abuse, or conduct that threatens bodily harm or endangers the health of any person.
5. Intentional damage to or theft of University property or the property of any person when such property is located on the premises of the University.
6. Entry into living quarters, private offices, or working area of another person, without express or implied permission of that person or an authorized University official; or invasion of the privacy of records, data, or communications belonging to individuals, to the University, or to others.

#### **5.2 Procedures for Addressing Violations**

It is the right of any member of the University community to bring appropriate charges if it is

felt that his or her rights or these preceding standards have been violated.

If a violation of the preceding standards of conduct threatens to disrupt some activity on the University campus or other University property, the person in charge of the activity should attempt to address those persons creating or threatening to create the disturbance. The primary aim should be to re-establish appropriate conditions so that the activity may proceed. If he or she is able to do this reasonably quickly, disciplinary charges may not be necessary.

If the individual in charge of the activity cannot re-establish order, he or she should, as far as practicable,

(1) request the disruptive party or parties to desist, and (2) state the perceived violation of the standards. It is then the obligation of the parties concerned to supply their names.

Any person who fails to comply with the above obligation may be removed and barred from the University activity. If removing the person(s) from the activity in question is not sufficient to remove a clear and present danger, the appropriate University official may eject and bar the person(s) from the University campus and property.

Failure to comply with a request to desist does not in itself constitute a breach of University regulations. Ensuing University judicial proceedings will determine whether a violation in fact had occurred, and the guilt or innocence of the parties charged. No action or omission of the person in charge of the activity shall in any way limit the responsibility of an individual for his or her own actions of disruption or creation of disorder.

In a University, even more than in the community at large, it is appropriate that force, which is available only from outside the University, be used as little as possible in preventing disruption and disorder. Correspondingly, in a University, impediments to freedom of speech and movement and to rationality are intolerable—even those that in the community at large would be minor.

Proceedings under civil law are not a bar to University judicial proceedings.

In the event that any visitor to University premises violates any of these regulations, an appropriate University official shall ask him or her to leave the University premises. If the visitor refuses to leave University premises promptly, the University shall, if necessary, seek the aid of and cooperate with civil authorities.

Civil charges may be filed by an appropriate University official for any misconduct, disruption, or disorder on the campus, whether by visitors or members of the University.

### **5.3 Distinguished Visitors**

North American University frequently welcomes distinguished speakers in their

fields. Faculty members inviting distinguished guests shall inform the department chair before making the necessary arrangements.

#### **5.4 Drug-Free Workplace**

The University is committed to the development and maintenance of a drug-free environment and, in accordance with the Drug-Free Workplace Act of 1988, will not tolerate the unlawful possession and use of controlled substances (drugs) on its premises. The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in and on property owned or controlled by the North American University. A more detailed statement on this subject is contained in the University's Employee Handbook.

#### **5.5 Harassment and Discrimination**

The success of the North American University depends on an environment that fosters vigorous thought and intellectual creativity. It requires an atmosphere in which diverse ideas can be expressed and discussed.

The North American University seeks to provide a setting that respects the contributions of all the individuals composing its community, that encourages intellectual and personal development, and that promotes the free exchange of ideas.

Any behavior, including verbal or physical conduct, that constitutes discrimination against or harassment of any student, faculty, or staff member of the University community in any form is prohibited.

Retaliation is prohibited in any form against a person because he or she complained about conduct reasonably believed to be discrimination or harassment.

For the University policy against discrimination and harassment, including the procedures to be followed if a person believes he or she has experienced harassment, discrimination, or retaliation or is aware of such conduct occurring, see the University's Employee Handbook.

#### **5.6 Political Activity**

Recognition of its own purposes and compliance with federal and state laws for not-for-profit corporations require that the University remain non-partisan and independent in politics.

Individual members of the University community, of course, have the right to participate in the political process so long as they do not speak or act in the name of the University.

## **5.7 Security**

University Security has the primary duty to respond in all medical, fire, and criminal emergencies at the University. In an emergency, use any University phone to dial 911. For non-emergencies, dial 832-230-5550 for campus security.

Security acts to prevent criminal activity as well as to respond to it through such measures as prevention education, preventive patrols, and escorts. Members of the University community are encouraged to remain aware of their surroundings, to observe self-protective measures, and to report any potential threats to the community's well-being.

Security serves as a liaison with public law enforcement agencies. Cooperation between those outside agencies and the University community promotes awareness of the needs of one's neighbors and fosters a sense of common purpose and protection for all. Unlawful acts or evidence thereof may be reported to the appropriate law enforcement agencies.

## **5.8 Smoking**

In light of the clear health hazards associated with tobacco smoke and as an institution committed to promoting the best possible health care for all, the North American University has adopted the following University-wide smoke-free policy:

- 5.8.1 All buildings and vehicles, regardless of location, that are owned or leased by the North American University will be entirely smoke free. This policy applies to all campus facilities except for designated outdoor smoking areas.
- 5.8.2 It will be the obligation of the University administrator responsible for programs taking place within these areas to ensure that the smoke-free policy is observed.
- 5.8.3 Individuals who wish to smoke out of doors must do so in outdoor designated areas, away from pedestrian traffic and building air supply.
- 5.8.4 The University assists faculty, staff, and students who wish to stop smoking and periodically offers smoking-cessation workshops. Supervisors are encouraged to allow their smoking staff to attend.

## **5.9 University Letterhead**

When an individual or group uses University letterhead, or employs the phrase "North American University" in a specially invented letterhead, there is the implication that the communication has the sanction of the University. Such letterheads are sometimes used

inappropriately in letters or other documents to pursue a personal goal or for social or political purposes that are not the direct responsibility of the University. In these cases, such a letterhead should not be used, however worthy the cause, and in spite of the fact that University members may be part or all of the membership of a group.

Examples of appropriate use of letterhead would be a professor of chemistry writing to a professional society or to a colleague in another university about professional matters, or an official of the Public Speaking Club writing about arrangements for a proposed tour of the club.

Examples of inappropriate use would be a group of faculty writing to the mayor of Houston protesting the city's tax proposals, or a group of students urging the President of the United States to seek the release of a political prisoner. The subject of the communication must be the authorized business of a formal component of the University (such as a department, or a student group sanctioned by the University). Otherwise, the group or individual should seek authorization in writing from the President or the Vice President for Academic Affairs to use the University's name. Sponsorship, for instance, by a department or group in the University, of some cause that is not a specified part of the professional responsibilities of that department or group does not constitute such authorization, nor can anyone except the President or the Vice President for Academic Affairs grant such authorization.

If there is any doubt about the appropriate use of University letterhead, the Vice President for Academic Affairs or the President should be consulted.

## **5.10 Computer Use Policy**

Employees are obligated to comply with all applicable laws, regulations, contracts, licenses, policies, standards, organizational controls, security rules, etc. In particular, the individual user is responsible for understanding and complying with all copyright laws. NAU users of computers attached to the campus network have a common responsibility to fellow users to follow security policies designed to protect the campus network. This includes but is not limited to adhering to virus scan procedures, refraining from visiting risky web sites (such as game sites), following file download instructions and other security-based instructions issued by information technology services and or listed on the IT area of the NAU web site.

Certain programs, such as instant messaging and file sharing programs, constitute a network security risk and may not be installed on computers connected to the NAU network. The ITS section of the NAU intranet web site provides a current list of these programs. FTP and telnet protocols may be used only with specific approval of the IT staff. Other programs that consume significant resources or affect PC performance may also be prohibited on a case-by-case basis. If any dispute arises, the IT department has the institutional authority on all technology related issues.

Computing equipment and networking infrastructure including internet access are

provided to NAU reserves the right to monitor and record both usage and content of electronic communications that involves University equipment for purposes of including but not limited to ensuring compliance with this policy.

This policy recognizes the existence of state laws governing access to materials with sexually- explicit content. Prohibited activities include accessing, downloading, printing or storing information with sexually explicit content as prohibited by law.

All employees must read the “North American University Employee Computer Use Policy” and sign and return the acknowledgement form to the Human Resources Office.

### **5.1.2 Social Media Acceptable Use**

North American University encourages employees to share information with co-workers and with those outside the company for the purposes of gathering information, generating new ideas, and learning from the work of others. Social media provide inexpensive, informal and timely ways to participate in an exchange of ideas and information. However, information posted on a website is available to the public and, therefore, NAU has established the following guidelines for employment.

#### **Participation in social media.**

*Note:* As used in this policy, “social media” refers to blogs, forums and social networking sites, such as Twitter, Facebook, LinkedIn, YouTube, Instagram and Snapchat among others.

#### **Off-duty use of social media.**

Employees may maintain personal websites or web logs on their own time using their own facilities. Employees must ensure that social media activity does not interfere with their work. In general, NAU considers social media activities to be personal endeavors, and employees may use them to express their thoughts or promote their ideas.

#### **On-duty use of social media.**

Employees may engage in social media activity during work time provided it is directly related to their work, approved by their supervisor, and does not identify or reference students, parents or vendors without express permission. NAU monitors employee use of company computers and the Internet, including employee blogging and social networking activity.

**Respect.** Demonstrate respect for the dignity of NAU, its students, its vendors and its employees. A social media site is a public place; employees should avoid inappropriate comments. For example, do not use ethnic slurs, personal insults, or obscenity, or use language that may be considered inflammatory. Even if a message is posted anonymously, it may be possible to trace it back to the sender.

**Post disclaimers.** If an employee identifies himself or herself as an NAU employee or discusses matters related to NAU on a social media site, the site must include a disclaimer on the front page stating that it does not express the views of NAU and that the employee is expressing only his or her

personal views. For example: “The views expressed on this website/Web log are mine alone and do not necessarily reflect the views of my employer.” Place the disclaimer in a prominent position and repeat it for each posting expressing an opinion related to NAU. Employees must keep in mind that if they post information on a social media site that is in violation of company policy and/or federal, state, or local law, the disclaimer will not shield them from disciplinary action.

**Competition.** Employees should not use a social media to criticize NAU’s competition and should not use it to compete with NAU.

**Confidentiality.** Do not identify or reference NAU students, parents, other employees or vendors without express permission. Employees may write about their jobs in general but may not disclose any confidential or proprietary information. For examples of confidential information, please refer to the confidentiality policy. When in doubt, ask before publishing.

**New ideas.** Please remember that new ideas related to work or NAU’s business belong to the university. Do not post them on a social media site without the university’s permission.

**Links.** Employees may provide a link from a social media site to the university’s website during employment (subject to discontinuance at the university’s sole discretion). Employees should contact the UMCR department to obtain the graphic for links to the university’s site and to register the site with the university.

**Trademarks and copyrights.** Do not use the university’s or others’ trademarks on a social media site, or reproduce the university’s or others’ material without first obtaining permission.

**Legal.** Employees are expected to comply with all applicable laws, including but not limited to, Federal Trade Commission (FTC) guidelines, copyright, trademark, and harassment laws.

**Discipline.** Violations of this policy may result in discipline up to and including immediate termination of employment.

*Note:* Nothing in this policy is meant to, nor should it be interpreted to, in any way limit your rights under any applicable federal, state, or local laws, including your rights under the National Labor Relations Act to engage in protected concerted activities with other employees to improve terms and conditions of employment, such as wages and benefits.

## 6 FACULTY POLICIES

### 6.1 Academic Freedom

The spirit of free inquiry and scholarly criticism is the key component of an academic enterprise. With that comes freedom of expression, which constitutes an inseparable feature of academic freedom.

Academic freedom has three manifestations: (i) Freedom of inquiry, (ii) freedom of teaching and (iii) freedom of extramural utterance.

Freedom of inquiry is an essential right of the scholar, which gives him or her freedom in research and in the publication of results from this inquiry. Freedom of teaching gives the faculty member liberty in the classroom, while disseminating information to students in his or her class and while discussing subject matter with them. However, instructors should not introduce any controversial material unrelated to the subject matter. It is essential that educators provide accurate information at all times, and make the usual disclaimer that they are not speaking for the University.

## **6.2 Rank and Promotion**

Membership in the faculty of the University carries with it both rights and responsibilities. To be effective as a scholar and teacher, the faculty member must be free to pursue knowledge and to teach what he or she believes to be true. The faculty member who is granted this freedom should conduct research and teaching with integrity and competence. The University should cultivate academic endeavors of quality and provide the climate of freedom on which they depend.

The academic community recognizes educational achievements, experience, and meritorious contributions to higher education by awarding academic rank to faculty who perform with distinction in these areas. Academic rank is granted by the Board of Trustees to teaching faculty on the basis of the institution 's faculty personnel policies.

The academic ranks of the University are professor, associate professor, assistant professor, and instructor. The senior ranks of professor and associate professor are granted as a result of exemplary teaching, scholarship, leadership, and service achievements. Faculty who hold senior ranks provide academic and scholarly leadership to developing faculty and provide advice and counsel to the department chairs and administration. For these reasons, serious attention is given to the scholarly, intellectual, and ethical stature of individuals selected for the senior ranks. The ranks of assistant professor and instructor are for faculty in the developmental stages of their teaching careers.

### **6.2.1 Promotion in Rank**

The North American University has specified five basic categories upon which academic rank and promotion in rank are based:

- Education and experience,
- Effective classroom teaching,
- Research/scholarship,
- Contributions to the institution and profession, and

- Performance of non-teaching or administrative duties.

Education and experience alone are not adequate for granting promotion in rank. The following general guidelines shall be applied in the appointment and promotion of faculty to rank.

### **6.2.2 General Guidelines**

#### ***Instructor***

- An earned master's degree or eighteen (18) graduate hours in a relevant teaching field awarded by an accredited institution.
- Credentials which indicate the potential for effective classroom teaching, contributions to the institution and profession, and, in appropriate instances, successful performance of non-teaching or administrative duties.

The first appointment as instructor shall normally be for one year, although appointment may be for two years. Reappointments, if made, are for one year or two years.

#### ***Assistant Professor***

Appointments at the rank of assistant professor are for periods of five years. The maximum term of service at the rank of assistant professor may not exceed seven years, not including time on non-academic leave. Vice President for Academic Affairs may grant credit toward promotion based on professional experience without academic settings, not exceeding two years. Typically, a review for promotion is initiated at the beginning of the fifth year in rank, with notification of the decision being made by the end of the fifth year. Time on academic leave will count toward a faculty member's time in rank. A request in writing to the chair is required from a faculty member who wants to postpone promotion review due to a non-academic leave.

To be appointed at the rank of assistant professor, a faculty member shall pursue one of the following options:

#### **Option A**

- An earned doctorate relevant to the teaching field awarded by an accredited or internationally recognized institution.
- Academic credentials which indicate the potential for effective classroom teaching, research/scholarship, contributions to the institution and profession, and, in appropriate instances, successful performance of non-teaching or administrative duties.

#### **Option B**

- Completed all requirements in a doctoral program relevant to the teaching

field, with the exception of the dissertation.

- Academic credentials which document effective classroom teaching and indicate the potential for research/scholarship, contributions to the institution and the profession, and, in appropriate instances, successful performance of non-teaching or administrative duties.

### *Associate Professor*

- An earned doctorate relevant to the teaching field awarded by an accredited or internationally recognized institution of higher education.
- Five (5) years of successful higher education teaching experience in full-time appointment(s).
- Five (5) years of experience at the assistant professor rank.
- Demonstrated effective classroom teaching, research/scholarship, contributions to the institution and profession, and, in appropriate instances, successful performance of non-teaching or administrative duties.
- Noteworthy achievement in classroom teaching, research/scholarship, and contributions to the institution and profession, or, in appropriate instances, performance of non-teaching or administrative duties.

### *Professor*

- An earned doctorate relevant to the teaching field awarded by an accredited or internationally recognized institution of higher education.
- Ten (10) years of higher education teaching experience in full-time appointment(s).
- Five (5) years of experience at the associate professor rank.
- Demonstrated record of effective classroom teaching, extensive research/scholarship, extensive contributions to the institution and profession, and, in appropriate instances, exemplary performance of non-teaching or administrative duties.
- Commendable or outstanding achievement on all of the categories: effective classroom teaching, research/scholarship, contributions to the institution and profession, and, in selected instances, performance of non-teaching or administrative duties.

## **6.3 Special Faculty Titles**

### **Adjunct Faculty**

An adjunct faculty member is a part time instructor whose primary place of appointment is outside the University. Appointments may be recommended by the department chair with the review of the appointment made in the same manner as with other appointments. The

duration of the appointment should be indicated at the time of appointment. In most instances, the duration of appointment is one semester only and the contract can be renewed indefinitely. Adjunct faculty members are not eligible for faculty benefits. Adjunct faculty members are expected to attend all faculty meetings.

### **Visiting Faculty**

A visiting faculty member is from another institution who retains his or her status at that institution. Visiting faculty members are usually appointed for a year only. In special cases, it could be extended for another year. The procedure required for visiting faculty appointments is the same as for the related regular appointments.

### **6.3.1 Effective Classroom Teaching**

Effective classroom teaching is demonstrated through mastery of a current knowledge base in subject matter taught at an appropriate student level. Such teaching stimulates achievement and practical personal applications by students. A continual review of current literature, research, and strategies for classroom application is necessary to effective teaching. An effective teacher evidences mastery in the classroom by thoroughly integrating skills and knowledge, sensitivity, and perception with the presentation of subject matter.

Effective classroom teaching is characterized by (1) subject matter mastery, (2) curriculum development, (3) course design, (4) delivery of instruction, (5) assessment of instruction, (6) availability to students, and (7) fulfillment of instructional administrative responsibilities.

Effectiveness will be documented by student evaluation of instruction; peer, department chair evaluations; and other applicable available information.

### **6.3.2 Research/Scholarship**

Scholarship is a state of mind that is demonstrated by the active involvement of a faculty member in the pursuit of new knowledge in his/her academic field or discipline. While the scope and nature of faculty scholarship will vary among departments, the University faculty shall be involved in scholarly activities, individually or collaboratively, which advance the knowledge base and performance levels of their respective fields. Both the pursuit of new knowledge or techniques and the application of knowledge or techniques in creative ways are valued. Both the quality and the quantity of productivity are considered in assessing the contributions and performances.

Examples of research/scholarship are adaptations of knowledge to the learning environment, development of marketable instructional materials, creative artistic works evaluated by juries or panels, invitation for professional presentations or performances, articles in refereed or editor-evaluated publications, successful earning grants, selected unpublished research, books, monographs, inventions, patented or copyrighted products, etc.

### **6.3.3 Contributions to the Institution and Profession**

Contributions occur when a faculty member applies his/her professional expertise beyond the classroom and research/scholarship responsibilities to advance the institution and profession. These contributions should be correlated with the educational needs of the student body and the objectives of the University.

Institutional contributions may consist of, but are not limited to academic advisement of students, sponsorship of student organizations, membership on ad hoc and standing committees,

and consultation to other areas of the University, participation in institutional or program self-study activities, and special assignments or responsible participation in activities which advance the academic programs of the University.

Professional contributions include involvement in various professional organizations in a manner that accrues favorable notice to the individual and the University. Evidence of such contributions may consist of, but are not limited to, memberships in professional organizations appropriate to a faculty member's teaching field or area of responsibility, attendance at meetings, holding of offices, and serving on committees at local, state, regional, and national levels of said professional organizations.

### **6.3.4 Performance of Non-Teaching or Administrative Duties**

These duties include, but are not limited to student advisement; departmental management; public relations; classroom, studio, office or other physical facility management; personnel management; equipment and supplies management; fiscal management; and time management.

The performance of such duties is carried out in a timely manner with efficiency and dispatch in a spirit of cooperation and sensitivity to the needs of students, staff, peers, and supervisors. These duties are carried out in full awareness of both legal and personal responsibilities and limitations concomitant to a state-supported educational institution.

Documentation of performance of non-teaching or administrative duties might include formal and informal observations and evaluations from students, peers, supervisors, and the public.

## **6.4 Concepts and Understandings Regarding Rank and Promotion Policies**

1. The highest interests of the University will best be served through a spirit of cooperation and a sense of mutual confidence among the faculty, the Chief Academic

Officers, and the President of the University. The procedure for recommending promotion in rank is designed to systematize as well as to encourage such cooperation and mutual confidence.

2. The determination of professional training and/or experience to meet the criteria for assignment of rank will be the responsibility of the appropriate academic officer (or officers) on campus. They will consult with peers or supervisors of those who are being considered for changes in rank.
3. No person presently employed shall suffer reduction in rank as a result of the operation of these policies.
4. Instructional personnel who are not subject to assignment of rank may be classified by titles such as special instructors, adjunct teachers, and part-time teachers.
5. An instructor, upon making official notification to the administration of the completion of a doctoral program, may receive immediate promotion to the rank of assistant professor with approval of the Board of Trustees.
6. All appointments will be without tenure.
7. The application for promotion may be submitted during the year which completed the requirements for the rank as outlined above, with a successful application causing promotion effective the following academic year.
8. A faculty member must complete at least one year of employment at North American University before applying for promotion to the rank of Associate Professor or Professor.
9. Any exception to the policy on promotion in rank is the domain of the President of the University.

## **6.5 Appointments from Outside the University**

Appointments made from outside the University to ranks do not require review by a committee. Approvals of the department chair, Vice President for Academic Affairs, President, and the Board of Trustees are required for ranks higher than assistant professor.

## **6.6 Promotion Process**

It is the responsibility of the individual faculty member to initiate the request for a promotion in rank and to prepare the portfolio of materials. The department chair will advise the faculty member in preparation of this request. The following steps outline the procedures in the promotion process.

Failure to forward the portfolio and recommendation by the specified date will constitute de facto approval at that step.

It is the responsibility of the individual faculty member to monitor the flow of materials through the process. At any step in the process, the faculty member may withdraw a request

for promotion in rank. The following steps outline the normal process:

### Step 1

By October 15: The faculty member files a written request for promotion with the department chair. The request must be accompanied by a portfolio exhibiting documentation of effective teaching, research/scholarship, contributions to the institution and profession, and performance of non-teaching or administrative duties, if appropriate.

### Step 2

By November 15: A Promotion Review Committee shall be formed. Only faculty at or above the rank sought shall serve on the committee. In the event that the number of faculty at the appropriate rank in the department is fewer than three (3), the faculty at or above the rank sought within the department plus additional faculty members at or above the rank sought appointed by the Vice President for Academic Affairs and the chair of the department to form a group of at least three (3) faculty members will serve as the Promotion Review Committee. Since department chairs will independently review Promotion Review Committee recommendations, and make an independent recommendation to the Vice President for Academic Affairs, they should not be members of Promotion Review committees.

The chair shall call a meeting of the Promotion Review Committee to initiate discussion of the request. After each member of the Promotion Review Committee critiques the portfolio and each performance criterion, the faculty member's performance shall be reviewed, discussed, and

evaluated by the Promotion Review Committee. This review shall be conducted in a manner that allows for input from other colleagues, students, alumni, and administrative information from the department chair. After completion of the review, a poll by secret ballot of the Promotion Review Committee will be taken to determine whether a recommendation for the granting of promotion will be made. A simple majority rule shall prevail. The Promotion Review Committee shall then send the portfolio, the committee's vote, and their recommendation to grant or to deny to the department chair. All ballots are to be retained by the chair of the Promotion Review Committee until a final decision is reached concerning the request. The ballots shall then be destroyed.

### Step 3

By January 15: The department chair shall review the Promotion Review Committee's vote, critique the portfolio, evaluate each performance criterion, and decide whether to recommend the granting of promotion. The department chair will then forward a

recommendation concerning the request and all documentation to the Vice President for Academic Affairs. The chair will also provide in writing a statement of his/her action to the Promotion Review Committee and faculty member. If the committee or the chair recommends that promotion be denied, the faculty member has the right to include a rebuttal statement into faculty files by February 1.

#### Step 4

By March 15: The Vice President for Academic Affairs shall review the chair's recommendation, the Promotion Review Committee's vote, critique the portfolio, evaluate each performance criterion, and decide whether to recommend the granting of promotion. The Vice President for Academic Affairs will then forward a recommendation concerning the request and all documentation to the President. He will also provide in writing a statement of his/her action to the department chair, Promotion Review Committee, and faculty member. If the Vice President for Academic Affairs recommends that promotion be denied, the faculty member has the right to include a rebuttal statement into faculty files by April 1.

#### Step 5

By May 1: Upon receiving a recommendation from the Vice President for Academic Affairs, the President decides either to approve or disapprove the request for promotion. The President approves the request for promotion, s/he submits it to the next Board of Trustees meeting. The President then reports the Board's action to the Vice President for Academic Affairs, the department chair, and the faculty member.

If the President disapproves the request for promotion, s/he notifies the Vice President for Academic Affairs, the department chair, the Promotion Review Committee, and the faculty member.

### **6.7 Notification of Termination**

The Board of Trustees delegates to the President or the President's designee the authority to reappoint or not to reappoint faculty members. A faculty member whose appointment is not renewed will be given written notice from the University by June 1, prior to termination of the current appointment. Failure to reappoint may be without specific causes.

### **6.8 Causes for Dismissal or Suspension of Faculty**

Causes for dismissal or suspension of faculty may include, but are not limited to, the following:

- a. Committing a felony or other serious violation of law that is admitted or proved before a competent court, preventing the faculty member from satisfactory

fulfillment of professional duties or responsibilities, or violation of a court order which relates to the faculty member's proper performance of professional responsibilities

- b. Moral turpitude
- c. Insubordination
- d. Professional incompetence or dishonesty
- e. Substantial or repeated failure to fulfill professional duties or responsibilities or substantial or repeated failure to adhere to University policies
- f. Personal behavior preventing the faculty member from satisfactory fulfillment of professional duties or responsibilities
- g. An act or acts which demonstrate unfitness to be a member of the faculty
- h. Falsification of academic credentials
- i. Two consecutive unsatisfactory performance evaluations
- j. Bona fide lack of need for one's services in the University
- k. Bona fide necessity for financial retrenchment

The President shall have the authority to suspend any faculty member formally accused of a, b, c, d, e, f, g, h, or i (listed above). A faculty member should be suspended only if harm to the faculty or students is possible or disruption of proper conditions for teaching and learning are threatened by the faculty member's continuance. During the suspension period, compensation for the suspended person should be continued. If during the suspension period the faculty member is convicted of or admits to the commission of a felony or a crime involving moral turpitude or other serious violation of law referenced above, the institution shall not continue compensation.

A faculty member whose position is terminated based on genuine financial retrenchment, bona fide discontinuance of a program, or a lack of need for one's services will be given two (2) months written notice unless an emergency arises.

If an appointment is terminated because of financial retrenchment or because of discontinuance of a program, the released faculty member's position will not be filled by a replacement within a period of six (6) months, unless the released faculty member has been offered reappointment at the previous status.

## **6.9 Dismissal Proceedings of Faculty Member for Cause**

Dismissal proceedings shall begin with a conference between the faculty member and the appropriate department chair. The conference may result in agreement that the dismissal proceedings should be discontinued or that the best interest of the faculty member and the institution would be served by the faculty member's resignation. If so, the faculty member shall submit a resignation in writing, effective on a mutually agreed upon date. If this

conference does not result in mutual agreement, the department chair will submit a recommendation in writing with rationale to the faculty member and to the Vice President for Academic Affairs. Within ten (10) days, the Vice President for Academic Affairs should have a conference with the faculty member.

The conference with the Vice President for Academic Affairs may result in agreement that the dismissal proceedings should be dropped. On the other hand, the conference may result in mutual agreement that the best interest of the faculty member and the institution would be served by the faculty member's resignation. If so, the faculty member shall submit a resignation in writing, effective on a mutually agreed upon date. If this conference does not result in mutual agreement, the Vice President for Academic Affairs will submit his/her decision in writing with rationale to the faculty member and forward his/her decision to the President. If the President concurs in the recommendations for dismissal, the President shall send a written statement to the faculty member within ten (10) school days of his/her receipt of the Vice President for Academic Affairs's recommendation. Copies of this written statement should be sent to the Vice President for Academic Affairs, and the department chair. When the President notifies a faculty member of the intention to recommend dismissal for cause, the faculty member must be informed in writing in detail of the specific charges against him/her and be informed of the procedural rights that will be accorded to him/her. Every reasonable effort must be made by the President to ensure that the communication of this action is received by such faculty members without delay. Such notification must be made by registered or certified mail with return receipt requested.

#### **6.10 The Right of Appeal of Faculty**

North American University shall institute an Appellate Committee on Dismissal of Faculty Members. The committee shall not exceed five (5) faculty members elected by the faculty governing body of the University. One or more alternate members of the committee shall be elected to serve in the event a regular member is unable to serve. If any member of the committee is an interested party in a case which comes before the Appellate Committee on Dismissal of Faculty Members, said committee member shall not serve on that case.

The decision of the committee will be based on majority vote. The committee will elect its own chair, who will have the right to vote.

If a faculty member receives notice of a pending dismissal and so desires, he may request and shall be accorded a hearing before the Appellate Committee on Dismissal of Faculty Members. Failure to make a request in writing to the President within ten (10) days after receipt of notification shall constitute a waiver by such faculty member of his/her right to a hearing before the Appellate Committee on Dismissal of Faculty Members.

#### **6.11 Appeal Procedures for Faculty**

- a. After a faculty member has requested a hearing before the Appellate Committee on Dismissal of Faculty Members, service of notice of hearing with specific charges in writing will be made at least ten (10) days prior to the hearing. The faculty member may respond by waiving the hearing and filing a written brief or the matter may proceed to a hearing. If the faculty member waives a hearing, but denies the charge or asserts that the charges do not support a finding of adequate cause, the Appellate Committee on Dismissal of Faculty Members will evaluate all available evidence, including testimony and documentary evidence presented by the University, and make its recommendation upon the evidence in the record.
- b. If the faculty member requests a hearing, the Appellate Committee on Dismissal of Faculty Members shall, with due diligence, and considering the interests of both the University and the faculty member affected, hold a hearing and report its findings and recommendations to the President and to the involved faculty member.
- c. The faculty member will be afforded an opportunity to obtain necessary witnesses and documentary or other evidence, and the administration of the University will attempt to secure the cooperation of such witnesses and will make available necessary documents and other evidence within its control. No employee of the institution, regardless of position, should be excluded or excused from appearing before the committee, if available.
- d. The faculty member and the University will have the right to cross examine all witnesses present. Depositions are admissible whenever a witness cannot appear.
- e. The committee may conclude: (a) that adequate cause for dismissal has been established by the evidence; or (b) that adequate cause for dismissal has not been established by the evidence. The committee may make any other recommendations it determines are appropriate. The committee's findings and recommendations shall be made to the President of the University. The committee shall send a copy of its findings and recommendations to the affected faculty member.
- f. Based on the committee findings and recommendations, the President shall make a decision within ten (10) days and notify the involved faculty member.

## **7 STUDENT RELATED POLICIES**

### **7.1 Faculty/Student Relationships**

Professional relationships between faculty members and students should be maintained as a key factor to promote educational mission of North American University. It is the responsibility of the faculty to refrain from violating the dignity, trust and rights of those whom they serve.

Relationships of an intimate nature compromise the integrity of a faculty-student relationship whenever the faculty member has a professional responsibility for the student. The University prohibits intimate relationships including sexual and romantic relationships

between a faculty member and a student even if those relationships are consensual.

Faculty members must not engage in consensual romantic and sexual relationships with students, since the faculty member is in a position of professional authority with respect to the student. It is understood that a faculty member has the primary obligation to discourage such a relationship and to discontinue the relationship if it should develop. A faculty member who violates this prohibition will be subject to disciplinary action ranging from verbal warning to termination of employment.

The Vice President for Academic Affairs, or his/her designee, shall be responsible for investigating of complaints of violation of this policy. Confidentiality will be maintained in any investigation to the extent consistent with the need to conduct a thorough investigation.

## **7.2 Academic Honesty**

North American University is dedicated to improving the teaching learning process by ensuring that high ethical standards prevail in all academic matters. Academic dishonesty is a serious violation of the trust upon which an academic community depends. Intentional or unintentional use of phrase, source, idea, full or a part of an article without appropriately citing resources, falsification, fabrication of data, or other forms of deliberate misrepresentation are all considered as academic dishonesty and strictly prohibited. In addition, copying information without putting one's own efforts and contributing to the original information is considered plagiarism. Similar acts that represent other's work as one's own work is considered as an academically dishonest act.

Other forms of academic dishonesty include but not limited to cheating, providing unauthorized aid during an examination, misuse of library materials and not returning materials on time that would be for the disadvantage of other students.

Such behaviors must not be tolerated and must be reported to take the necessary disciplinary action. Faculty members are responsible for initiating the disciplinary process, according to the guidelines, that deals with cases of alleged academic dishonesty. Ignorance of these standards will not be considered a valid excuse or defense.

## **7.3 Religious Observance**

Students who choose not to register for classes, attend classes, or take exams on certain days because of their religious beliefs will be given an equivalent opportunity to register for classes or to make up the work requirements or exams they miss, without penalties or additional fees.

## 7.4 Confidentiality of Student Files

North American University complies fully with the provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA). Under FERPA, students have, with certain limited exceptions, the right to inspect and review their educational records and to request the amendment of their records to ensure that they are not inaccurate, misleading, or otherwise in

violation of the student's privacy or other rights. All policies and practices governing the collection, maintenance, review, and release of records will be based upon the principles of confidentiality and the student's right to privacy, consistent with FERPA.

## 8. FACULTY BENEFITS

### 8.1 Earned Time Off

All employees are required to submit an "Earned Time Off" (form 6200-106) to the supervisor for approval. In case of an illness or an emergency when conditions do not permit a request in advance, the employee is required to notify the supervisor as far in advance as possible. If the employee couldn't submit the form prior to the leave due to illness or emergency, s/he needs to fill out Earned Time Off Request Form after returning to work. Earned Time Off does not apply to faculty and instructors.

#### 8.1.1 Request for Earned Time Off

Request for ETO can be made 180 days after the first day of employment. All employees are required to submit an "Earned Time Off Form" (form 6200-107) to the supervisor at least one month prior to the first day of leave. Full-time employees accrue earned time off according to the following schedule:

Completed Years of Employment	Maximum Annual ETO/Days Earned Per Month
0 to 5 years of service	160 hours; 20 days; you earn at the rate of 1.66 days per month or 13.33 hours per month
6 to 9 years of service	200 hours; 25 days; you earn at the rate of 2 days per month or 16 hours per month
Beginning year 10	29 days (2.41 days per month)

**A. How time is Earned**

- During your first year of employment, ETO is earned at a rate of 1.66 days per month. Time off may only be used as it is earned, except in the case of illness.
- In no instance may a supervisor permit a staff member to take more than five (5) days of **unearned** ETO.
- ETO days are not earned during any leaves of absence.
- If an employee is on a leave of absence the first day of the month, ETO will not accrue for that month.
- An employee will resume earning and accruing ETO on the first day of the month following the employee’s return to work.
- If an employee returns to work on the first day of the month, the employee will resume earning ETO on that day.
- In non-medical and non-emergency cases in which the supervisor has granted prior approval, or in cases of medical necessity or emergency where obtaining prior approval is not possible, employees may schedule time in one-hour increments.
- Departments have discretion to prohibit the use of ETO in one-hour increments due to business necessity.
- ETO may not be used to receive pay in excess of wages earned for a normal work day and ETO is not counted for purposes of calculating overtime pay.
- ETO days are not earned during part-time employment.

**Example of ETO Carryover:**

ETO CARRYOVER	USED	UNUSED	ETO ACTUAL CARRYOVER
1ST YEAR	19	13	6
2ND YEAR	19 + 6 = 25	19	6
3RD YEAR	19 + 6 = 25	10	13
4TH YEAR	19 + 13 = 33	19	13
5TH YEAR	24 + 13 = 37	24	13

**A. Carryover of Earned Time Off**

Earned, unused ETO may be carried over into the next year but the number of days carried over may not exceed your entitlement for the new anniversary year.

**Chart C.1: Example:**

The number of ETO days carried over from one year to the next may not exceed your entitlement for the new anniversary year.

**B. Earned Time Off at Termination**

Terminating employees will be Earned either for their earned but unused ETO or their annual entitlement, whichever is less. Unused ETO carried over will be used in this calculation.

*Examples:*

- A terminating employee with two years and six months of service who has used no ETO days during the current employment year and who has two unused days of ETO carried over from the previous year will be entitled to payment of 11.48 days { 9.48 days earned in the current year plus two carried over. ( $1.58 \times 6 + 2 = 11.48$ )}
- A terminating employee with four years and ten months of service who has used no ETO days during the current employment year and who has six unused days of ETO carried over from the previous year will be Earned for 21.8 days of ETO [ the current annual entitlement]. ( $1.58 \times 10 + 6 = 21.8$  days annual entitlement.)
- If you have used all of your ETO entitlement for the employment year and terminate your employment before you have earned all the ETO you have taken, payment for the unearned days will be deducted in the computation of your final paycheck.
- The university does not make payment for unused ETO to employees who are terminated for the violation of university rules and/or regulations, to employees who resign without appropriate notice as described under Voluntary Termination in the Staff Handbook, to employees who resign or terminate employment during the initial provisional period, or to the beneficiaries of employees who die while employed at the university. An employee cannot use ETO on the last day of employment. Unless on an approved leave of absence, an employee must be actively working on the date employment ends.

- When an employee’s status changes from full-time to part-time, the employee will be paid for his or her earned unused ETO days or annual entitlement, whichever is less.
- An emergency or unexpected work requirement might cause you to forego scheduled earned time off already approved by your supervisor. When such an event means that you cannot carry over ETO to which you would have been entitled if you had taken your scheduled earned time off, special arrangements may be made by your department head and should be confirmed in writing.
- The agreement may provide for earned time off to be carried forward or some other arrangement appropriate to the circumstances.
- Exceptions to ETO Policy
- North American University reserves the right to make exceptions or alterations to this policy where required by
- applicable local law.

## **7.2 Holiday Leave**

North American University observes certain holidays to be announced by the President of the University. Typical holidays are Independence Day, Thanksgiving, Christmas Day, New Year’s Day, Memorial Day and additional days as designated by the President of the University. Full- time employees are granted paid holiday leave.

Exempt employees scheduled to work on a paid holiday will receive one day of paid vacation for each day worked and also regular pay for the holiday.

Non-exempt employees scheduled to work on a paid holiday will be paid at their regular rate for hours worked and will also receive regular pay for the holiday.

## **7.3 Winter Break**

North American University provides eligible Faculty and Staff Members with paid time off during the weekdays between the Christmas and New Year's holidays.

### **Definitions**

**Faculty** is defined as an individual employed by NAU in a non-tenured track or adjunct position who teaches in the University. A Faculty Member also is deemed to be exempt under the provisions of the Fair Labor Standards Act (FLSA) and/or applicable state law.

**Full-time Faculty** is defined as a full-time status which must equal a teaching load of 12 credit hours per term.

**Staff** is defined as an individual employed in any non-faculty category by NAU including an individual who is deemed to be either exempt or non-exempt under the provisions of the Fair Labor Standards Act (FLSA) and/or applicable state law.

- Full time Staff is regularly scheduled to work 40 hours per week.
- Part time Staff is regularly scheduled to work at least 20 but fewer than 30 hours per week.

Winter Break is defined as the weekdays between Christmas Day and New Year's Day.

### **Procedures**

The University observes the following days as a University-wide Winter Break for FY2018-2019:

- Monday, December 24, 2018
- Tuesday, December 25, 2018
- Wednesday, December 26, 2018
- Thursday, December 27, 2018
- Friday, December 28, 2018
- Monday, December 31, 2018
- Tuesday, January 1, 2019

The hours of the Winter Break begin at 12:00 a.m. on the day observed and end at 11:59 p.m. that day.

- If Winter Break occurs during an eligible employee scheduled earned time off, it will be charged as Winter Break pay with the remainder of the time being charged to the earned time off.
- If an observed day in Winter Break falls on a Part-time Staff Member's scheduled day to work, they will be paid their regular daily rate for time not worked during the Winter Break.
- Full Time Staff or Faculty whose presence is deemed necessary by their supervisor to maintain basic operations during these days will receive equivalent time off to be taken by the end of the fiscal year, June 30.
- Full Time Staff or Faculty who are required to work per their supervisor will be compensated with earned time for hours worked on an hour for hour basis (maximum of 8 hours per day). An earned time off form (Form 6200-107) must be submitted by the Faculty and/or staffs supervisor in order to receive earned time for hours worked.

### **7.4 Bereavement**

Employees with more than 3 months' service may take up to 3 days of paid bereavement leave upon the death of a member of their immediate family. "Immediate family members" are defined as an employee's spouse, domestic partner, parents, stepparents, siblings, children, stepchildren, grandparent, father-in-law, mother-in-law, brother-in-law,

sister-in-law, son-in-law, daughter-in-law, or grandchild. All regular, full-time employees may take up to one (1) day off with pay to attend the funeral of an extended family member (aunts, uncles, and cousins).

The university may require verification of the need for the leave. The employee's supervisor and Human Resources will consider this time off on a case-by-case basis.

Payment for bereavement leave is computed at the regular hourly rate to a maximum of 8 hours for 1 day. Time off granted in accordance with this policy shall not be credited as time worked for the purpose of computing overtime.

### **7.5 Jury Duty/Court Appearance**

The university supports employees in their civic duty to serve on a jury. Employees must present any summons to jury duty to their supervisor as soon as possible after receiving the notice to allow advance planning for an employee's absence.

If an employee is released from jury duty after 4 hours or less of service, he or he/she must report to work for the remainder of that work day.

Time for appearance in court for personal business will be the individual employee's responsibility. Normally, personal days or vacation days will be used for this purpose.

### **7.6 Leave without Pay**

Leave without pay is a temporary non-pay status and absence from duty that is granted upon an employee's request. All employees are required to submit form 6200-107 to the supervisor at least three months prior to the first day of leave. Leave without pay cannot be approved for more than six months at a time, and it may be refused if it is determined unreasonable or not in the best interest of the department or the University. Leave without pay can be canceled by the University upon five work days written notice. Likewise, the employee may return to work before the end of the leave with written approval of the supervisor. NAU is not obligated to reemploy the employee at the conclusion of such leave. An employee is considered to have voluntarily resigned, when, at least two weeks prior to the completion of an approved leave of absence, the employee fails to notify the supervisor of the intent to return to work. NAU does not pay the insurance premium of the employee during a leave without pay. It is the responsibility of the employee to contact and consult with the Human Resources Office to make arrangements for payment of insurance premiums through COBRA while on leave. Failure to pay premiums on a timely basis results in cancellation of coverage.

## 7.7 Family and Medical Leave

According to the Family and Medical Leave Act of 1993 (FMLA), eligible employees are entitled to take unpaid leave for specified family and medical reasons. Eligible employees are entitled to twelve weeks of leave in a year for:

- Birth and care of the employee's child, within one year of birth
- Employee's placement with a child for adoption or foster care, within one year of the placement
- Care of an immediate family member (spouse, child, parent) who has a serious health condition
- For the employee's own serious health condition that makes the employee unable to perform the essential functions of his or her job
- Any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is on active duty or has been notified of an impending call or order to active duty in the U.S. National Guard or Reserves in support of a contingency operation

Eligible employees are entitled to twenty-six weeks of leave in a year for:

- Care for a covered service member with a serious injury or illness if the employee is the spouse, son, daughter, parent, or next of kin of the service member.

### **Service member:**

- A member of the armed forces (including a member of the National Guard or Reserves) who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list for a serious injury or illness; or
- A veteran who is undergoing medical treatment, recuperation or therapy for a serious injury or illness and who was a member of the armed forces (including a member of the National Guard or Reserves) at any time during the period of 5 years preceding the date on which the veteran undergoes that medical treatment, recuperation or therapy.

During a family or medical leave provided under this policy, an employee shall first exhaust all available earned time off before continuing such leave on an unpaid basis.

During the employee's family or medical leave of absence, NAU will continue to provide health insurance coverage for the employee; however, the employee will remain personally responsible for paying the employee's portion of the insurance premiums. An employee who does not return will be required to pay all insurance premiums paid by

NAU during the leave.

**Please note:** There are many requirements, qualifications, and exceptions under these laws, and each employee's situation is different. Contact the Human Resources Office to discuss options for leave.

## **7.8. Return to Work Policy**

When such work is available, the university will attempt to provide an employee with a temporary modified or light-duty assignment in accordance with documented medical restrictions.

### **Job Protection**

An employee's job, or an equivalent job, is protected while the employee is on leave. Both federal and applicable state laws require that employees be returned to their positions or to another job of like pay and status at the end of FMLA leave.

Note: If an employee is unable to return to work after the expiration of federal or state FMLA, an extension may be granted if the condition constitutes a disability under the Americans with Disabilities Act (ADA) or in certain workers' compensation cases.

discussion between the faculty member and the departmental chair about arrangements for such absence. In concert with the chair, the faculty member requesting the leave has the responsibility for assuring that classes are taught, that students are advised, and that other academic responsibilities are properly managed.

## **7.9 Weather and Emergency Closing**

In the event of a weather or emergency that results in the official closing of the University by the President, all employees will be granted a paid leave for the duration of the closing. In addition, non-exempt employees who are required to work will be paid one-half for each hour of work and exempt employees who are required to work will receive one day of vacation for each day of work. If the University remains open during a weather emergency or any other kind of emergency, even though classes are dismissed, all employees will be expected to report to work and remain on the premises, unless excused by the President. Employees who are not able to report to work will be required to take vacation leave, personal leave or leave without pay.

### **7.9.1 Inclement Weather**

**Inclement weather and Leave Options:** Inclement weather can cause transportation problems or hazardous conditions that may inhibit your ability to come to the NAU Campus. Personal safety is an important consideration when evaluating the ability to commute to work during severe weather.

**Leave Use and Compensation:** If weather conditions prevent an employee from working as scheduled, leave taken due to inclement weather is charged to vacation leave, personal leave or leave without pay according to the employee status. The following table summarizes leave use for eligible employees who miss work because of inclement weather:

Employment Category	Partial and full day absences due to inclement weather are charged to:
Non-Exempt /Exempt Professional Staff(including full time faculty *	Earned Time Off or Leave without pay
Adjunct Faculty and part- time employees	N/A

\*Supervisors are responsible for ensuring that all work obligations are met. Full day absences due to inclement weather may be charged to leave, or the individual's work schedule may be flexed with the supervisor's concurrence. At the supervisor's discretion, leave does not have to be charged for approved partial day absences.

**Other Work Options:** Supervisors can approve requests for employees to temporarily work from home, if doing so allows completion of work assignments. If you are unable to come to work, notify your supervisor. When you return to work, complete the Earned Time Off form 6200- 107.

**8. BENEFITS**

North American University understands the value of benefits to employees and their families. The university supports employees by offering a comprehensive and competitive benefits program. For more information regarding benefit programs, please refer to The University Summary Plan Descriptions (SPD), distributed during insurance enrollment. Employees may also request it from the Human Resources Office. To the extent of the information provided here conflicts with the SPD or full plan document, the full plan document will control.

**8.1 Health Insurance**

North American University Medical Insurance Plan provides you and your family with comprehensive benefits and access to a large network of physicians and hospitals in Texas.

North American University pays 80% of the health insurance premiums for all eligible

employees. All regular full time employees are considered to be eligible for medical insurance benefits. If you are a new employee, you will be eligible for health insurance on the first day of the month following your first day of employment. (For example, if you begin employment on March 18, 2017, you will be eligible for health insurance benefit on April 1, 2017). If your employment begins on the first day of the month, you will be eligible the same day. NAU does not pay premiums for dependents. Eligible employees are allowed to have their dependents covered under the NAU group medical insurance plan at their own expense. Employees cannot make changes to benefits during the fiscal year unless they have a qualifying family status change. These will include situations when:

- Eligible employees get married and would like to add their spouse to their policy.
- Eligible employees have a new child/adopted child and would like to add him/her to their policy.

An eligible employee who declines coverage at the time of the initial enrollment will not be able to enroll and receive the benefits until the next enrollment period which is 12 months after the initial enrollment period unless he/she has a qualifying family status change. This will include a situation when

- Eligible employees, who decline coverage because they carry insurance as a dependent through a spouse, gets divorced and would like to carry their own insurance.

Changes must be made within 30 days of the event with written documentation supporting the reason for the change.

In case of termination (except for gross misconduct) or change from full time to part time employment, employees may continue to have coverage through Consolidated Omnibus Budget Reconciliation Act (COBRA) at their own expense. Reasons for a dependent spouse to continue coverage under COBRA include the death of the employee, termination of employment, change from full time to part time employment, divorce, legal separation, or the employee becoming eligible for Medicare. If an eligible child becomes ineligible due to any of these same reasons or because of age requirements that child is also eligible to continue coverage through COBRA.

### **8.1.1 Health Insurance during Leave without Pay**

NAU does not pay the insurance premium of the employee during a leave without pay. It is the responsibility of the employee to contact and consult with the Human Resources Office to make arrangements for payment of insurance premiums while on leave. Failure to pay premiums on a timely basis results in cancellation of coverage.

## **8.2 Optional Benefits**

### **8.2.1 Optional Vision and Dental**

North American University offers optional insurance for vision and dental to be paid by the employee. Employees shall contact the Human Resources Office for current information on optional benefits.

### **8.2.2 Group Term Life Insurance**

North American University offers optional term life insurance to be paid by the employee. Term Life Insurance coverage can ease the financial burden brought upon by the death of a family's primary provider. Employees shall contact the Human Resources Office for current information on optional benefits.

### **8.2.3 Disability Coverage**

North American University offers optional short and long term disability coverage to be paid by employees. Employees shall contact the Human Resources Office for current information on optional benefits.

### **8.2.4 Short Term Disability**

Short-term disability is offered to full-time employees working a minimum of 30 hours per week. Employees are eligible for this benefit on the first of the month following 30 days of service. Short-term disability is meant to bridge the 90-day period until long-term disability can cover an employee. If an employee becomes disabled and cannot work for a short period of time, this coverage pays 60 percent of the employee's salary, up to the policy limits. This is a voluntary benefit and is funded solely by the employee.

Short-term disability benefits may run concurrently with FMLA leave and/or any other leave where permitted by state and federal law.

### **8.2.5 Long Term Disability**

Long-term disability benefits are offered to full-time employees working a minimum of 30 hours per week. If an employee becomes totally disabled and cannot work for an extended period of time, this coverage pays 60 percent of the employee's salary, up to the policy limits. This is a voluntary benefit and is funded solely by the employee.

Long-term disability benefits will run concurrently with FMLA leave and/or any other leave where permitted by state and federal law.

### **8.2.6 Reduced Tuition Plan**

This plan provides benefits for staff members who wish to enroll in a graduate program at North American University. There is no length of service requirement for staff member educational assistance. This assistance is available only to full-time staff members.

### **8.2.7 Social Security and Medicare**

The Federal Insurance Contributions Act (FICA) tax is comprised of the Social Security and Medicare taxes that are withheld by federal law. North American University and each faculty member contribute toward Social Security and Medicare taxes.

Social Security taxes fund retirement benefits, benefits for the dependents of retired workers, and benefits for the disabled and their dependents.

The funds received for Medicare are used to provide medical benefits for certain individuals when they reach age 65. Workers, retired workers, and the spouses of workers and retired workers are eligible to receive Medicare benefits upon reaching age 65.

## **9. GRIEVANCE**

### **9.1. Grievance Policy**

A grievance is defined as an unresolved issue concerning the implementation of University policy, procedure, or practice. The attempt to resolve a grievance should normally follow a two-stage process; an informal stage first and then, if necessary, a formal stage.

#### **Step 1: Informal Resolution**

In many cases, disputes over the implementation or interpretation of a policy can be resolved through communications within a particular department or unit. As such, the first step in the grievance process is to seek an informal resolution. The employee shall attempt to resolve the issue informally within ten (10) business days of the incident's occurrence.

The employee may initiate this step in one of two ways:

- a) *Speak with his or her supervisor:* The employee should promptly bring the matter to the attention of the immediate supervisor, explaining the nature of the problem and the relief sought. The supervisor should provide a response within ten (10) business days.
- b) *Speak with the Human Resources Office:* If an employee cannot decide whether or not to initiate a grievance or is reluctant to discuss the matter with his or her supervisor, he or she may seek the advice of the Human Resources Office who may seek to resolve the issue. The Human Resources Office should provide a response to the employee within ten (10) business days.

## **Step 2: Formal Grievance**

If the matter is not resolved at Step I, the employee may proceed to Step II by submitting a written grievance statement to his or her supervisor or the Human Resources Office no later than five (5) business days after the receipt of the response in Step I. This statement should outline the relevant facts that form the basis of the employee's grievance, indicating the University policy, procedure, or practice that has allegedly been violated, and stating the resolution sought. The statement should also identify the discussions and response in Step I.

The grievance statement is then forwarded to the President, who appoints a grievance committee no later than five (5) business days after receiving the request. The committee shall be composed of three to five employees. No one with a personal or professional interest in the outcome of the grievance is qualified to serve on the committee. The committee members shall select a chair among themselves.

The committee will meet with the grieving employee, the immediate supervisor, and any other person deemed by the committee to have relevant information about the subject of the reported grievance. All information received and evaluated by the committee is strictly confidential, with the exception of circumstances in which another person or persons outside the committee has a legitimate interest.

The chairperson of the committee will notify the grieving employee in writing of the committee's final decision within twenty (20) business days after being appointed for the committee.

### **9.2 Appeal**

Should the grieving employee find the committee's decision unsatisfactory, he or she has the right to appeal to the President. Within ten (10) business days, the President, or his or her designee will notify the final outcome of the grievance. Such a decision will be final and bind all concerned persons and parties.

### **9.3 Confidential Reporting**

It is the responsibility of North American University (NAU) to conduct business within the University policies and procedures. Employees should report any misconduct as soon as possible without fear of retaliation.

The types of misconduct include, but are not limited to the following:

- Any activity that does not conform to professional and ethical conduct published in the University's official documents such as the employee handbook
- Financial crimes such as fraud, bribery, theft, and etc.
- Criminal offenses which threaten the performance or well-being of any entity related to NAU or its business-related affiliates

Employee may report such incidents through a confidential reporting system, My Safe Campus. Reports may be submitted anonymously via the website [www.mysafecampus.com](http://www.mysafecampus.com) or by calling at 1- 800-716-9007. The confidential report will be treated as a formal grievance request and be forwarded to the President, and the procedures explained in Step II will be followed.

Employees may take the grievance directly to a higher authority such as Board of Trustees of NAU, Accrediting Council for Independent Colleges and Schools (ACICS) or Texas Higher Education Coordinating Board (THECB). The contact information for the Board of Trustees can be obtained from NAU website. THECB can be contacted through its website (<http://www.thecb.state.tx.us>).

Contact information for ACCSC is:

ACCSC 2101 Wilson Boulevard,  
Suite 302 Arlington, Virginia 22201  
[www.accsc.org](http://www.accsc.org)

## **10 FACULTY DEVELOPMENT AND EVALUATION**

### **Faculty Development**

This policy stems from the institution's philosophy that professional development and continuous learning are necessary to maintain the quality of the University employees and their continued readiness and ability to carry out the mission and goals of the University.

The policy provides assistance and support to employees to increase the effectiveness of their overall performance in their respective positions, and encourages employees to acquire knowledge and to hone skills which may in turn provide employees more opportunities to advance their career within the University. This policy applies to all NAU employees including faculty, staff, and administrators.

#### **10.1 Policy**

North American University (NAU) supports both career-related and job-related professional

development activities and expects its employees to complete their professional development annually.

### **Definitions**

**Faculty Development:** Each department is expected to establish faculty development plans that include both in-service training and professional growth activities to enhance faculty expertise. There shall be documented evidence on an annual basis of these development plans and their implementation. These plans are to be appropriate given each faculty members' training, education, and related work experience and that they provide the proper mix of in-service training and professional growth based on the academic and experiential background of the faculty. Faculty is expected to engage in ongoing development of instructional methods and teaching skills as part of their faculty development plans.

**Staff Development:** Staff development is defined as learning undertaken by university staff to maintain and advance their skills, knowledge and competencies, specifically as they relate and add value to the job and workplace. It is a dynamic process and may be achieved not only through participation in formal coursework but also through professional experience, collaboration, mentoring, and participation in activities of professional organizations. Staff development is expected to include a proper mix of in-service training and professional growth activities.

**Administrator Development:** Professional development provides opportunities for administrators to better serve the educational process, the academic community, and thus the institution by increasing the effectiveness of the administrators through on-going training and development for a current assignment, as well as preparing for the future.

**In-Service Training:** Training which is provided within the university to support the continued professional and personal growth of all employees in their work. Special training emphasis is made in the areas of service excellence, diversity, communication, use of technology, effective management and other contemporary issues pertaining to workplace. In- service training also includes on-the-job training, preparation for job assignment, and continuing training programs which are basically job oriented to equip an individual to properly perform assigned tasks, to develop additional work capabilities, or to increase the employees' level of competence.

**In-Service Training for Faculty:** Special planned and systematic experiences sponsored by an institution and related to curriculum and instruction that affect the majority of the faculty in a collective fashion. In-service education has as its major goal the updating of faculty in (1) subject matter, (2) curriculum concepts, (3) new theories and techniques of instruction and teaching, and (4) new educational media.

**Professional Growth:** The process by which employees gain or improve knowledge and skills required in the profession or by the position.

## **10.2 Procedures**

The employee and his/her supervisor should jointly discuss the professional development goals, review available opportunities, and determine applicable benefits. Discussions about professional development goals may occur at any time during the performance review cycle.

### **10.3 Faculty Development Plan**

North American University requires academic departments to establish faculty development plans including in-service training and professional growth activities to enhance faculty expertise. The plan must be in writing and shall consist of a combination of in-service activities and professional growth activities. There is to be an annual faculty development plan on file for all faculty members, both full-time and part-time.

The evaluation of faculty development is based on the academic calendar. At the beginning of each academic year, department chairs review the faculty development activities completed previous year. Documentation is required to confirm that the faculty have completed the activities listed on his or her plan. After the review of those activities, faculty development plan for the upcoming year is discussed with the department chair.

#### **In-Service Training and Development Opportunities**

North American University provides in-service training and development opportunities during normal work hours. In general, such courses and programs are considered as actual hours of work. All employees shall attend these training programs to fulfill their professional development requirements. NAU in-service training and development activities may include but are not limited to:

1. on-the-job training,
2. webinars sponsored by NAU,
3. attendance at
  - a. courses,
  - b. seminars
  - c. lectures,
  - d. meetings, and
  - e. workshops organized by the University.

All employees including part-time and full-time faculty, staff and administrators are required to attend at least one of the aforementioned activities each academic/fiscal year.

#### **Professional Growth Activities**

Professional growth may be accomplished through a combination of the following activities:

- a. Membership in educational associations and professional organizations,
- b. Participation in
- c. continuance of education,
- d. concurrent related business experience,
- e. educational research,
- f. Awareness of current practices and standards,

Attendance at:

- a. seminars,
- b. conferences,
- c. conventions,
- d. field visits,
- e. vendor shows,
- f. equipment exhibits, and
  - i. Professional writing

## **11 Faculty Evaluation**

North American University, together with their employees, shall adopt criteria and establish methods of evaluation. Evaluations shall be conducted in compliance with current University policies and procedures.

The primary purposes of the annual evaluation are:

- To promote communications between staff and supervisors regarding work performance expectations.
- To provide the employee an opportunity to present an overview of achievements.
- To document quality of performance for job security/increased job security, promotion and merit.
- To assist staff, faculty and management in identifying personal career goals through continuing professional development and training in conjunction with the goals of the university, department and manager.
- To discuss expectations and goals for the upcoming review period.

The evaluation process is not a disciplinary tool. Problems with work performance should be dealt with immediately and should not be left for the evaluation.

### **Policy**

North American University (NAU) wants to ensure the commitment of faculty, staff and administrators by formal written (annual) and ad hoc (continuous) reviews of their performance to ensure quality and ethical practices are adhered to.

### **Procedure**

It is the Human Resources Office responsibility to provide copies of the completed Evaluation Form and any related documents to the employee or appropriate designee. The employee and

his/her supervisor should jointly discuss the performance review, self-evaluation, goals for the upcoming year and determine applicable plans of action.

Evaluations should be completed and delivered within 20 business days from date of receipt from HR. The signatures on the Evaluation Form do not necessarily indicate agreement (by the supervisor or the employee), but acknowledge that both have had an opportunity to read and discuss comments on each evaluation form. Within 5 business days of receiving a performance evaluation, an employee may submit a written response to human resources office, to be attached to the annual performance evaluation.

***Faculty Evaluation Procedure:***

- Self-Evaluation - Self-Evaluations are faculty's assessment of their own accomplishments for the academic year as well as goals for upcoming year. Faculty member is responsible for completing the Self Evaluation form in advance of the meeting with his/her chair. Self-Evaluations are sent to the faculty members by the HR Office each year in September. Within 10 business days, a copy of completed evaluation should be sent to the HR Office and the Department Chair.
- The Department Chair is responsible for conducting the evaluation, and uses the faculty self-evaluation when delivering the his/her evaluation to discuss the faculty member's responses.

***Department Chair Evaluation Procedure:***

- Self-Evaluation - Self-Evaluations are Department Chairs' assessment of their own accomplishments for the academic year as well as goals for upcoming year. Department Chair is responsible for completing the Self Evaluation form in advance of the meeting with his/her Provost. Self-Evaluations are sent to the Department Chairs by the HR Office each year in September. Within 10 business days, a copy of completed evaluation should be sent to the HR Office and the Provost.
- The Provost is responsible for conducting the evaluation, and uses the Department Chair's self-evaluation when delivering the performance review to discuss the Department Chair's responses.

## **12 FACULTY LOAD**

North American University faculty members have responsibilities in four areas: teaching, research, service, and administrative duties. The scope of the administrative duties and service to the University depend upon the needs of the departments and the University.

### **12.1 Teaching**

Each semester, the department chair monitors faculty load assignments and presents it to the Vice President for Academic Affairs. Faculty teaching load depends on the

other departmental and administrative responsibilities of the faculty.

### **12.2 Office Hours**

Full time faculty members are expected to maintain six (6) office hours per week, distributed over at least three days. Faculty members shall post their office hours, setting them at times of the day that will be convenient for students to visit.

### **12.3 Syllabus**

Faculty members are expected to prepare a syllabus for each course he or she is teaching. Syllabi shall be submitted to department chair during the first week of the academic semester and be distributed to students during the first class session.

A course syllabus should include the following information:

- Course content and objectives
- Weekly schedule
- Required texts
- Method employed in calculating course grade
- Attendance policy
- Office hours and contact information
- Statement of academic honesty
- ADA Policy Statement

Students shall be informed of any changes to the syllabus in a timely manner.

### **12.4 Textbook**

Faculty members select course textbooks in coordination with the department chair. The department chair ensures that an adequate number of copies of textbooks will be ordered by the University Bookstore.

### **12.5 Research**

Individual faculty research and scholarly activities are defined by the professional interests of the faculty member. While the scope and nature of faculty scholarship will vary among departments, faculty members are highly encourage to be involved in scholarly activities, individually or collaboratively, which advance the state of knowledge or performance levels of their respective fields. Both the pursuit of new knowledge or techniques and the application of knowledge in creative ways are valued.

### **12.6 Service**

## **Student Advising**

Academic advisement is a very important service responsibility for faculty members. Faculty members are expected to assist students with enrollment, to counsel them about career options, to provide them information about deadlines and checkpoints, and to monitor their progress through programs. The department chair selects faculty member to serve as advisors.

## **Standing Committees**

Service activities include sponsorship of student organizations, membership on ad-hoc and standing committees, consultation to other areas of the University, and participation in activities which advance the academic programs of the University. Each faculty member is expected to attend faculty meetings regularly.

## **Professional Activities**

Membership in selected professional organizations appropriate to a faculty member's assignment is highly encouraged. Involvement in professional organizations at local, state, regional, and national levels consists of attendance of meetings, holding offices, and serving on committees.

## **Administrative Assignments**

These assignments are based upon the needs of the department and the University. Such assignments will be developed cooperatively between the faculty member and department chair.

# **13. MANDATORY REPORTING**

## **13.1 Mandatory Reporters**

There are four federal laws that establish responsibilities for employees of North American University to report certain types of crimes and incidents, especially sexual misconduct---the Clery Act in tandem with the Violence Against Women Reauthorization Act of 2013 (VAWA), Title VII and Title IX. Each of these areas of federal law has a different purpose, but generally the laws are intended to protect members of the campus community, visitors and guests from criminal and discriminatory behavior.

It is the policy of North American University to abide by such laws. The responsibilities established by these laws give rise to the term "mandatory reporter." Reporting of concerning and disruptive behaviors is not legally mandated, but is a policy mandate to assist in early identification and detection of at-risk situations. North American University's Title IX

Mandatory reporting procedure can be found at [www.na.edu/titleix](http://www.na.edu/titleix). For additional information, you may contact the Human Resources Office or the designated Title IX Coordinator and/or Deputy Coordinator.