

Parker University Faculty Handbook

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Parker University Faculty Handbook

PREFACE

The Faculty Handbook establishes general information, guidelines, policies, and procedures as they relate to faculty. Certain policies and procedures included in the current Catalog, Student Handbook, Employee Handbook, Clinic Handbook, and Internal Operations Manuals etc., are not repeated here. This Handbook, therefore, is to be used in conjunction with other documents.

Each faculty member will have access to the digital copy of this book that may be downloaded or printed. Changes may be recommended by the faculty through the Faculty Senate; however proposed changes only become effective when approved by the Board of Trustees.

I. MISSION, GOALS, AND ORGANIZATION OF THE UNIVERSITY

A. PARKER'S MISSION

Leadership in Education, Research, and Service

Parker University is committed to providing the students, patients, and wellness professionals we serve with the knowledge and healthcare experiences to realize their full potential through a dedicated focus on education, research, and service.

Empowering Education

Parker University equips leaders in the following: allied health, technology, business, and education communities to establish trends in health and wellness through its certificate, associates, bachelors, and master's degree programs and doctor of chiropractic degree. Parker University is committed to providing an innovative, patient-centered learning experience for students through a comprehensive curriculum, highly respected faculty, family-oriented campus environment, and utilization of the latest advancements in education technology.

Evidence-Based Research

Parker University understands the importance of evidence-based research to our profession, a dedication reinforced by our support for campus and abroad world-renowned research initiatives, funding of profession-wide collaborative efforts, and a commitment to sharing findings across the field.

Leadership Through Service

For knowledge beyond the degree, Parker University offers opportunities for continual education and peer networking, affording industry professionals' exposure to renowned leaders in their fields and the latest developments and advancements in our profession. These opportunities provide our graduates with the knowledge, skills, and attitudes to impact their communities and flourish in their respective careers. From prospective student to retirement, Parker is there.

B. MISSION STATEMENTS OF OUR ACADEMIC PROGRAMS

College of Chiropractic Program Mission

Parker University will educate individuals in chiropractic wellness to be leaders in education, research, and service as primary care physicians and gatekeepers for direct access to the health delivery system.

College of Undergraduate Studies Program Mission

Parker University offers students a Bachelor of Science degree with an emphasis on education, research, and service in chiropractic and wellness.

School of Massage Therapy Mission

Parker University School of Massage Therapy will enhance the development of wellness leaders through massage therapy by offering sound, ethical, well-researched, and relevant programs through high standards of education, research, and service.

Associate of Applied Science degree with a major in Radiologic Technology

Mission of the Parker University's Associate of Applied Science degree with a major in Radiologic Technology is to provide students with the academic and technical foundation to competently and safely perform procedures.

Bachelor of Science with a major in Health Information Management

Mission of the Health Information Management major provides graduates with the technical and administrative skills to manage health information systems consistent with the professional standards (medical, ethical and legal) in health care delivery systems. Graduates also possess the knowledge and skills needed to plan and develop health information systems which meet standards of accrediting and regulatory agencies.

C. EDUCATIONAL, RESEARCH, AND SERVICE GOALS AND OBJECTIVES

The Goals of Parker University are to:

- Enhance student outcomes through the support of high quality teaching, research, and service.
- Conduct, support, and publish significant research to develop scientific knowledge related to chiropractic wellness.
- Create a culture to promote awareness of the value of Parker University to expand the financial resource base of the University through gifts.
- Align available fiscal resources with mission, programs, and services to better serve our students and communities.
- Position Parker University as the global leader and advocate for chiropractic wellness.

D. THE DOCTOR OF CHIROPRACTIC DEFINED

A doctor of chiropractic is a primary care physician whose purpose, as a practitioner of the healing arts, is to help meet the health needs of individual patients and of the public, giving particular attention to the structural and neurological aspects of the body.

The application of science in chiropractic concerns itself with the relationship between structure, primarily the spine, and function, primarily coordinated by the nervous system of the human body, as that relationship may affect the restoration and preservation of health.

Further, this application of science in chiropractic focuses on the inherent ability of the body to heal without the use of drugs or surgery.

As a gatekeeper for direct access to the health delivery system, the doctor of chiropractic's responsibilities as a primary care physician include wellness promotion, health assessment, diagnosis and the chiropractic management of the patient's health care needs. When indicated, the doctor of chiropractic consults with, co-manages, or refers to other health care providers.

The University subscribes to the definition of the Doctor of Chiropractic as stated by the Council on Chiropractic Education. That definition is currently published in the Standards for Doctor of Chiropractic Programs (Scottsdale, Arizona, revised January 2007) under the section called "Purpose of Chiropractic Education." Parker University will also accept any updates or amendments to that definition by CCE.

II. FACULTY SENATE

A. MISSION AND GOALS OF THE FACULTY SENATE

Goal 1

- a. The Faculty Senate participates in shared governance of the institution.
- b. Objectives:
 - (1) To have Faculty Senate representation and participation in planning, evaluating, and implementing all of the University's academic, certificate and degree programs.
 - (2) To recommend updates and revisions to the Board of Trustees approved plan for administering the curriculum and grades.
 - (3) To perform an annual review and propose revisions to the Faculty Handbook.
 - (4) To foster faculty development by assisting the administration in the development of in-service programs.
 - (5) To appoint Faculty Senate representation to all Faculty Senate standing committees.
 - (6) To provide representation (President and Vice President or their designate) at Board of Trustees meetings, when requested by the Board of Trustees.
 - (7) To facilitate Faculty Senate representation and participation in the development of evaluation and assessment instruments for faculty, staff, administrators, and supervisors.
 - (8) To recommend a budget to support the programs and services of the Faculty Senate.

Goal 2

- a. To ensure an environment of support and cooperation among the Faculty to foster the educational environment.
- b. Objectives
 - (1) To coordinate instructional materials for each trimester's topics and terms.

- (2) To integrate the education process for the student.
- (3) To give oversight and assist the Commission on Curriculum and Grades.

Goal 3

- a. Maintain an environment of respect.
- b. Objectives
 - (1) To meet periodically for the purposes of getting to know each other.
 - (2) To meet with students to promote understanding.
 - (3) To meet with the administration to develop mutual respect.
 - (4) To arrange an introduction of the faculty to the incoming Trimester 1 students during orientation in an informal setting.

B. ADMINISTRATION AND ORGANIZATION

The University's Organizational Chart is approved by the Board as the official collegiate organizational chart and can be found in Appendix 1. The University's organizational and administrative duties are described in more detail in the Internal Operations Manual.

C. GOVERNANCE

Preamble

This document sets forth a framework through which the Faculty of Parker University may examine, discuss, advise, and decide upon issues affecting Parker University's Mission. The governance system of Parker University is founded upon mutual respect and cooperation and such are the guiding principles of all the people entrusted with its charge. This document affirms the Faculty of Parker University has a legitimate and dynamic role in the governance of the University. The Faculty's principal role in governance is to recommend requirements for admission; establish certification and degree programs of study; evaluate work toward the completion of those certification and degree programs; award certifications and degrees, and ensure proper professional conduct. In addition, the Faculty is empowered to advise the administration on the overall management and development of the Institution. The Faculty realizes that if its participation in the governance system is to be meaningful, Faculty powers must be exercised with discretion, a sense of fair play, careful consideration of all points of view, and respect for the educational success of the students. Since the Board of Trustees delegates day-to-day responsibilities to the President of the University, the Faculty governance system should serve as the primary channel by which the administration seeks counsel and advice from Faculty. This document affirms that regular input from Faculty is integral to the successful operation of the University.

1. JURISDICTION

1. The duties of the Faculty are defined as follows:
 - a. The Faculty shall prescribe, subject to the approval by the Board of Trustees, requirements for admission; courses of study; conditions of graduation; the nature of degrees to be conferred; rules and methods for the conduct of the educational work of the University, and shall recommend to the Board, candidates for degrees, persons to receive the award of fellowships, scholarships and prizes, and candidates for honorary degrees.

- b. They shall investigate all cases of misconduct of students, or violations of rules of the University by students, and through the Vice President of the College of Chiropractic Dean of Students, and Dean of Chiropractic and Wellness Clinics shall administer such discipline, as the circumstances require.
 2. The Councils and Committees of the Faculty Senate shall serve in two capacities:
 - a. As bodies for the consideration of formal proposals, which fall under the jurisdictions guaranteed to the Faculty;
 - b. As informal, advisory resources to the administration on any issue, whether professional staff, students, faculty, or supportive operating staff initiates discussion.

2. CONSTITUTION OF THE FACULTY SENATE OF PARKER UNIVERSITY

ARTICLE ONE

Section One - The Faculty Senate

The Faculty Senate of Parker University shall consist of all persons who are employed by the University and hold therein the academic rank of instructor, assistant professor, associate professor or professor namely, the President of the University, the Provost, all Vice Presidents, Deans, and Administrators with a part time academic rank.

Section Two - Part-time Faculty

Part-time, residents and adjunct Faculty, due to the limited association with the University, shall have limited privileges within the Faculty Senate. These individuals shall have the right to participate in all Faculty Senate meetings, to enter into debate, and to make recommendations, but shall not have the right to vote or to hold office or be part of the voting membership of the Faculty Senate.

Section Three - Faculty Senate Voting Membership

All Faculty Senate meetings must have a quorum (majority) of the voting membership of the Faculty Senate to conduct business that requires a vote. The voting membership of the Faculty Senate shall include all full-time Faculty members as described in Articles One and Two, Sections One, Two and Three of this Constitution.

Section Four - Assemblies

The Faculty Senate shall assemble only upon the call of the Executive Council of the Faculty Senate, or one-fourth of the voting Faculty membership by petition to the Faculty Senate Executive Representatives.

Section Five - Executive Council Meetings

The Executive Council shall assemble:

- a. For regular monthly meetings or:
 1. upon call of the President of the Faculty Senate.
 2. upon call of one-fourth of the Executive Council.
 3. upon call of one-fourth of the voting Faculty membership.

ARTICLE TWO

Section One - The Faculty Senate

The Executive Council shall represent the Faculty to the President and the Provost of the University, in terms of advice and recommendation in all matters affecting the welfare of the Faculty and their functions concerning the University. The Executive Council shall interpret, and specify, the provisions of this Constitution, and take such lawful means, as deemed necessary for implementation.

Section Two - Officers of the Faculty Senate (Executive Council)

Officers of the Faculty Senate shall consist of the President, Vice President, Secretary, Treasurer, and Executive Representatives (three (3) from Academics and three (3) from the Clinics). For the purpose of voting the Executive Representatives, Faculty of the Library and the Research Departments shall vote with the Academic and the Clinics respectively.

Section Three - Election of Officers

Executive Representatives shall be elected by a simple majority of the quorum by secret ballot of the eligible voting Faculty (as defined by Article One, Section One, Two and Three of the Constitution) from their respective academic areas. The President, Vice President, Secretary, and Treasurer, shall be elected by a simple majority of the quorum of votes cast by the eligible voting Faculty as defined by Article One, Section One, Two and Three of the Constitution.

ARTICLE THREE

Section One - Terms of Office

All Academic and Clinic Executive Representatives, the Secretary and the Treasurer shall serve for a one (1) year term. No representative may hold the same office for more than two (2) successive terms. The Vice President shall be elected for a three-year term of service, serving as Vice President for the first year, President for the second year, Chair of the Commission on Curriculum and Grades for the third year, and may not serve for a second successive term in this rotation of offices: Vice President-President-Chair of COC&G.

Section Two – President Responsibility

The Senate President shall preside as chairperson at all Faculty Senate meetings and Executive Council meetings.

Section Three - Vice President Responsibility

The Senate Vice President shall preside as chairperson for the Constitution/Handbook Committee. In the absence of the Faculty Senate President, the Vice President may preside over a Faculty Senate meeting or an Executive Council meeting.

Section Four - Executive Representative Responsibility

The Senate Executive Representatives shall also serve as representatives of the Faculty Senate, and shall jointly represent the Faculty Senate directly to the President of the University.

ARTICLE FOUR

Committees

The Executive Council of the Faculty Senate shall have the power to establish committees under this Constitution, and the Executive Representatives of the Faculty Senate shall have the appointive power with respect to the same. The concurrence of a simple majority of the Faculty Senate Executive Council shall be required for committee appointment.

ARTICLE FIVE

Removal of Officers

Two-thirds of the voting membership, as defined by Article One, Section One and Three of the Constitution shall be required to remove the Executive Representatives, the President, Vice President, Secretary or Treasurer from office.

Removal of a Member

Two thirds of the voting Faculty Senate, as defined by Article One, Section One, Two and Three of the Constitution shall be required to remove any person from membership in the Faculty Senate.

ARTICLE SIX

Amendments

Proposed amendments to this Constitution shall be ratified by a concurrence of two-thirds of the voting of the quorum Faculty Senate membership, as defined by Article One, Section One, Two and Three of the Constitution.

ARTICLE SEVEN

The Journal

There shall be a Journal of Acts and Proceedings of the Faculty Senate consisting of the Minutes of the meetings including every Motion on which the Faculty Senate or Executive Council has voted.

ARTICLE EIGHT

Operative Date

This Constitution shall be operative from the first day following the day of its ratification by the Faculty Senate.

3. BYLAWS TO THE CONSTITUTION OF THE FACULTY SENATE

Preamble

We, the Faculty Senate of the University, in order that the Constitution of the Faculty may be efficiently and fairly implemented, do adopt these Bylaws. In conjunction with these, we do adopt Robert's Rules of Order Newly Revised, (most recent edition) as our rules of parliamentary procedure, but only to the extent to which the same are consistent with the Constitution of the Faculty and these Bylaws.

BY-LAW ONE

1. Executive Council Officers

The following officers of the Faculty Senate are hereby established:

President, Vice President, Secretary, Treasurer, Three Academic Executive Representatives, and Three Chiropractic Wellness Clinic Executive Representatives Chiropractic Wellness Clinic. These officers shall have powers and duties as these Bylaws and Robert's Rules prescribe.

2. Committees of the Faculty Senate

The following Standing Committees of the Faculty Senate are hereby established:

(i) Executive Council shall be concerned with the administration of the affairs concerning the Faculty Senate. The Council shall consist of three (3) Academic Executive Representatives, three (3) Chiropractic Wellness Clinic Executive Representatives, President, Vice President, Secretary and Treasurer. Subcommittees of the Executive Council include the following:

a. Faculty Welfare / Development Committee shall be concerned with all matters affecting the welfare of the Faculty, and their functions in and for the University. The Committee shall also be concerned with the

development of orientation programs for new faculty and on-going faculty in-service programs for all faculty in conjunction with the administration. The Committee shall consist of one (1) member of the Executive Council serving as the chairperson as well as four (4) additional members (two representing academics and two representing the Chiropractic Wellness Clinics), to be appointed by the Executive Council.

- b. Constitution / Handbook Committee shall be concerned with the Constitution and its Bylaws. The Committee will annually review and offer revision proposals to the Faculty Senate through the FSEC. All revisions must be ratified by the voting membership of the Faculty Senate as described herein before submitting to the Board of Trustee for approval. The Constitution/Handbook Committee shall consist of the Vice President of the Council serving as the chairperson as well as four (4) additional members: two (2) representing academics and two (2) representing the Clinics/Research. Members are to be appointed by the FSEC as described herein.
 - c. Judiciary Committee, which shall seek resolution of any grievance brought to the Faculty Senate, by or against, any person as a member of the Faculty, and failing such resolution, shall recommend appropriate action. The Committee shall consist of one (1) member of the Executive Council serving as the chairperson as well as four (4) additional members (two representing academics and two representing the Chiropractic Wellness Clinics), to be appointed by the Executive Council.
- (ii) Commission on Curriculum and Grades (shall also be known as COC&G or the Commission) shall be concerned with structuring the University's curriculum according to course content, course sequencing, and the time frame in which the curriculum is presented. The Commission shall also be concerned with the procedures adopted by the Faculty in reviewing student complaints over grades. The Commission shall consist of 6 members: one (1) of whom will be the FSEC immediate past-president, serving as chairperson; one (1) coming from the FSEC members serving as the secretary, two (2) additional academic faculty members, and two (2) additional clinic faculty members. Additional ad hoc individuals: the Student Senate president, the Provost, the Vice President of the College of Chiropractic, the Director of the Clinics, the Director of Research, the Director of Academic Advising and the Academic Technologist will serve as consultants to the committee.

The administrators, non-Faculty, and adjunctive individuals listed are non-voting consultants to the committee and shall be included for the purpose of vetting new issues, ideas or changes that are proposed in the institution. Only members of the voting membership of the Faculty Senate have governance over the curriculum and grades; therefore, the adjunctive individuals are enlisted for the valuable information and ideas they will contribute to the discussions.

The following ad hoc Committees of the Commission on Curriculum and Grades are hereby established:

1. (i) Technique Committee shall establish and update the criteria used to evaluate the validity of chiropractic techniques currently being taught at Parker University as well as other requested chiropractic techniques. Members include: a Representative elected from COC&G Representative serving as chairperson, two (2) Representatives from the Academic Center, two (2) Representatives from the Clinics, and one (1) Research Representative for the faculty.
2. (ii) Technology Committee shall propose and review technology initiatives which directly or indirectly impact the curriculum and shall be chaired by the Academic Technologist with a minimum of 3 members as approved by the COC&G.

3. Elections

Election procedures shall be as follows:

- a. Upon the announcement by the President that nominations are open, the Executive Officers will accept nominations and/or declarations of candidacy.
- b. General Assembly of the Faculty Senate
- c. Optional Addresses from the Candidates
- d. Questions to the Candidates
- e. Voting
- (i) Votes shall be cast only by secret ballot during the meeting where a quorum has been established.
- (ii) In any first ballot, an elector may vote for nominees for Vice President, Secretary, Treasurer, and three (3) representatives from their Center (Academics or Clinics)
- (iii) In any ballot, eligible persons shall be elected if they receive a simple majority of the quorum of the votes cast by the Faculty Senate.

BY-LAW TWO

Temporary Enablement

In the event an elected officer, due to resignation or incapacitation, is unable to fulfill the prescribed duties of office, the Executive Council shall convene to appoint a replacement within a period of ten (10) working days. The newly elected official shall assume the responsibilities of the office for the remainder of the term or for the period of incapacitation.

BY-LAW THREE

Time and Place of Assembly

A minimum five (5) working days' notice will be given to call a full faculty meeting.

BY-LAW FOUR

Faculty members of the Library Services , for the purpose of representation, shall be part of the voting membership of the Academic Center. Faculty members of the Research Department, for the purpose of representation, shall be part of the voting membership of the Chiropractic Wellness Clinics.

RATIFIED: February 17, 1987

AMENDED: January 23, 1991; June 16, 1993; July 18, 1997; August 10, 1998

RATIFIED: August 20, 1998

AMENDED: July 30, 1999

RATIFIED: July 30, 1999

AMENDED: July 20, 2000

RATIFIED: September 13, 2000
AMENDED & RATIFIED: March 7, 2001
AMENDED & RATIFIED: July 25, 2001
AMENDED & RATIFIED Nov. 12, 2003
AMENDED & RATIFIED Oct. 27, 2004
AMENDED Nov. 9, 2006

III. FACULTY RESPONSIBILITIES

A. ACADEMIC REGULATIONS

1. Academic Freedom

- a. Faculty members are entitled to academic freedom in the classroom in discussing their subject. This freedom allows faculty members to adapt their methods to present conditions of employment, as well as to their personality, and to the talents and character of the student population. Any techniques, and procedures of teaching, must be determined by their educational effectiveness and not by public opinion, political benefactors or other special interest groups. Academic freedom, however, is not absolute and carries with it order and limits. Among these limits are: first, the need to remain within the confines of generally accepted data of the field; second, clear separation of opinion from established fact; third, recognition that personal sincerity or even conviction is not a guarantee against error; fourth, awareness that freedom must claim no more authority than one's appointment renders appropriate; and fifth, awareness that freedom does not include the denigration, defamation, or ridicule, in writing or in speech, of the University or its benefactors, employees, students, or any aspect of its curriculum.

A faculty member can, and should, present to the student newly-discovered facts and laws; new developments or new applications of old knowledge, and new theories that may be advanced in explanation of known data: physical, political, or social. Faculty members cannot, and shall not, teach as true what they know to be false, or teach as a fact, or as a universal law, what is yet but hypothesis or theory. If faculty members wish to communicate a personal opinion, they have an obligation to label such, as opinion, and not as fact.

- b. Faculty members are entitled to academic freedom in research and publication of the results, subject to adequate performance of all other academic duties contained in the job description, and to fulfillment of established responsibilities to University Committees on research and publication.

A faculty member is a citizen, a member of a learned profession, and a representative of the Institution. When speaking or writing as a citizen, a faculty member shall be free from Institutional censorship or discipline, and the expression of opinion as a citizen shall not constitute grounds for dismissal from the University, except for denigration, defamation or ridicule of the University, its benefactors, employees, students, trustees, or any programs offered by the University.

On the other hand, a faculty member's role in the community imposes special obligations. As a learned individual and educator, they should remember that the public might judge the Chiropractic profession, and the University, by their utterances. Hence, the faculty member shall at all times be accurate; shall exercise appropriate restraint, and shall show respect for the opinions of others. When speaking, or writing, as a citizen, a faculty member shall not utilize the name of the Institution in any way, lest the opinions being rendered are affiliated with the Institution, and not the individual. Parker University assumes no responsibility for the extramural statements of the faculty in their roles as citizens.

Academic freedom shall be accorded to all faculty members regardless of contractual agreements or academic work. Any limitations in academic freedom, because of any special aims, or interests of the Institution, must be clearly stated in writing at the time of appointment.

2. Teaching Load

The teaching load for a full-time faculty member is twelve to fifteen (12-15) credit hours per trimester.

Credit load for lectures is calculated as follows: one (1) hour of lecture is equivalent to one (1) credit hour. Class size will be considered in the calculation of teaching load, because large classes require more time for student counseling and record keeping. To reflect the additional time spent on each course, lecture class size of over one hundred twenty-five (125) will accrue one (1) additional credit hour for each fifty (50) students or any part thereof over one hundred twenty-five (125).

Credit hours for labs are calculated as follows: for the first lab section in a given subject, the primary lab instructor will be credited with one (1) credit hour per contact hour. For each additional lab section in a given subject, two (2) lab hours equate to one (1) credit hour. Two (2) clinic floor hours equate to one (1) credit hour.

Compensation will be adjusted upwards if the teaching load exceeds 45 credit hours per year. This compensation adjustment will be calculated based on overload salary ranges per contact hour.

3. Part-time Faculty Pay Formula

Lab and lead Instructors will be paid for contact hours. Lead Instructors of two (2) or more credit hours will be paid up to two (2) additional hours per week for office hours. In this instance, validation of the additional hours shall be approved bi-weekly by the appropriate Dean and submitted to the Payroll Department. The last Friday preceding the following Thursday's pay date shall be the cut-off for compensation requests. Part-time faculty are eligible for one additional credit hour (one contact hour) to reflect class size of over one hundred twenty-five (125) as stated in item two (2) above.

4. Office Hours

Faculty office hours provide time for interaction with students and personnel at all levels of the Institution. The office hours of a full-time faculty member will total a minimum of five (5) hours weekly spread over four (5) days, and the total hours on campus (teaching, prepping, and office hours), will total thirty-five (35) hours. The office hours should be posted in the Center of Academics and be distributed with the course syllabus on the first day of each trimester in each class or posted in the Learning

Management System. Final approval of office hour schedules will be by the appropriate Dean of each respective center.

5. Evaluation of Faculty

- a. The primary purpose of ongoing evaluation is to assist faculty in their professional development. Secondly, regular evaluations provide data for the administrative determination of faculty retention, promotion, and merit pay.
- b. Faculty evaluation includes, but is not limited to, the following:
 - (1) knowledge of subjects taught;
 - (2) teaching effectiveness, including presentation of lectures and labs and teaching ability;
 - (3) scholarly/creative/research activities;
 - (4) professional growth;
 - (5) institutional service;
 - (6) instructor – student interaction; and
 - (7) fulfillment of job description.
- c. Faculty will be evaluated utilizing all the following mechanisms:
 - (1) Student Review - The Director of Institutional Effectiveness The Faculty Evaluation”, a survey prepared with faculty input, to all students for Labs or Lecture - Appendix Eleven (11) (a, b, and c). Newly hired faculty members are evaluated each trimester for at least three (3) consecutive trimesters. The student evaluations will be analyzed each trimester for the first year of employment. All other faculty will be evaluated annually.
 - (a) The student survey may be conducted on-line.
 - (b) If a paper survey is conducted the course instructor will distribute the questionnaire to each class and will then leave the class. The Class President or other designated representative will collect the completed evaluations and deliver them directly to the designated office. Results will be made available to the faculty member at the beginning of the following trimester.
 - (c) The Chiropractic Wellness Clinic Doctors will be evaluated by each intern they supervise. The evaluations may be distributed in an appropriate lecture course or when the intern checks out of clinic. At the time of his/her check out from the clinic, the intern will complete an evaluation form. The intern will evaluate only those people he/she has had extensive contact with: his/her staff doctor, radiologists, and part-time doctors. The interns will also be asked to evaluate the other doctors in their “pod”. The evaluations will be compiled and analyzed annually. Results of the evaluations will be forwarded to the Clinic Director and discussed with each staff doctor, radiologist and radiographic technician.
 - (2) Chair/Director Review - Departmental Chairs/Clinic Directors/Pod Directors will evaluate each member of the faculty in their department annually. First year faculty may be evaluated by their Chair/ Director every trimester during their

first year of employment at Parker University. The Chair/Director will review the evaluation with the faculty member for strengths and weaknesses. The appropriate Dean in calculating the evaluation factor for salary for the following year will use the results of the evaluations. Samples of the evaluation forms can be found in Appendix Eleven (11).

- (3) Other – Additional evaluation tools, such as the Grote Approach System, may be used as recommended by the Faculty Senate and approved by the Administration. Those additional evaluation tools must be described in the Faculty Handbook and its appendix.

6. Special Review

Review by the Department Chairperson/Clinic Director or appropriate Program Vice President will be utilized upon faculty request for professional development, for promotion in rank, or to dispute departmental, or student evaluation results. The results of the evaluation will be put in writing, and discussed with the faculty member in a timely manner.

7. Course Syllabi/Outlines

Each Course Director is required to develop, and submit, a syllabus and an outline for each course to which they are assigned. The recommended syllabus outline can be found on the course webpage. A complete course syllabus and copies of handouts given to the class will be maintained in the course files of each class in the appropriate center. All instructors teaching that course should follow the syllabus.

8. Budgetary Requests

Requests for materials and supplies must be submitted to the appropriate Department Chairperson/Clinic Director.

9. Scheduling of Rooms

All groups and individuals approved to use Parker University facilities may be charged fees to help defray expenses of utilities, cleaning, maintenance and security. A Request for Facilities Use must be submitted to the Student Affairs Office for approval, at least five (5) working days prior to the event or activity.

10. Facilities and Equipment

The instructional staff should cooperate in the preservation and safeguarding of all property and equipment of the University. Any damage or destruction thereof must be reported to the appropriate department.

11. Guest Speakers

- (1) A faculty member who desires to enrich his/her course with the addition of a visiting lecturer, must fill out a Speaker Approval Form, found in Appendix Four (4) and a "Rules for Guest Speakers on Campus" form found in Appendix Five (5). These forms must be submitted to the Vice President of the College of Chiropractic and a copy to the Dean of Student Affairs for approval at least seven (7) business days prior to the date of presentation. A copy must be given to the Provost.

B. STUDENT GRADING SYSTEM

1. Change of Final Grade

The faculty member of record may change final grades. All other cases of a change of final grade must be appealed through the chain of command in the grade appeals policy. A sample of a grade change request form may be found in Appendix Seven (7).

2. Grade Appeals Policy

Parker University provides a mechanism for grade appeals. The process respects the judgment of Faculty members and protects the interests of students if inappropriate criteria are used to determine a grade or if a Faculty member does not adhere to stated procedures or grading standards. Administrative officers cannot substitute their judgment for that of the Faculty concerning the assignment of a grade. The Faculty conducts the review of any student complaint over a grade, under these procedures adopted by the Faculty. Any resulting change in a grade should be by Faculty authorization.

The process for grade appeals is outlined below for the Doctor of Chiropractic program, the Bachelor of Science in Anatomy and Physiology, and the Massage Therapy program.

3. Student Rights

Students shall have the right:

- a. To be informed in writing of the specific requirements of the courses in which he/she is enrolled at the beginning of the term, and to expect that course requirements will not be changed without notice.
- b. To have clear indication of his/her educational progress in those courses in which he/she is enrolled, and to know how the various assignments are weighted.
- c. To have his/her grades kept private from other students, and to have final examinations held at the appointed times.
- d. To find his/her instructors available during posted office hours or by special appointment.
- e. To have his/her instructors arrive for classes punctually.
- f. To have his/her grievances heard by the Student Grievance Committee when appropriate grounds are established for a hearing.
- g. To appear before the Student Grievance Committee when actions have been taken against said students in regard to disciplinary problems.

4. Academic Dishonesty

Faculty who suspect or witness academic dishonesty are required to inform the Department Chair/Clinic Director and appropriate Dean who will forward it to the Dean

of Student Affairs. Cases of academic dishonesty will be submitted to the Academic and Professional Standards Committee for review and consideration.

5. Faculty Rights Concerning Disruptive or Unprofessional Student Behavior

- a. An instructor has the right to control conduct in the classroom. He/she may prohibit students from disrupting class and may expect student conduct to be professional and courteous.
- b. If a student enters class late, the instructor may ask him/her to leave with the expectation s/he will not disrupt the class. A student may be counted absent for that day.
- c. If a student disrupts class (e.g., talking, passing notes, eating in class, sleeping in class, texting on their cell phones, etc.), the instructor has the right to ask the student to 1) discontinue his/her conduct, or 2) leave the classroom.
- d. The instructor has the right to report disruptive or unprofessional conduct to the appropriate persons at the University so that the University may take disciplinary action.

6. Faculty Rights Concerning Dishonest Student Behavior

Instructors have the right to:

- a. expect all students to complete assignments and examinations with absolute honesty.
- b. expect students to sign roll sheets honestly. Instructors have the right to use any reasonable method for taking roll.
- c. limit opportunities for cheating. During exams the instructor should prohibit talking, require students to spread out, require students to move all books and notes away from the area where they are seated, or take any other reasonable measure to prevent cheating. The instructor has the right to ask any student to move to another seat during an exam. (Use of examination cover sheets will protect yourself and the University.)
- d. gather evidence of academic dishonesty. The instructor has the right to ask a student to give them any materials that the student may have used to cheat. The instructor has the right to take pictures of any materials that cannot be easily taken into his/her possession, (e.g., writing on clothing, bandages, hands, etc.).
- e. report academic dishonesty to the appropriate persons at Parker University so that the University may take disciplinary action.

C. ADVISING

1. Academic Advising

All student advising is conducted through the Provost's office in an effort to simplify matters for students.

2. Specialized Advising

a. Office of Student Affairs

The Dean of Student Affairs Office has as its primary concern, the adjustment and well-being of the individual students. The Dean is available to individual students to discuss personal problems that are normal to all University students, and to assist the students in finding and making use of the resources of the University to their best advantage as an individual, and as a member of the Campus community. In addition, the Dean of Student Affairs serves in an advisory capacity to student organizations.

b. Office of Counseling Services

The counselors in Student Affairs Office offer assistance to students as they confront issues, decisions, and values that are a part of University life. On a completely confidential basis, the counselors are available to every student for individual, short-term counseling related to personal or interpersonal relationships; dealing with loneliness; separation or loss; coping with tension and stress; improving academic performance; increasing awareness of sexuality; improving weight control, and developing a healthy body image.

A self-help program is available for students who experience anxiety during test taking. With the help of audiotapes, students learn how to relax and increase their performance on tests. Stress management is also included in this program.

All of these services are available to students without charge, and are provided by counseling psychologists.

c. Office of Student Assistance

The primary responsibility of the office of student assistance is serving those Parker students who have learning and/or physical disabilities. Student assistance also advises students having academic problems on such matters as tutoring, time management and study skills.

3. Withdrawal Policy

A withdrawal may be student-initiated or administrative, the latter occurring when a student simply disappears from Campus, transfers elsewhere, is suspended for academic or disciplinary reasons, or does not return from a leave of absence after the term of the leave. In the case of a withdrawal, the student **does not** have an automatic right to register for the next trimester. The procedure for applying for re-admission is specified in the Internal Operations manual.

D. LEARNING DISABILITIES STATEMENT

Parker University recognizes that certain able learners experience learning difficulties in specific circumstances. Dyslexia, Dysgraphia, and Dyscalculia, are commonly used terms for such dysfunctions.

Students with a history of specific learning disabilities may notify the University at the time of application so that reasonable efforts can be made to aid the student in obtaining a complete education.

Students with a history of specific learning disabilities may contact the University counselors for assistance in making decisions. While learning disabled students are expected to meet the same academic standards as other students, reasonable accommodations will be made for those disabilities. The counselors, faculty and student, as defined by their disability documentation, will implement each student's accommodations.

It is the responsibility of the student to submit documentation of evaluations of the learning disability. The University reserves the right to require further information and diagnostic work. Such information is necessary to promote self-understanding on the part of the student and to help in making decisions concerning his/her program. Every appropriate effort will be made to assist the disabled student toward independence in learning.

IV. FACULTY PROFESSIONAL DEVELOPMENT OPPORTUNITIES

1. Research

Parker University has as one of its main objectives, the support and involvement in research and research-related activities with the intent of advancing chiropractic as a profession, and of educating individual Doctors of Chiropractic as knowledgeable professionals. Faculty members are encouraged to participate in research, and Parker University may provide release time for Faculty with approved and funded research proposals; travel to, and participation in, research meetings; and budgetary line items for research support.

2. Professional Development

- a. Faculty members are encouraged to maintain memberships in professional organizations in their respective fields of academic interest, or other professional areas and in civic organizations. In addition, Faculty is encouraged to seek and accept office in these organizations. The University will provide each faculty member with one membership in a professional organization per year (budget permitting). Trade association memberships such as ACA, and ICA are not included.
- b. Whenever possible, the University will cooperate with an instructor in providing release time to attend professional seminars, or other related meetings, particularly as they relate to the individual's role at the University.

V. FACULTY PERSONNEL POLICIES

A. POLICY AND PROCEDURE REGARDING FULL-TIME FACULTY APPOINTMENT, REAPPOINTMENT, AND PROMOTION

1. Faculty Recruitment

The Faculty of Parker University is selected from among applicants on the basis of education, experience, and ability. In addition, the University attempts also to secure persons who will work harmoniously with other faculty, staff, and students.

2. Faculty Recruitment Procedures

Consideration for vacant positions will be based on the best qualified candidate, however, consideration will be given to current employees who apply provided they are equally qualified as other candidates being considered from outside the University. The general process for hiring new employees is covered in the Employee Handbook. The process for hiring new faculty is the same. Before an interview, applicants must complete a Parker University application and faculty addendum and background check consent form. The following additional requirements apply to the process for hiring new faculty members:

- a. The Department Chairs and Director of the Clinics assess the need for faculty. The need for faculty is submitted as a budget request to the Vice President of the College of Chiropractic.
- b. The qualifications of the applicants are reviewed for compliance with the standards of both the Council on Chiropractic Education and the Southern Association of Colleges and Schools as minimal criteria. The criteria in this handbook are also applied.
- c. After the selection committee's interview, applicants may be invited to be a guest speaker in the area they are to teach. The applicant may be observed in the classroom by the interviewers, any of the members of the faculty and students.

3. Term Appointments

Term appointments may be either part-time or full-time and by multi-year, yearly or Trimester. Such appointments are renewable at the option of the University. A faculty member with a term appointment is terminated automatically at the expiration of the term specified, unless the appointment is renewed. Notice of intent to renew or not re-new shall be given according to the schedule that follows:

a. Provisional Appointments

Provisional appointments are new hire employees who are initially issued a one trimester contract. The standard for extension to the end of the first contract year is satisfactory performance during the first trimester. Provisional appointments are "at will" and may be terminated with or without cause and with or without prior notice.

b. Probationary Appointments

Probationary appointments may be full-time or part-time appointments. Probationary appointments are "at will" and may be terminated with or without cause and with or without prior notice.

c. Non-Probationary Appointments

Non-Probationary appointments are full-time appointments dedicating thirty-five (35) hours per week in service to the University for continuous service until retirement, subject to termination or layoff by the University as set forth in the termination procedures. The standard for granting non-probationary status shall be at least one (1) Trimester of continuous satisfactory service. Full time faculty

contracts are typically issued for one (1) year. Eligibility for a multi-year contract occurs following three (3) years of continuous service, and must be requested by the faculty member.

4. Basic Salary Range Criteria

- a. The basic salary range for a new faculty member will be based on the system documented and utilized by the Human Resource department.
- b. Existing faculty members will have salary increases based on the merit system and their evaluations.
- c. Additional salary benefits are provided to Faculty who are appointed to administrative responsibilities based on the nature and the level of the responsibilities. This benefit ends when the position is terminated or vacated.

5. Faculty Appointment

Faculty appointments at Parker University include those of all full and part-time faculty directly involved in degree program. The criteria for initial appointment, as well as for subsequent rank advancement, require careful examination inasmuch as the faculty constitutes the direct link by which the goals and the philosophies of the institution are communicated to the students. The criteria listed below are intended as guidelines for use by those individuals who have responsibility for the appointment and promotion of faculty members, and should be understood by the faculty.

The President has authority for final approval of the hiring of all faculty. A faculty member is usually, but not always, hired prior to the beginning of a trimester and assumes classroom, laboratory or clinic assignments on the first day of the trimester.

a. Faculty Rank Criteria

- (1) Instructor: This rank constitutes an initial appointment of a recent graduate of an appropriate program of study. The individual will not yet have demonstrated independent ability to conduct teaching, research, or service functions. An instructor must have basic knowledge of the specific course materials, and should have intellectual vision, but need not have acquired a significant understanding of the upper reaches of the discipline.
 - (a) requires a minimum of a Bachelor's, Master's degree or an AART or M.T.;
 - (b) shows promise as an effective teacher;
 - (c) should indicate plans for further graduate / diplomate study or continued scholarly activity.
- (2) Assistant Professor: To be appointed to this rank a person must have demonstrated ability in the field.
 - (a) requires an earned doctorate degree (may be waived under unusual circumstances);
 - (b) a minimum of three years of appropriate professional experience;
 - (c) shows ability or promise as an effective teacher;
 - (d) shows evidence of ability to do continuing scholarly or creative activity.

- (3) Associate Professor: To be appointed to this rank, a person must demonstrate marked competence and considerable perspective in his/her particular field. The candidate must also present evidence of steady professional growth and competence in teaching, scholarly or creative activity, and service.
 - (a) an earned doctorate degree (may be waived under unusual circumstances);
 - (b) a minimum of six years of appropriate professional experience;
 - (c) evidence of ability as an effective teacher and/or practitioner;
 - (d) evidence of scholarly or creative activities beyond the doctoral degree or terminal degree;
 - (e) evidence of service to his/her profession or institution.

- (4) Professor: To be appointed to this rank, a person must demonstrate mastery of teaching, scholarly or creative activity, and service in his/her respective field.
 - (a) an earned doctorate degree;
 - (b) minimum of eleven (11) years of appropriate professional experience;
 - (c) evidence of established ability as an effective teacher;
 - (e) evidence of continuous research, scholarly or creative activity;
 - (f) evidence of significant service to his/her profession or institution;
 - (g) employed at Parker University for a minimum of three (3) consecutive years.

b. Faculty Rank from Non-Regionally Accredited Institutions

For a potential Faculty member whose highest earned degree is from a non-regionally accredited institution, the following guidelines are used:

- (1) A Faculty member teaching in the Basic Sciences Center must possess a Master's or Doctorate degree in his/her corresponding field, or must have taught at least eight (8) years in an accredited graduate or professional level institution or have been tenured as a professor for no less than four (4) years in an accredited institution. If it is a foreign institution, it must be one, which has appropriate recognition in the United States at a graduate or professional level.

- (2) All Clinical and Chiropractic Sciences Faculty must have a first professional degree and must be licensed or in the process of being licensed in the state of Texas. Exceptions can be made for specialized personnel who have license or certification in adjunctive areas. Such exceptions are made at the discretion of the Provost and/or the Vice President of Academics.

c. Prior Parker Service

Prior full-time service with Parker University is taken into consideration when determining rank and internal experience for reappointment following an absence.

6. Faculty Records

A faculty member is responsible for regularly updating His/her academic file, which is housed in the Office of the Vice President of Academics. The file shall contain the following information:

- original letter of application and letters of recommendation;
- original copies of all academic transcripts;
- all letters of appointment;
- documents evaluating teaching or instructional effectiveness;
- documents showing scholarship and creative accomplishments;
- listing of active membership in professional organizations;
- peer evaluations of professional attributes;
- evidence of successful progress toward the highest degree in the field (if applicable);
- documentation of years of service and length of time in rank;
- evidence of community service;
- documentation of licensure if the individual holds the first professional degree.
- proof of current certification in CPR to a Healthcare provider level for all clinic doctors.

7. Criteria for Reappointment and Rank Advancement

We look for a pattern of sustained achievement, and for accomplishments of quality. For all that hold teaching appointments at Parker University, however, the following criteria shall apply:

a. Teaching

Effective teaching is the primary criteria for decision of reappointment and promotion within the Parker Faculty. Everyone, who is either re-appointed or promoted, must be judged to be effective, both in the classroom and in individual student relations. Members of the individual's department will assess effectiveness through various means, including student evaluations and the analysis and interpretation of these evaluations. Other forms of teaching evaluation may include letters from students and letters from peers who have observed the Faculty member's teaching performance.

Performance of the faculty is evaluated by combining ratings from Departmental Chairperson's evaluation, students' ratings and Dean's rating. The Dean of Academics and Dean of the Chiropractic Wellness Clinics collect all of these evaluations to determine an individual's performance.

See Appendix Eleven (11) for instructor evaluation forms used in soliciting student evaluations for faculty in labs, lectures, clinics and departmental (supervisor) evaluation forms.

b. Scholarly Activity

Scholarship is instrumental to good teaching and therefore must be ranked high on the list of criteria for reappointment and promotion. In making judgments about an individual's scholarly accomplishment, Parker University looks primarily for evidence of a lively and imaginative intellect which is engaged in a continuing, visible, and substantive commitment to advancing knowledge, developing understanding, and/or performing in a discipline, field of inquiry, or art form. Students, especially advanced students, need opportunities to

observe the Faculty engaged in scholarship, and when appropriate, should be able to participate with them. It is essential to offer students models of the investigative or contemplative scholar.

All members of the Parker University Faculty should periodically give public evidence of scholarly interests and accomplishments. Part of what it means to be a scholar is to participate in a community of scholars, sharing work and subjecting it to the constructive criticism of associates. This may take place in a variety of forums; published papers, papers presented at professional meetings, or lectures presented at Parker University, and other chiropractic or academic institutions.

While there is a wide choice of forums in which scholarly work may be presented, there is some sense of commonality about its forms. Judgments regarding scholarly accomplishment will be made on the basis of the quality of an individual's scholarly work. Peers at Parker University, Department Chairs, and Center Deans will make evaluations. Scholarly work must be publicly available in a form that allows such judgments to be made.

"Research" could be conducting an independent research project approved by the Research Institute including:

- Literature reviews
- Case reports, case series
- Other clinical studies
- Basic science research

"Research" activities may also include participation with a project developed by the research faculty at the Research Institute. This could include:

- Conducting or assisting with an evidence-based review
- Data collection
- Patient evaluation, diagnosis and/or treatment
- Expert consultation

c. Community Service

While teaching and scholarship are primary, other factors are also related to reappointment and promotion. Of special significance to our Mission is a commitment to the basic objectives of chiropractic education. That commitment is expressed by sharing one's field with students and colleagues from other fields of inquiry, and by exploring areas of learning beyond one's own specialty or discipline. That commitment is also expressed in relationships with colleagues and students and in openness to the whole range of learning. Some Faculty are especially involved with curricular development; some contribute to the work of University governance; some participate in student and patient recruiting for the University, such as job and health fairs, some play a helpful role advising student organizations, and assisting in development of co-curricular activities. Others may be active participants in work of various professional organizations, within their disciplines, or higher education in general. In these and other ways, Faculty members are expected to perform well

those periodic duties that complement their central responsibilities as teachers and scholars.

8. Procedures Pertaining to Rank Advancement

Rank advancement is an annual process and takes place in the Spring Trimester. The process is as follows

- The VP of Academics will host an open meeting to all faculty interested in applying for rank advancement- meeting will cover rank advancement requirements and guidelines
- The Faculty member will be responsible for assembling all relevant documents and supporting data and submitting five (5) copies to the appropriate Dean
- The Dean must make a recommendation in support of the rank advancement and will then forward his letter of recommendation, the faculty application, and supporting documents to the Vice President of Academics office.
- The Vice President of Academics will verify the documentation is complete and meets all guidelines and will forward to the Rank Advancement Committee, chaired by a Dean of the University.
- Membership to the Rank Advancement Committee shall be assigned with the following criteria governing appointments:
University Dean (1), Committee Chairperson
Faculty members (4), all members shall hold the rank of Professor
- The recommendations of this Committee will be forwarded to the Vice Presidents and President of the University who, will make final decisions and communicate back to the Deans. Any rank advancement made will be with the approval of the President.
- All applicants will be notified in writing if they have been approved or denied of a rank advancement by the Vice President of Academics. Questions or concerns regarding the decision should be directed back to the appropriate Dean.
- Rank advancements will go into effect at the beginning of the fiscal year- September 1st
- Contract renewals executed for the new fiscal year will reflect rank advancements and merit increases associated with rank advancements

Faculty guidelines and procedures:

- Application/Checklist for Rank Advancement to be filled out/documents provided as outlined above (5 copies printed and submitted to Dean with supporting documentation)
- All faculty seeking a rank advancement must have been in his/her present rank at the time of application for a period of at least three (3) years.

9. Faculty Awards

- 1) Two outstanding Faculty of the Year awards will be given to a recipient as follows: one from Academics and one from the Chiropractic Wellness Centers. These awards are to be given once a year at a major convocation, the annual faculty dinner, a graduation, or other suitable meeting.

The recipients must have been full-time members of the faculty for at least one year. The individuals will be chosen based on information and documentation

compiled and submitted by the candidate by May 31st or the first class day after May 31st regarding their activities in a combination of any two or more of the following major criteria:

- a. Ability to carry out assigned duties with reliability and enthusiasm.
 - (1) Peer evaluation
 - (2) Supervisor evaluation
 - (3) Student evaluation
- b. Additional credentials that may have been attained which would benefit instructional ability (within the past year) beyond that required to maintain licensure or certification.
- c. Active service to the University
 - (1) Committees, member or chair
 - (2) Faculty Senate
- d. Faculty sponsor (advisor) for a sanctioned club or organization
- e. Community service
- f. Scholarly Endeavors
 - (1) Research resulting in published papers, poster presentations
 - (2) Pursuit of continuing education beyond that required to maintain licensure or certification.
- g. The number of books, manuals, articles published, edited or reviewed or the number of educational aids developed within the past year.

Center representatives will solicit nominations from their centers during May with all nominations being submitted by the last week in May. A peer, Chairperson or his/her Center Dean can nominate a faculty member.

The Faculty Senate Center Representatives will convene an ad hoc committee, which will meet in the week immediately following June 15th to select the recipient of the center award from the nominees based on the criteria above. Membership of each ad hoc committee will consist of the two center representatives (one serving as chair), a departmental chair and one faculty member from the respective center. The ad hoc committees will notify the Executive Council of the selected recipients by mid-July.

Faculty selected for this award shall receive an appropriate citation, plus a monetary stipend.

Parker University Distinguished Educator of the Year

- 2) The Parker University Distinguished Educator of the Year Award recognizes and promotes learner-centered teaching and learning. The award, which provides the recipient with a \$5,000 prize, will be given annually to one full-time faculty member beginning with the fall 2013 Symposia on Teaching and Learning given by the administration.

10. Policy on Faculty Dismissal

- a. Causes for termination (dismissal) are as follows:
 - (1) Conviction of a felony during the period of employment, or prior thereto, if the conviction was willfully concealed.

- (2) Evidence of incompetence, inefficiency, ineffectiveness, lack of professional growth, or default of academic integrity in teaching, research, or scholarship.
 - (3) Intentional or habitual neglect of duty.
 - (4) Obstruction or disruption of any institutional function.
 - (5) Teaching under the influence of alcohol or any drugs or substances that interfere with the faculty member's performance of duty.
 - (6) Use, possession, or distribution of illegal drugs.
 - (7) Immoral, obscene, or unprofessional conduct. Any act of discriminatory harassment
 - (8) Willful violation of the University's policies and published rules.
 - (9) Physical or mental incompetence.
 - (10) Failure to carry out assigned responsibilities toward students, colleagues, or the Institution.
 - (11) False swearing with respect to official documents filed with or for the University.
 - (12) Denigration, defamation, or ridicule, in writing or in speech, of the University, its benefactors, employees, students, or any programs offered in the official curriculum of the University.
- b. Gross violations of professional conduct may require the immediate dismissal of a contractual employee.
- c. Faculty members may request review by the Appeals and Grievance Committee.

11. Non-renewal of Contract

When at all practical, notices of non-renewal shall be according to the following schedule:

- a. No notice is required for a faculty member with a single trimester contract; however if possible a thirty (30) day notice will be given;
- b. Ninety (90) days in advance of the expiration of the current contract for a faculty member with a yearly contract;
- c. Six (6) months in advance of the expiration of the current contract for a faculty member with a multi-year contract.

12. Procedure for Resignation

With Notice

In the event that a Faculty member wishes to resign from his or her position, the Dean of Academics or Dean of Chiropractic Wellness Clinics should be provided with a letter of resignation one trimester prior to the date that termination of service would occur.

The Center Deans will accept the resignation if they foresee that they will be able to replace that faculty member for the anticipated trimester without interruption in the Academic or Clinical Program.

If the Center Dean waives the notice period and accepts the faculty member's resignation immediately, the faculty member will be entitled to the salary she/he would have earned during the notice period minus the amount of deductions.

At the date of termination of service, the faculty member will receive the balance of salary earned minus the amount of deductions or indebtedness to the University.

Without Notice

In the event that a faculty member needs to resign from his/her position due to a serious debilitating health problem or a serious problem that is beyond his/her control, the Center Dean should be provided with a letter of resignation. Once the Center Dean has verified the extenuating circumstance, the University has the option to accept the resignation immediately. Since the faculty member will be unable to give a one-trimester notice, the faculty member will not be entitled to any salary beyond the date of termination of service. At the date of termination of service, the faculty member will receive the balance of salary earned minus the amount of deductions or indebtedness to the University.

B. EVALUATION OF PRESIDENT AND UNIVERSITY ADMINISTRATORS

From time to time, Faculty members may have input into evaluation of colleagues or department chairs, the President and other Senior Administrators of the University. These types of evaluations are a component of the performance rating system (GroteApproach) and are used at the discretion of the appraiser. Such evaluations will be conducted as often as requested by the President or other Senior Administrators of the University.

C. POLICY ON OUTSIDE EMPLOYMENT BY PARKER UNIVERSITY FACULTY

A full-time faculty member's professional responsibility is to Parker University. Accordingly, faculty members accepting outside employment are expected to remain fully effective in their teaching, scholarship, and service within the University.

Faculty members engaged in outside employment are expected to discuss the nature and extent of these responsibilities with his/her Department Chair/Clinic Director, who will apprise the appropriate Dean of the outside commitment.

Consulting, or other similar activities, is welcome; provided they enhance the professional growth of the faculty member and/or bring favorable recognition to the University. Faculty members engaged in such activities are expected to discuss the nature and extent of these responsibilities in advance with their Department Chairperson/Clinic Director, who will apprise the appropriate Dean of the outside commitment.

D. POLICIES ON STUDENT/FACULTY RELATIONSHIPS

STUDENT/FACULTY RELATIONSHIPS:

Faculty members are responsible to maintain appropriate professional boundaries in their interactions with students. At no time during a student's enrollment in any program at the University shall a faculty member engage in a dating or otherwise intimate relationship with a student, even if the faculty member and student believe the relationship is consensual. Faculty members who are found to have engaged in such relationships may be disciplined up to and including termination. This provision should not be construed to include pre-existing relationships that started prior to the student's

enrollment (marriage, family, etc.). Those relationships are covered by conflict of interest policies and procedures.

VI. FINANCIAL ARRANGEMENTS AND FACULTY BENEFITS

A. FINANCIAL ARRANGEMENTS

1. Salary Payments

Faculty salaries are earned over the twelve (12) month academic year. Individual checks, showing gross pay and all deductions are issued every two (2) weeks on Thursdays for a total of twenty-six (26) pay periods per year. The check received on the last payday during a contract will complete payment under the contract. Deposit of all or part of the employee's paycheck will be made by direct deposit to the bank of his/her choice with authorization by employee.

Employees will receive deposit notices from an assigned payroll distributor or receive a cash pay card where the employee's payroll funds are developed.

See the Employee Handbook for the policies on various deductions that may be included in paychecks.

2. Salary Advance

See the Employee Handbook for the policies on Salary Advance, Employee Emergency Loans, and the Employee Emergency Fund.

B. EMPLOYMENT ELIGIBILITY VERIFICATION

The Immigration Reform and Control Act of 1986 requires Parker University to examine and verify certain documents, to establish the employment eligibility of all employees hired after November 6, 1986. All members of the faculty and professional staff placed on the payroll November 7, 1986, and later are required to complete the Immigration and Naturalization Service's Form I-9, Employment Eligibility Verification.

Parker University is required to examine certain documents as listed on Form I-9 within three (3) days of hire, certify that such documents have been examined, that they appear to be genuine, and that the individual is authorized to work in the United States. The Department of Human Resources will assist new staff members through this procedure during employment registration.

C. FACULTY BENEFITS

1. Eligibility for Benefits

- a. Employee's eligibility for participation in Parker University benefit plans are subject to meeting the Plan requirements of each specific benefit, or by restrictions detailed in other parts of these guidelines.
- b. For the purpose of determining benefits (when years of service are the basis for awarding the benefits), years of service are counted from the original date of employment, and continue to accrue as long as that employment remains full-time, and is not interrupted for a period longer than 30 days.

2. Categories of Benefits

a. Legally-Mandated Benefits

Parker University complies with all applicable laws, regarding employee benefits, such as:

- (2) **Social Security (FICA):** All full-time and part-time employees are required to participate jointly with the University in the federal Social Security program.
- (3) **Worker's Compensation Program:** Worker's Compensation Insurance provides benefits to all full-time and part-time employees for work-related injuries and illnesses. This includes coverage for medical expenses, and when appropriate, partial income replacement for time lost from work. All injuries, no matter how minor, must be reported immediately to the Safety Officer. Employees who are injured on the job, or suffer any physical injury caused by their work, are covered in accordance with the state law of Texas. Premiums for Worker's Compensation Insurance are paid for by Parker University.
- (4) **Unemployment Insurance:** The University's practice is consistent with federal and state laws.
- (5) **FMLA:** As mandated by federal law (Family Medical Leave Act), the University will provide up to twelve (12) weeks of unpaid leave, per year, for specific family and personal conditions. A complete copy of this policy is located in the Employee Handbook.
- (6) **COBRA:** Employees, who resign or are terminated from Parker University are eligible to continue in the medical and dental benefit plans for up to eighteen (18) months under the Consolidated Omnibus Budget Reconciliation Act of 1985 referred to as COBRA. Covered employees (including eligible dependents), who elect COBRA, will be charged the applicable premium. The premium is subject to change if the insurance rates increase or decrease. For complete information regarding continuing or converting benefits, employees should contact the Human Resources Department.

b. Non-Mandated Benefits

The Parker University benefit programs are explicitly defined in legal documents, including insurance contracts, official plan texts, and trust agreements that the plan documents will govern. For specific questions on coverage, these official documents and plan details are readily available in the Human Resources Department. All regular full-time and part-time who work at least 35 hours per week employees are eligible to enroll in the following after 60 days of continuous employment except where otherwise stated.

(1) Medical

Parker University offers two PPO options group health insurance to all regular full-time and part-time employees who work a minimum of 35 hours

per week. This coverage is available for the employee and their legal dependents. The plan is designed as a cost sharing plan between the employee and the University. Prescription and chiropractic benefits are included in this plan.

(2) Basic Life/AD&D Insurance

The Basic Life Insurance Plan is provided at no cost to all regular full-time and part-time employees who work a minimum of 35 hours a week. The Basic Life Insurance amount is equal to one times (1x) the employee's base annual salary to a maximum of \$200,000. An Accidental Death and Dismemberment Plan is also included for an additional one times (1x) the employee's base annual salary. This life insurance policy is convertible, i.e. employees may convert this policy into an individual policy when their employment with Parker University is terminated. At age 65, benefits are on a reduction schedule.

(3) Voluntary Life Insurance

Additional life insurance may be purchased by the employee up to a maximum of \$500,000 or 5 times their annual salary whichever is less. This benefit is also offered to all regular full-time and part-time employees who work a minimum of 35 hours per week. Cost to employee depends on employee's age and amount of insurance purchased. Coverage for an employee's spouse and children is also available. This life insurance policy is portable i.e. employees may take this insurance policy with them if and when their employment with Parker University is terminated. At age 65, benefits are on a reduction schedule.

(4) Dental

Parker University offers group dental coverage to all regular full-time and part-time employees who work a minimum of 35 hours per week. This coverage is available for the employee and their legal dependents. Premiums are at the employees' expense. Details of this benefit are covered in the insurance booklet available in the Human Resources Department. A portion of orthodontia is covered for both children and adults.

(5) Long Term Disability

A long term disability policy is provided at no cost to all regular full-time and part-time employees who work a minimum of 30 hours per week. The employee must be off from work for 90 days (90) (waiting period) due to accident or illness before benefits are paid. The plan pays 60% of monthly salary up to \$5,000 per month.

(6) Short Term Disability

All regular full-time and part-time employees who work a minimum of 30 hours per week may voluntarily elect Short Term Disability coverage. The employee must be off from work for fourteen days (waiting period) due to accident or illness before benefits are paid. The plan pays 60% of weekly salary up to \$1,000 per week. The premium cost to an employee is based on employee's annualized salary.

(7) Cafeteria Plan/Section 125

Employees may elect to have a dollar amount deducted from their pay on a pre-tax basis and deposited into either a Medical Reimbursement Plan and/or a Dependent Care plan. The employees may also opt to have their medical and dental premium deducted from their paycheck on a pre-tax basis. This allows the employee to lower their taxable income and be reimbursed for eligible expenses incurred throughout the year. More details on this plan are available in the Human Resources Department.

(8) Retirement

Retirement Annuity – Regular full-time and part-time regular employees who work a minimum of 20 hours or more per week may join the TIAA-CREF Retirement Plan after twelve (12) months of employment. Employee must invest a minimum of 1% of their salary before Parker University will contribute its share of 6%. Funds from this account are not available for loans and may only be accessed upon termination.

Supplemental Retirement Annuity - Upon immediate hire to Parker University, regular full-time and part-time employees who work a minimum of 20 hours per week may enroll in the Supplemental Retirement Annuity (SRA). The University does not contribute to this account, but the employee may invest a percentage of his/her salary on a pre-tax basis. The funds in the SRA may be available for loans.

(9) Continuing Education

Full-time Faculty employees receive free registration fees for Parker University seminars that are fully sponsored by Parker University. For seminars that are co-sponsored by Parker University with outside companies, the number of spaces available at no cost is dictated by the company that is cosponsoring the seminar. All full-time faculty members are encouraged to stay abreast of the seminars being offered through the Continuing Education Department via the Parker Web site. Free registration is usually limited and on a first come basis. Part-time Faculty receives 50% off registration fees for fully sponsored Parker University seminars only.

In addition, if provided in the budget and approved by the Faculty Member's Department Chair/Clinic Director, Parker University will pay 100% for one weekend seminar not conducted by Parker University per year for full-time Faculty, and 50% for part-time Faculty.

D. ABSENCE AND LEAVE POLICIES

1. General Provisions

Regular and prompt performance of the assigned teaching duties or related assignments is very important. Substitutes are not readily available in the specialized subjects taught at the University. The University is, therefore, highly dependent upon men and women who can be relied upon to perform their assigned duties with regularity and punctuality.

- a. A faculty member who is absent from work other than for those days as authorized within this document, and cleared through the appropriate supervisor, is taking an "unauthorized absence." The University will deduct a salary amount based on commensurate leave, whether hourly or contractual wage. Any faculty member who is absent without leave, or who fails to return as scheduled, shall be subject to disciplinary action up to and including dismissal.
- b. If illness or injury occurs, or if an emergency arises, the faculty member will notify his/her Course Director or Department Chair or Chiropractic Wellness Clinic Director, Pod Director, and Team Member as soon as possible of the inability to meet classes or clinic duty or to fulfill obligations. (If inability to meet classes is due to a sudden illness, the faculty member is to call in no later than fifteen (15) minutes prior to the beginning of the class or the beginning of clinic duty.) If the Course Director cannot be reached, notify the Department Chairperson. If unable to contact the Department Chair follow the chain of command to the appropriate Center Dean. In the case of illness or injury that necessitates absence from the classroom, laboratory or clinic for more than one (1) day, the Course Director will confer with team members or the Department Chairperson will confer with faculty members in their Departments to determine who can handle the absent faculty member's classes.

Faculty members who must be absent because of the death of a member of their family, or for some other unusual circumstance, are responsible for arranging for classes to be met in cooperation with their respective Course Director and Department Chair/Clinic Director, Pod Director and Team Doctor.

An employee returning from an absence of undetermined length should contact the appropriate Department Chairperson (or Center Dean if Department Chair is not available) at least two (2) weeks in advance of his/her return to allow for necessary assignment modifications. Individuals who do not contact their Department Chairperson in advance will not be allowed to return to duty until authorized to do so by the appropriate Chairperson/Dean and they will be charged with the applicable day(s) of absence. The wellness, leave, and absence policy is presented in its entirety in the following paragraphs:

2. Disability Leave

The University provides employees with the opportunity to purchase short term disability at group rates. The University provides a long-term disability at no cost to the employee. This benefit is available for regular full-time and part-time employees who work at least 30 hours per week.

The University will not be responsible for wages or benefits during illnesses or injuries which require more time off work than has been accrued through earned sick leave as stipulated above. Illnesses extending beyond accrued Sick Leave are covered under the terms of the employee's short term and long-term disability insurance.

3. Leave of Absence Request

A request for a leave of absence for a trimester or more should be made in the form of a letter addressed to the appropriate Dean, at least six (6) weeks in advance of the beginning of said trimester so the Dean has ample time for securing an interim instructor in the event leave is granted. (Leaves of absence are unpaid).

4. Personal Leave of Absence

A contracted employee (full-time faculty member) may be granted by the administration a Personal Leave of Absence after four (4) years of continuous service to the University. If granted, the leave will be without compensation and shall normally be for a period not to exceed three (3) Trimesters. Exceptions to the length of the leave may be granted.

5. Bereavement Leave

If you are a full-time faculty member, you will be granted up to three (3) days off from work with pay in the event of the death of an immediate family member.

There is no waiting period for bereavement leave.

Immediate family member is defined as: spouse, child (step and foster), parent (step and foster), legal guardians, grandparent or sibling of the employee or employee's spouse or grandchild, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, aunt or uncle of the employee.

If the death occurs to an immediate family member who lives more than 200 miles away, an additional two days will be granted for travel purposes.

Employees may take up to one (1) day off with pay to attend the funeral of a relative who is not a member of the immediate family as defined above. This is limited to nieces, nephews and cousins. The University, at its discretion, may request a funeral or obituary notice. Requests for bereavement leave should be made to your immediate supervisor, who will in turn notify the Human Resources Department and Payroll for appropriate action. An Absentee Form must be completed and submitted to the Human Resources Department. Bereavement leave will NOT be deducted from sick leave. Additional days of absence may be accommodated as sick leave.

6. Faculty Professional Development Absences

Faculty may be granted professional development absences without loss of wages or benefits for approved trips to meetings of professional organizations, for seminars, for National and State Boards, for Diplomate Examinations, and

for other approved professional development endeavors which are deemed necessary or of benefit to the Institution by his/her Department Chair/Clinic Director or the appropriate Dean.

7. Provisions for Time Not Worked

a. Employees on a paid leave of absence, unless otherwise provided herein, shall continue to receive wages, fringe benefit coverage, and retirement credit (if participating in the Plan). Those individuals who go on authorized unpaid leave shall have their prior service protected for all benefits, including time of service. Employees at their own expense may request continuation of insurance benefits, provided they make advance payments of the premiums in a manner required by the University.

b. Part-time faculty members are not entitled to paid absences of any kind.

8. Breaks/Vacation/Scheduling

a. Academic Faculty

Academic Faculty members do not accrue any vacation. Full-time academic faculty are not required to be on duty during the trimester breaks, except if a special professional meeting or event is called by the administration.

b. Chiropractic Wellness Clinic Faculty

Full-time faculty members employed in the Chiropractic Wellness Clinic will receive 200 hours (5 weeks) of break time each fiscal year plus receive an additional 2 weeks of holiday pay at the end of each calendar year. The Dallas and Irving Chiropractic Wellness Clinics are open during trimester breaks; therefore, a minimum number of full-time Clinic Doctors will be required to work to provide needed coverage. Doctors may volunteer for this break time exchange but in the event not enough volunteers are forthcoming the Doctors will be assigned to meet the requirements. The scheduling of time off will be the responsibility of the Dean of Clinics, and every effort will be made to consider the desires of the Clinic Doctors. All vacation hours must be taken by the end of the fiscal year, August 31st. In the event that a Clinic Doctor receives less time off than the length of the trimester breaks, he/she will be compensated at the prevailing rate for faculty overload compensation, not including those professional meetings or events called by their Clinic Directors or Deans.

Clinic Faculty Doctors schedules will be determined based on seniority and approved by the Clinic Director at the beginning of the Fall Trimester. Schedule changes may occur with approval of the Clinic Director. Clinic closings will not require faculty doctors to make up their weekly hour requirements. Both 35 and 40 hour contracts are currently being offered.

c. Research Faculty

Full-time research faculty accrue 80 hours (2 weeks) of vacation time per year for their first 5 years of employment with the University. A more detailed schedule of the vacation policy and part-time vacation accrual rates for research faculty members may be found in the Employee Handbook.

VII. LEARNING AND SCHOLARLY RESOURCES

A. PARKER UNIVERSITY LIBRARY

The library houses a specialized health science collection of books, journals, documents, and audiovisual materials and services as the primary reference resource for the University's faculty and students. A wide range of Library services is available, with special emphasis on reader's service, reference, and bibliographic research.

All faculty have full borrowing privileges and may check out books for a loan period up to a trimester, if necessary. Reminder notices are sent for overdue items and all library materials must be returned at the end of each trimester. Faculty may request that certain materials be placed on Reserve Reading. Such requests should be made by the first day of the new trimester. The library will also honor requests for the purchase of special curriculum or research-related items whenever possible. Purchase requests should be made at least six weeks prior to the date that the items are needed.

The library is a member of multiple networks and thereby has access to the holdings of numerous general and special libraries, including the access to MEDLARS computer searches and every other major area University and hospital library. Books and journal articles are available through interlibrary loan. Borrowed materials are delivered within a few days. Information on interlibrary loans, request forms, and area library holdings is available at the Reference Desk.

B. FACULTY PURCHASING OF EDUCATIONAL MATERIALS

The appropriate Program Vice President/Department Chair/Director/Supervisor (or appropriate Dean's Office) must give signed authorization for purchases of educational or other materials. A purchase amounting to less than \$5.00 may be repaid to a faculty member from petty cash in the Business Office. Amounts in excess of \$5.00 will be requisitioned for reimbursement with the appropriate authorization.

VIII. GENERAL INFORMATION

A. ACADEMIC PROCESSIONS

Formal academic procession with the General Faculty in academic regalia is held three (3) times each year: spring, summer and fall commencements. Faculty members are required to participate in a minimum of one (1) commencement per academic year.

B. SCHEDULING OF CLASSES

Departmental Chairpersons, in consultation with the Dean of Academics and the Registrar, work out lecture and lab schedules for each trimester based on the student enrollment for that trimester.

C. SPECIAL EVENTS AND BENEFITS

1. Athletic Activities

The University supports its faculty and staff athletic activities by team sponsorship. Whenever there are enough qualified people interested in organizing a team, such

as softball, tennis, etc., the University will pay league fees and may provide appropriate T-shirts or uniforms.

2. Summer Picnic

The University may host a faculty/staff picnic each summer at an appropriate recreational site. There will be planned activities, such as swimming, softball, volleyball, etc., with emphasis on relaxation and camaraderie.

3. Christmas Party

A Christmas dinner party will be at the discretion of the employees and will be planned by the employees.

4. Halloween

Halloween is a special day at the University, and all employees and students are urged to let their imaginations run wild and wear a costume.

D. KEYS

Duplicate keys to all University offices, file cabinets, desks, storage cabinets, etc., will be kept in the security department in a locked key control safe.

Only authorized personnel will have access to, or be permitted to use, the duplicate keys, and only after written authorization has been signed by any Vice President or the President.

In addition, security personnel may use such duplicate keys in the event of an emergency, or with the consent of the employee. Because the University will have access to such locked areas, "private" items such as personal files, personal correspondence, etc., should not be kept on the University premises.

IX. FINANCE AND MANAGEMENT

A. PURCHASING OFFICE

The Purchasing Office, under the direction of the Vice President of Business is the sole office, with two (2) exceptions, authorized to procure equipment, material, or services for various departments of the University. The bookstore manager and librarian are the exceptions to this policy, and as such may procure books, supplies, library books, films, and periodicals for resale or library as applicable.

Functions of the Purchasing Office are to:

1. Ensure that purchasing decisions are made which will best serve the University. Faculty and staff can best determine the quantity, quality level, and delivery date necessary to accomplish this end.
2. Maintain responsibility for selection of suppliers, determination of price, method of delivery, and, in general, terms of the contract. It has a responsibility to see that no commitments for materials or services are made unless funds are properly budgeted. It is also the responsibility of the purchasing office to establish University-wide standards, and to group purchases whenever possible.

3. Compare items of supply and suppliers. Prime consideration will be given to the source that will give the best quality commensurate with need. Consideration will also be given to the service, timing, and price, in that order.

NOTE: The University cannot be obligated for materials or services except by a formal purchase order. Any other commitment is a personal obligation of the purchase initiator and as such the individual may be financially liable. The University will not reimburse sales tax for purchases made by employees.

Please see the Employee Handbook for more information on the process for Purchasing supplies and equipment.

B. BOOK ORDERS

1. The deadline for supplying information to Department Chairs for changes in textbooks is the end of the sixth week of classes of the preceding trimester.
2. Publishers view the providing of professional copies as a privilege, and ask that requests for desk copies be sent directly to them.
3. Obtaining desk copies of required texts is the responsibility of the instructor.

C. SECURING OF OFFICES

Faculty members are responsible for securing their own offices at the end of his/her workday. Security will lock outside doors at posted times. Complete checks of each building will occur periodically throughout the officially closed period. The Safety Policy may be found on the intranet.

1. Admissions to Closed Buildings

Admission to buildings after the normal hours of access is restricted to:

- a. Members of the Faculty and Staff who have in his/her possession their Parker University Faculty/Staff identification card and the proper building key.
- b. Others granted an Official Permit for Admission to a closed building by the Department Chairperson, or other responsible person(s) to which access to the building is authorized. This permission is limited to a specific place(s), date, time or period of time (not to exceed three (3) hours), and purpose. Official permits will be honored in offices and laboratories only if special equipment or material in that area is necessary for the individual to study.
- c. No keys (building or room) are to be issued or loaned to students.
- d. Campus Security may:
 - (1) Question any person found in a closed building at any time.
 - (2) Request any person in a closed building to show his/her Faculty/Staff identification card, or proof of permission for admission to a closed building, and/or Student Identification card for purposes of identification and authorization to be in the building.
 - (3) Limit admittance of permit holder to the rooms or area named on the pass.

2. Evacuation of Buildings

Refer to the Safety Plan, which is published, on the Intranet for the University.