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Revised February 21, 2007

FOREWORD

It is a pleasure to present the revised Faculty Handbook for North Carolina Agricultural and Technical State University. The Faculty Handbook serves as a guide for shared governance between faculty and the University. The document includes topics such as the organization structure of the University, faculty governance, faculty senate responsibilities, employment policies, benefits and University regulations and procedures.

As with any document, the Faculty Handbook will require periodic revisions and updates based on the development of new procedures, the modification of existing policies, or policy changes by The University of North Carolina General Administration. Until such time that revisions are deemed necessary, the policies contained in this Faculty Handbook will govern the University.

On behalf of the University community, I would like to express sincere appreciation to the individuals who worked tirelessly and diligently to complete this document. It is the foundation for governance at North Carolina Agricultural and Technical State University.

Stanley F. Battle
Chancellor

CHAPTER I

INTRODUCTION

THE UNIVERSITY OF NORTH CAROLINA SYSTEM

The University of North Carolina is composed of all the public institutions of higher education in North Carolina that confer degrees at the baccalaureate level or higher. The University was authorized by the State Constitution in 1776, and it was chartered in 1789 by the General Assembly.

The University of North Carolina opened its doors to students at Chapel Hill in 1795. During the latter part of the nineteenth century, the General Assembly of North Carolina established and supported fifteen other public senior institutions. This was done in compliance with Article IX, Section 8, of the Constitution of North Carolina:

"The General Assembly shall maintain a public system of higher education, comprising The University of North Carolina and such other institutions of higher education as the General Assembly may deem wise."

By 1969, six constituent institutions, governed by a single Board of Trustees, were included under the University of North Carolina. This multi-campus University had its beginnings in legislation enacted in 1931, which defined The University of North Carolina to include the University of North Carolina at Chapel Hill, North Carolina State University at Raleigh, and The Woman's College of the University of North Carolina at Greensboro (now UNCG). In the 1960s three additional campuses were added: The University of North Carolina at Charlotte, The University of North Carolina at Asheville, and The University of North Carolina at Wilmington.

Beginning in 1971, the General Assembly of North Carolina established or acquired ten additional but separately governed state-supported senior institutions of higher education: Appalachian State University, East Carolina University, Elizabeth City State University, Fayetteville State University, North Carolina Agricultural and Technical State University, North Carolina Central University, North Carolina School of the Arts, Pembroke State University, Western Carolina University, and Winston-Salem State University. In 1971, the General Assembly redefined The University of North Carolina, and under the terms of that legislation all sixteen public senior institutions became constituent institutions of The University of North Carolina.

The Board of Trustees of the sixteen-campus University of North Carolina was designated the Board of Governors and this body constitutes today The University of North Carolina. The Board of Governors consists of thirty-two voting members elected by the General Assembly. It is charged with "the general determination, control, supervision, management, and governance of all affairs of the constituent institutions." The chief executive officer of The University is the President.

Each constituent institution of The University has its own faculty and student body. The chief administrative officer of each institution is the chancellor, and the chancellors report to the President of the University. The board of trustees is composed of thirteen members: eight elected by the Board of Governors, four appointed by the Governor, and the elected president of the student body, who serves ex officio. (The School of the Arts has two additional ex officio trustees.) The principal powers of these institutional boards are exercised under a delegation of authority from the Board of Governors.

COMPOSITION OF THE UNIVERSITY

The University of North Carolina is a single, multi-campus university composed of the following constituent institutions:

Institutions Comprising the University of North Carolina	Chartered or Founded	Admitted to the UNC System
Appalachian State University (<i>Boone</i>)	1899	1972
East Carolina University (<i>Greenville</i>)	1907	1971
Elizabeth City State University	1892	1971
Fayetteville State University	1867	1972
North Carolina Agricultural and Technical State University (<i>Greensboro</i>)	1891	1972
North Carolina Central University (<i>Durham</i>)	1909	1972
North Carolina School of the Arts (<i>Winston-Salem</i>)	1963	1972
North Carolina School of Science and Mathematics (<i>Durham</i>)	1980	2007
North Carolina State University (<i>Raleigh</i>)	1887	1931
The University of North Carolina at Pembroke	1887	1972
The University of North Carolina at Asheville	1927	1969
The University of North Carolina at Chapel Hill	1789	1789
The University of North Carolina at Charlotte	1946	1965
The University of North Carolina at Greensboro	1891	1931
The University of North Carolina at Wilmington	1946	1969
Western Carolina University (<i>Cullowhee</i>)	1889	1972
Winston-Salem State University	1892	1972

EQUALITY OF OPPORTUNITY

The University of North Carolina and all of its constituent institutions are committed to equality of opportunity, and rules are consistent with the provisions of state and federal law. In general, there shall be no discrimination within The University against applicants, students, or employees on the basis of race, national origin, color, creed, religion, sex, age, physical or mental disability, or veteran's status.

CHAPTER II

NORTH CAROLINA AGRICULTURAL AND TECHNICAL STATE UNIVERSITY

HISTORICAL BACKGROUND

North Carolina Agricultural and Technical State University was established as the Agricultural and Mechanical College for the "Colored Race" by an act of the General Assembly of North Carolina ratified March 9, 1891. The act read in part:

"The leading objective of the institution shall be to teach practical agriculture and the mechanical arts and branches of learning as related thereto, not excluding academic and classic instruction."

The College began operation during the school year of 1890-1891, before the passage of the state law creating it. This circumstance arose because Congress in 1890 earmarked the proportionate funds to be allocated in bi-racial school systems to the two races. The Agricultural and Mechanical College for the white race was established by the State Legislature in 1889 and was ready to receive its share of funds provided by the Morrill Act in the fall of 1890. Before the college could receive these funds, however, it was necessary to make provisions for colored students. Accordingly, the Board of Trustees of the Agricultural and Mechanical College in Raleigh was empowered to make temporary arrangements for these students. A plan was worked out with Shaw University in Raleigh where the College operated as an annex to Shaw University during the years 1890 through 1893.

The law of 1891 also provided that the college would be located in the city or town that made suitable proposition for location to the Board of Trustees. A group of interested citizens in the City of Greensboro donated fourteen acres of land for a site and \$11,000 to aid in constructing buildings. This amount was supplemented by an appropriation of \$2,500 from the General Assembly. The first building was completed in 1893, and the College opened in Greensboro during the fall of that year. In 1915 the institution name was changed to The Agricultural and Technical College of North Carolina by an Act of the State Legislature.

The scope of the College program had been enlarged to accommodate new demands. The General Assembly authorized the institution to grant the Master of Science degree in education and certain other fields in 1939. The first master's degree was awarded in 1941. The School of Nursing was established by an Act of the State Legislature in 1953, and the first class graduated in 1957.

The General Assembly repealed previous acts describing the purpose of the college in 1957, and redefined its purpose as follows:

"The primary purpose of the College shall be to teach the Agricultural and Technical Arts and Sciences and such branches of learning as related thereto; the training of teachers, supervisors, and administrators for the public schools of the State, including the preparation of such teachers, supervisors, and administrators for the master's degree. Such other programs of a professional or occupational nature may be offered as shall be approved by the North Carolina Board of Higher Education, consistent with the appropriations made therefore."

The General Assembly of North Carolina voted to elevate the College to the status of a Regional University effective July 1, 1967. On October 30, 1971, the General Assembly ratified an act to consolidate the institutions of higher learning in North Carolina. Under the provisions of this act, North Carolina Agricultural and Technical State University became a constituent institution of The University of North Carolina effective July 1, 1972.

Since its founding in 1891, the Institution has been led by nine presidents or chancellors. They are Dr. J. O. Crosby, President (1892-1896); Dr. James B. Dudley, President (1896-1925); Dr. F.D. Bluford, President (1925-1955); Dr. Warmouth T. Gibbs, President (1956-1960); Dr. Samuel D. Proctor, President (1960-1964); Dr. Lewis C. Dowdy, President (1964-1972) and Chancellor (1972-1980); Dr. Cleon F. Thompson, Interim Chancellor (1980-1981); Dr. Edward B. Fort, Chancellor (1981-1999); Dr. James C. Renick, Chancellor (1999-2006); Dr. Lloyd V. Hackley, Interim Chancellor (2006-2007); and Dr. Stanley F. Battle (2007-present).

GENERAL STATEMENT OF EDUCATIONAL MISSION

North Carolina Agricultural and Technical State University is one of the state's two land-grant institutions and is a Comprehensive University I offering degree programs at the baccalaureate, masters and doctoral levels. It has one of three engineering schools in the University of North Carolina through which it offers a broad range of programs at the baccalaureate, masters, and doctoral levels. It is also a participating institution in the Microelectronics Center of North Carolina. It has one of the two existing schools of agriculture in the state. Its teaching and research programs in animal science have been developed to prepare students to pursue careers in veterinary medicine. In these and other specialized areas of science and technology, North Carolina A & T State University conducts major sponsored research programs and activities.

In 2001 the University decided to become an interdisciplinary university. The vision states: "North Carolina A&T is a learner-centered community that develops and preserves intellectual capital through interdisciplinary learning, discovery, engagement, and operational excellence." Themes derived from the vision are 1) a responsive learning environment 2) distinctive, visionary interdisciplinary programs and centers, 3) globalization, 4) strategic partnerships, and 5) enhanced and diversified resources.

UNIVERSITY GOALS

To become the premier interdisciplinary university in North Carolina and America, the university has five strategic goals.

1. To establish and ensure an interdisciplinary focus for North Carolina A&T that mandates overall high quality, continued competitiveness, and effective involvement of global strategic partners in marketing and delivery of programs and operations.
2. To deliver visionary and distinctive interdisciplinary learning, discovery, and engagement that include global collaborations and partnerships as part of the learning experience.
3. To foster a responsive learning environment that utilizes an efficiently integrated administrative support system for high quality programs, research and collegial interactions, and effectively disseminates consistent information to University stakeholders.
4. To provide superior, readily available student services and programs that recognize and respond to diverse student needs.
5. To enhance and diversify the University's resource base through effective fundraising, entrepreneurial initiatives, enhanced facilities, and sponsored research programs.

CHAPTER III

ADMINISTRATIVE ORGANIZATION

BOARD OF TRUSTEES

The 1971 General Assembly provided that, effective July 1, 1973, the Board of Trustees shall consist of thirteen members: (1) eight elected by the Board of Governors; (2) four appointed by the Governor; and (3) the President of the student government, ex-officio. The term of office of all trustees, except the ex-officio member, shall be four years.

THE POWERS AND DUTIES OF THE BOARD OF TRUSTEES

The Board of Trustees shall promote the sound development of the institution with the functions prescribed for it, helping it to serve the people of the State in a way that will complement the activities of the other institutions and enable it to perform at a high level of excellence in every area of endeavor. The Board of Trustees shall serve as advisor to the Board of Governors on matters pertaining to the institution and shall also serve as advisor to the Chancellor concerning the management and development of the Institution.

CENTRAL ADMINISTRATION ORGANIZATION

THE CABINET

The Cabinet is composed of the Chancellor, Provost and Vice Chancellor for Academic Affairs, Vice Chancellor for Business and Finance, Vice Chancellor for Information Technology and Telecommunications, Vice Chancellor for Research and Economic Development, Vice Chancellor for Development and University Relations, Vice Chancellor for Student Affairs, General Counsel for Legal Affairs, and Vice Chancellor for Human Resources. This group meets and acts in an advisory role with the Chancellor.

CHANCELLOR

The Chancellor is the chief executive officer of North Carolina Agricultural and Technical State University and is selected by the Board of Trustees and the President of the University of North Carolina General Administration. The Chancellor reports to the Board of Trustees for the operation and management of the University.

As the University's chief executive officer, the Chancellor is authorized by the Board of Trustees to develop and maintain efficiency and operational excellence within the University. The Chancellor is charged with recommending policies for the board's consideration and approval and is responsible for implementing these policies once they have been approved. The Chancellor has the final authority to approve, reject or modify recommendations of the faculty and administrative staff on matters that do not require board action. The Chancellor is the official spokesperson for the University.

PROVOST AND VICE CHANCELLOR FOR ACADEMIC AFFAIRS

The Provost and Vice Chancellor for Academic Affairs is the chief academic officer and is responsible for the administration of the University's eight schools/colleges including the School of Agriculture and Environmental Sciences, College of Arts and Sciences, School of Business and Economics, School of Education, College of Engineering, School of Nursing, School of Technology, School of Graduate Studies, as well as University Studies, the F. D. Bluford Library and other administrative areas related to the academic enterprise. The academic deans report to the Provost and Vice Chancellor for Academic Affairs, as do three associate vice chancellors, two assistant vice chancellors and a special assistant for budget.

The Provost and Vice Chancellor for Academic Affairs serves as the chairperson of the Deans Council, which advises on academic matters. The office of the Provost is the source of recommendations to the Chancellor regarding academic policies as well as personnel policies affecting faculty. This office is responsible for resource allocation, monitoring faculty workloads, and coordination of recruitment and retention. The Provost reviews recommendations of the academic deans and department heads regarding appointments, salary increments, promotions, tenure, reappointments, and termination of faculty and academic staff, then transmits them to the Chancellor with recommendations.

VICE CHANCELLOR FOR BUSINESS AND FINANCE

The Vice Chancellor for Business and Finance is the chief financial officer and is responsible for the general financial operation of the University, including accounting and auditing of financial records, financial reporting, preparation of the University budget and the biennial (expansion budget), legislative appropriation requests and budget control. The Vice Chancellor for Business and Finance assists the chancellor in allocating University funds, managing properties, capital improvement and debt financing, managing property acquisition, and representing the University's interests and relationships with state and other governmental agencies. The Vice Chancellor for Business and Finance is also responsible for fiscal operations including accounting, auxiliary services, purchasing, human resources, and campus safety. The division of business and finance operates under policies and procedures consistent with state, federal and The University of North Carolina General Administration laws, policies and procedures. Under the Vice Chancellor for Business and Finance's leadership, staff is responsible for conducting training and assistance to the University to ensure effective fiscal management.

VICE CHANCELLOR FOR INFORMATION TECHNOLOGY AND TELECOMMUNICATIONS/CHIEF INFORMATION OFFICER

The Vice Chancellor for Information Technology and Telecommunications is the chief information officer and is responsible for managing, strengthening and supporting the University's instructional, research, and administrative programs by providing central services and infrastructure for University-wide access to information technology and telecommunications resources. The Vice Chancellor for Information Technology and Telecommunications is the primary architect for updating information technology. Other responsibilities include technical support for distance education and other alternative instructional technological delivery systems; development and management of fiscal operations for information technology and telecommunications; development of policies related to this area; and licensing and security of information technologies.

VICE CHANCELLOR FOR RESEARCH AND ECONOMIC DEVELOPMENT

The Vice Chancellor for Research and Economic Development is responsible for the administration of all research and sponsored-program activity at the University. The Vice Chancellor for Research and Economic Development also interacts with external agencies on behalf of the University and develops administrative and operational policies and procedures for complying with agency regulations and for handling comprehensive pre- and post- award functions. The Vice Chancellor for Research and Economic Development also administers the protection and disposition of intellectual property and the establishment of mechanisms for technology transfer and economic growth of the region.

VICE CHANCELLOR FOR DEVELOPMENT AND UNIVERSITY RELATIONS

The Vice Chancellor for Development and University Relations is responsible for developing and securing philanthropic opportunities through alumni giving and partnerships with corporations and other public or private sources. The Vice Chancellor provides leadership for strategic planning and execution of major campaigns. The Vice Chancellor plays a vital role in building and maintaining relationships with donors. Creating a positive image of the University and managing publicity through media are important responsibilities of the Vice Chancellor for development and university relations.

VICE CHANCELLOR FOR STUDENT AFFAIRS

The Vice Chancellor for Student Affairs is responsible for the supervision of all areas related to student life. The Vice Chancellor for Student Affairs' office provides programs and activities that complement the academic mission of the University and contribute to the intellectual, social, moral, cultural, and personal development of students. The Vice Chancellor for Student Affairs provides oversight and coordination of units such as residential life, counseling, health and medical services, food services, services for veterans and students with disabilities, and career services. This administrator serves as an advocate for students to the administration and interprets University policies to students to assure and maintain quality student life.

GENERAL COUNSEL FOR LEGAL AFFAIRS

The General Counsel for Legal Affairs reports directly to the Chancellor and is a member of the senior administrative Cabinet. The General Counsel for Legal Affairs represents the University as legal counsel and coordinates all litigation with the Attorney General of North Carolina as well as any other legal administrative duties. The General Counsel manages the university trademark-licensing program, serves as a governmental relations liaison with the state and local government, and provides timely and accurate legal advice and information to university administrators, faculty and staff. In addition, the General Counsel is responsible for oversight of the Equal Employment Opportunity (EEO), Affirmative Action and compliance functions.

VICE CHANCELLOR FOR HUMAN RESOURCES

The Vice Chancellor for Human Resources reports to the Chancellor and serves as one of the senior-level administrative positions constituting the Chancellor's Cabinet. The Vice Chancellor for Human Resources is responsible for all aspects of human resources administration and daily operations including recruitment, compensation, employee relations, benefits, workers' compensation, professional development and training, performance management, staff communications, employee orientation, and recognition programs. While the Office of the Provost has sole responsibility for the appointment, promotion, and tenure of the faculty, all other human resources functions related to employees are supported by this position. It is important that the Vice Chancellor for Human Resources translate institutional priorities into a vision for human resource programs that are responsive to the University's needs.

DEANS

The Deans are responsible for the overall administration and management of the schools/colleges/library. Deans are responsible for providing a vision, direction and oversight for strategic planning. Other administrative responsibilities include budget management and resource allocation, program development and planning, accreditation oversight, faculty and staff development, faculty hiring and appointments, reappointments, promotion and tenure and post-tenure review, and enforcing academic policies and regulations. Academic deans provide curricular supervision and coordination. The deans also represent the faculty, students, and librarian's perspectives in University planning as well as communicate and develop relationships with external constituencies and internal units.

DEANS COUNCIL

The Deans Council is composed of deans of the College of Arts and Sciences, School of Agriculture and Environmental Sciences, School of Business and Economics, School of Education, College of Engineering, School of Nursing, School of Technology, F. D. Bluford Library, University Studies and the School of Graduate Studies. This Council makes recommendations to the chancellor through the Provost and Vice Chancellor for Academic Affairs on broad categories of academic issues such as faculty employment guidelines and other

areas related to faculty development, implementation and discontinuance of academic programs and activities, admission criteria, retention and graduation.

DEPARTMENT CHAIRPERSONS

The department heads report to the Provost and Vice Chancellor for Academic Affairs through the deans of the designated schools/colleges. The department chairpersons are responsible for the leadership and administration of the academic departments. Engaging faculty in the strategic planning process for the academic unit is an important role. Each department head is responsible for budget development, management and allocation. Primary responsibilities of the department heads in personnel management include recruitment, hiring, faculty assignments and workload, evaluation, reward, development and professional guidance, and participation in the reappointment, promotion and tenure and post-tenure review process.

Facilities management duties include coordination and oversight of classroom and laboratory usage. The department head oversees accreditation and curricular and program development, secures external funding, and supports faculty research, teaching and service.