

2016-2017 AULTMAN COLLEGE FACULTY HANDBOOK UPDATES

Employee Student Relationship

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POLICY UPDATE: Employee Student Relationship

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Policy:

Interactions between Aultman College employees and students are guided by mutual trust, confidence, and professional ethics. As such, the following standards apply:

1. College employees shall not engage in any romantic/sexual or social relationship with a student when the employee has, or is reasonably likely to have in the future, professional responsibility for the student while the student is enrolled or active at Aultman College.
 - a. The college also strongly discourages such relationships when an employee has no professional responsibility for a student. An employee considering or engaged in such a relationship should be sensitive to the potentially exploitative nature and the possibility that he or she may unexpectedly be given professional responsibility for the student due to evolving circumstances.
 - b. If an employee is engaged in a pre-existing romantic, sexual, or social relationship with a student, the relationship must be immediately disclosed to the human resources administrator. Accommodations for pre-existing relationships of this nature will be considered on a case-by-case basis. To eliminate the opportunity for a conflict of interest, a plan will be developed in consultation with the employee's direct supervisor. Failure to disclose the relationship will result in disciplinary action.

To avoid any actual or perceived conflict of interest, there may be no direct familial relationship between an Aultman College employee and an active or enrolled student over which the employee has any professional responsibility.

It is the responsibility of all college employees to report any suspected or known violations of this policy to the human resources administrator.

Any violations of this policy will be considered misconduct, and the employee will be subject to disciplinary action up to and including termination of employment.

Definitions:

Relationship - A romantic, sexual or social relationship includes, but is not limited to family members, individuals who are/were dating individuals with sexual relationships, or any relationship that is significant to the employee.

College Employee - a person receiving any form of compensation from the college for services provided to the college or its students. This includes, but is not limited to, faculty, staff, administration,

adjunct faculty, and members of the college Board of Directors. Student workers are not considered to be college employees for the purpose of this policy.

POLICY UPDATE: Faculty Grievance
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Faculty members who allege errors, inequities, or unlawful discrimination in official actions of the college relative to salary, promotions, and sabbaticals may have those concerns reviewed by the Faculty Grievance Committee.

All other claims of wrongful treatment or actions will be addressed using the appropriate college grievance process required by the circumstances of the allegations. This includes, but is not limited to, the Human Resources process, the college's Title IX Policy, and the processes found in the Faculty Handbook for the academic year in which the complaint is filed.

Procedure:

A faculty member claiming a grievance in any subject matter specified above, except Rank and Promotion grievances (skip to the next paragraph), may seek resolution as follows:

1. Within five (5) days of learning of the alleged offense, the faculty member shall submit the grievance in writing to the dean and/or program director, who shall respond in writing within seven (7) working days.
2. If the faculty member is not satisfied with the dean or program director's response, he/she may appeal in writing to the vice president of academic affairs.
 - a. The appeal must be submitted within five (5) working days of the claimant's receipt of the dean or program director's response, and the vice president of academic affairs shall respond in writing within seven (7) working days.

At any stage in the process, the recommendation can be made by the grievant or the college administrator (e.g., program director, vice president, etc.) to refer the faculty member to the next step.

For a grievance for which all preceding steps have been taken and the faculty member remains dissatisfied, or for those pertaining to Rank and Promotion outcomes, the faculty member may request the president to convene a Faculty Grievance Committee to hear the grievance.

1. The faculty member's written request shall be delivered to the president of the college within seven (7) working days of the faculty member's receipt of the response from the vice president of academic affairs and/or the Rank and Promotion Committee.
2. The president will then convene a Faculty Grievance Committee within five (5) working days of receipt of the written request.
3. The Faculty Grievance Committee (hereafter referred to as the "committee") shall consist of three faculty members.
 - a. The grieving faculty member shall nominate one member; the college president shall nominate one member; the two members so nominated and appointed shall select the third committee member.
4. The faculty member shall choose to present his/her case or select someone to represent him/her before the committee; neither the faculty member nor his/her representative shall have a vote on the committee. The president shall select an individual to represent administration in presenting the case, and such representative shall have no vote on the

committee. Neither side may be represented by an attorney; formal rules of evidence shall not apply.

5. The committee shall receive and consider all evidence submitted by the faculty member and administration at the hearing. The committee shall report its findings and recommendations in writing to the president within fifteen (15) working days of the conclusion of the hearing.
6. After receipt of the committee's report, the president shall either act in accordance with the recommendations of the committee or meet with the committee for a conference concerning its findings and recommendations.
7. The president's decision shall be rendered within fifteen (15) working days of receiving the committee's report.
 - a. If the president accepts the committee's findings and recommendations, he/she shall forward them, in writing, to the faculty member.
 - b. If the president does not accept the committee's recommendations, he/she shall forward a written explanation of the decision to the faculty member and the committee.
8. The decision of the president will be final.
9. All written materials concerning any grievance shall be kept in a secure, confidential file maintained by the president. None of the grievance materials shall be placed in the claimant's individual file.

POLICY UPDATE: Faculty Workload
(p. 34)

Faculty workload provides a standard of measure by which course/clinical/laboratory teaching assignments are made. Parameters considered when assigning workload include the following:

- Workload is counted as 1 hour spent with students = 1 contact hour (exclusive of office hours)

Teaching responsibilities are assigned according to the following limits:

Position	Maximum allowable workload
Full-time faculty Lecture/Lab/Clinical <i>Clinical/lab assignments only</i>	32-36 contact hours/academic or calendar year depending on faculty contract term choice. <i>42-50 contact hours/ academic or calendar year depending on faculty contract term choice.</i>
Part-time faculty* Lecture/Lab/Clinical <i>Clinical/lab assignments only</i>	20-30 contact hours/ academic or calendar year depending on faculty contract term choice. <i>38-40 contact hours/ academic or calendar year depending on faculty contract term choice.</i>
Adjunct faculty <i>Combination assignment(s) inclusive of clinical</i>	9 contact hours/semester** <i>18 contact hours/semester**</i>
Clinical Coordinator/ Faculty	10-12 contact hours/ academic or calendar year depending on faculty contract term choice. or equivalent assignment (which may include

	instruction throughout Aultman Health Foundation)
Program Director	6-8 contact hours/calendar year or equivalent assignment (which may include instruction throughout Aultman Health Foundation)
Academic Dean	2-4 contact hours/calendar year or equivalent assignment (which may include instruction throughout Aultman Health Foundation)

- * Part-time faculty workload is commensurate with hire status (e.g., a 0.4 part-time faculty should have less workload than a 0.7 part-time faculty)
- ** Adjunct faculty maximum hours consider parameters set forth by the Affordable Care Act.

Overload pay would be assigned as follows.

Position	Overload Minimum
Full-time faculty Lecture/Lab/Clinical <i>Clinical/lab assignments only</i>	37 or greater contact hours/contract term 51 or greater contact hours/contract term
Part-time faculty Lecture/Lab/Clinical <i>Clinical/lab assignments only</i>	31 or greater contact hours/contract term 41 or greater contact hours/contract term
Adjunct faculty	Not eligible for overload pay
Clinical Coordinator/Faculty	13 or greater contact hours/academic year and 7 or greater contact hours/summer semester
Program Director	9 or greater contact hours/calendar year
Academic Dean	5 or greater contact hours/calendar year

Academic Dean and Program Directors will utilize faculty workload limits when making teaching assignments and this workload should be tracked each semester. Teaching assignments may be reduced at his/her discretion for projects (e.g. project work, course coordination, accreditation projects, curriculum review/revision, policy work, coverage of instruction in skills/simulation, first time teaching hybrid or new courses, building depth in adjunct instructor pool).

Definitions:

- Adjunct faculty** – contracted faculty on a semester by semester basis
- Part-time faculty** – faculty employed on an academic year contract at a 0.4 to 0.9 full-time equivalent status. Days/times spent on campus are determined by the Program Director and/or Academic Dean in consultation with the part-time faculty.
- Full-time faculty** – faculty employed on an academic year contract at an 1.0 full time equivalent status
- Semester** – either Fall, Spring, or Summer
- Academic Year** – Fall and Spring semesters
- Calendar Year** – Summer, Fall, and Spring semesters

Procedure:

Part-time and full-time faculty are expected to complete contracted/assigned tasks and course workload. Faculty has the privilege of flexible scheduling based on course assignments; however, attendance at collegiate/division/faculty activities is required and expected. Faculty are expected to clearly communicate his/her schedule to the Program Director/Academic Dean (e.g. an up to date Outlook calendar).

The VP, Academic Affairs is responsible for ensuring that Academic Deans and Program Directors have teaching assignments commensurate with workload limits established above.

Overload pay is requested via the Faculty Overload Pay Calculation form and process. This request is typically placed at the close of the Spring semester by the Program Director and/or Academic Dean.

POLICY UPDATE: Tuition Assistance and Reimbursement **(p. 53)**

The college provides financial assistance for college personnel working toward the completion of a higher education degree.

As a member of the Aultman Hospital community, one must also meet the criteria of Aultman Hospital Human Resources Policy 5.7, which outlines the criteria required for all Aultman employees to receive reimbursement and/or assistance for continued education.

General Guidelines:

Follow the guidelines provided by Aultman Hospital Human Resources Policy 5.7.

Procedure for Undergraduate and Master's Degrees

- For a plan of study approved by the vice president, the college reimburses the difference between actual cost per credit hour and the amount Human Resources reimburses, up to a maximum of \$20,000 for undergraduate courses and \$15,000 for graduate courses.
 - The employee is responsible for the purchase of books.
- An employee participating in the Tuition Assistance Program must submit to his/her director an official curriculum plan and a progress report identifying the courses completed each semester.
- Upon completion of the degree, the employee must continue full-time employment status at forty (40) hours per week at the college for four (4) years. If employment is terminated from the college prior to the four (4) year commitment, the employee will be required to refund tuition assistance received on a prorated basis. If the employee transfers to another Aultman organization, the employee is required to refund the college tuition assistance portion on a pro-rated basis.

Procedure for Doctorate Education

- For a plan of study approved by the vice president, tuition is reimbursed at 100%. The college reimburses the difference between the actual cost per credit hour and the amount that Human Resources reimburses up to a maximum of \$25,000 (not to exceed the cost of the program).
 - The employee is responsible for the purchase of books.
- To be considered for assistance at a doctorate level, the employee must

- Currently hold a master’s degree,
- Have two (2) years of service with the college,
- Provide written personal goals, and
- Teach/work at least part-time throughout the educational endeavor (unless on an approved sabbatical leave).
- Each employee participating in the Tuition Assistance Program must submit to his/her dean an official curriculum plan and a progress report identifying the courses completed each semester.
- Upon completion of the degree, the employee must continue full-time employment at the college at forty (40) hours per week for six (6) years. If employment is terminated from the college prior to the six (6) year commitment, the employee will be required to refund the tuition assistance received on a prorated basis. If the employee transfers to another Aultman organization, the employee is required to refund the college tuition assistance portion on a pro-rated basis.

Reimbursement Non-Compliance

If an employee terminates his/her position at Aultman College before the four or six (4/6) year commitment is fulfilled, he/she must refund the tuition assistance on a prorated basis as delineated below:

For Undergraduate and Masters

1.0 years or less	100%
1.1 years to 2 years	75%
2.1 years to 3.0 years	50%
3.1 years to 3.9 years	25%

For Doctorate

2.0 years or less	100%
2.1 years to 4 years	75%
4.1 years to 5 years	50%
5.1 years to 5.9 years	25%

Part-time/Adjunct Reimbursement

If part-time college personnel desire tuition assistance, they must file an application with Human Resources. Part-time college personnel qualify for the tuition reimbursement provided by Aultman Hospital.

- If a full-time employee changes his or her employment status, an adjustment of the amount reimbursed by Aultman College will be made on a prorated basis.

Requests for tuition reimbursement from part-time employees or adjunct faculty will be considered on an individual basis by the vice president of academic affairs and the vice president of business and student affairs.

- Consideration is based on the needs of the college and available funds.

College Terminal Degrees

Maximum terminal degrees covered by Tuition Reimbursement for college employees are as follows:

Staff	Master’s
Faculty	Doctoral
Administrators	Doctoral