Administrative and Professional Faculty Handbook

Approved by the Board of Visitors
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Administrative and Professional Faculty Handbook

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Administrative and Professional Faculty (AP) appointments are covered by the policies set out by this Handbook unless specifically noted otherwise in the appointment and/or contract letter (hereafter referred to as the appointment letter). To the extent that specific terms and conditions set out by any appointment letter are in addition to, contrary to, or inconsistent with the provisions of this Handbook, the terms and conditions of the appointment letter shall supersede this Handbook (refer to Section 1.2 for required approvals).

1.0 EMPLOYMENT

1.1 DEFINITIONS

1.1.1 General Terms

Division Head – Provost, Vice President, or head of respective division
Supervisory Administrative Officer – The employee's immediate supervisor or someone in the management hierarchy of the employee.
Business Days – Days that Radford University administrative offices are open.

1.1.2 Administrative Faculty

Administrative faculty normally report no lower than two levels below the President. Administrative faculty typically serve in executive level leadership roles such as vice president, vice provost, dean, and assistant or associate vice president or dean. Administrative faculty positions require the performance of work directly related to the management of activities of the institution, department, or subdivision thereof. Incumbents in these positions exercise discretion and independent judgment and generally direct the work of others.

Qualification criteria include that the employee (1) must have an advanced degree, typically a master's degree, or training and work experience at a level which equates to an advanced degree; (2) must perform the duties and responsibilities associated with this category 50 percent or more of the contractual time; and (3) must regularly exercise discretionary actions.

1.1.3 Professional Faculty

Professional faculty normally report three or more levels below the President. Professional faculty may direct or provide support for vital university functions such as academic, administrative, outreach, athletic or other programs. Professional faculty positions require advanced learning and experience acquired by prolonged formal instruction and/or specialized work experience.

Qualification criteria include that the employee (1) must have an advanced degree, typically a master's degree, or training and work experience at a level which equates to an advanced degree; (2) must perform the duties and responsibilities associated with this category 50 percent or more of the contractual time; (3) must regularly exercise professional discretion and judgment and are expected to take professional initiative in carrying out their primary roles and assignments; and (4) must produce work that is intellectual and varied in character and not standardized.

1.1.4 Non-Exempt Professional Faculty

On November 25, 2016, a one-time transition was made for a select group of existing Professional Faculty positions into non-exempt designations as defined by the Fair Labor Standards Act (FLSA). Generally, these non-exempt professional faculty positions follow the provisions of this Handbook unless otherwise noted.

1.1.5 Restricted Administrative and Professional Faculty

Restricted AP positions receive at least 10% of their funding from non-continuous or non-recurring funding sources such as grants, donations, contracts, or capital outlay projects. Generally, these restricted AP positions follow the provisions of this Handbook if funding is available from the respective revenue source used to fund the position. Continuation of employment is subject to the availability of funds, the need of the service, and satisfactory performance. These employees have defined contract end dates and do not receive automatic renewals, leave payouts or severance benefits.

Restricted AP positions may be terminated in the case where there are insufficient funds or no further need for services. If the date of termination is different from the defined contract end date for a restricted AP member, they will be given at least 30 calendar days' notice prior to the date of termination. A proposed notice of termination because of insufficient funds or lack of need for services requires the approval of the division head.

1.2 TERMS AND CONDITIONS OF APPOINTMENT AND CONTINUING EMPLOYMENT

Initial appointments to AP positions are typically 12-month term contracts. In some cases, the appointment can be 9, 10, or 11 months depending on programmatic needs. To the extent that specific terms and conditions set out by a University approved appointment letter are in addition to, contrary to, or inconsistent with the provisions of this Handbook, the terms and conditions of the appointment letter shall supersede this Handbook. If the appointment letter deviates from the standard template letter in the AP Recruitment Guide, the hiring supervisor must provide the Chief Human Resource Officer with a copy of the letter for review and approval prior to making an offer or renewing a contract that has special terms and conditions.

Typically, an AP faculty member can expect to continue employment each year if job performance remains at a high level of productivity, effectiveness, and there is a continued need for the position by the University. However, non-renewal does not require establishment or documentation of just cause.

The 12-month contract period is from June 25 to June 24. All AP members are paid over 24 pay periods regardless of the length of their contracts. Starting and ending dates for the 9-, 10-, and 11-month contracts are dependent on the programmatic need. Typically, the initial contract will cover the period from the date of the appointment to the beginning of the normal contract period (e.g. June 25 is the beginning of the normal contract period for 12-month contracts).

AP members whose contracts are not being renewed will receive written notice of non-renewal. The length of the notice is determined by the length of the AP member's Radford University consecutive years of service in any classification as follows:

<u>Length of Notice:</u>

Less than 1 year of service	1 month notice
1 to 5 years of service	3 months notice
More than 5 years of service	12 months notice

(NOTE: Restricted AP positions are covered under section 1.1.4 and are not subject to provisions of this section.)

If the contract of an AP member is not being renewed, he or she will be presented with a notification of non- renewal of the contract from the office offering the contract through their supervisor. The notice of non-renewal will specify the notice period required for the AP member based on his or her length of service. If the notice period extends beyond the current contract period, the AP member will receive a terminal appointment letter for the period between the ending

date of the current contract and the ending date of the required notice. For example, if an individual on a 12-month contract with four years of service is notified on May 25 that his or her contract is not being renewed, he or she will receive a terminal appointment letter for the period of June 25 to August 24 to meet the notice requirement of three months. However, if the same AP member is notified on March 25 that his or her contract is not being renewed, he or she will have been given the required notice of three months by the end of the current contract and a terminal appointment letter for a period beyond the current contract will not be necessary. The non-renewal of a contract with the appropriate notice is not grievable as defined in Section 1.10 of this Handbook and does not fall under the AP grievance procedure.

1.3 SANCTIONS AND TERMINATION FOR CAUSE

Distinguished from the non-renewal of a contract or continuation of employment beyond a specified date which is governed by Section 1.2 of this Handbook, termination means the dismissal of any AP member during the term of the individual's contract of employment. Cause for termination includes, but is not limited to, unsatisfactory job performance, unethical conduct, unsatisfactory attendance, falsifying credentials or records, unauthorized removal or damage to University property or another employee's property, acts of violence, violation of the University's policies, criminal convictions relating to job responsibilities or of such a nature that continuing the employee in his or her position may constitute negligence on the part of the University.

Termination of an AP member for cause does not require advance notice for the non-renewal of a contract as described in Section 1.2 of this Handbook. However, if a supervisory administrative officer has determined that the termination of an AP member is warranted, the AP member shall be informed in writing of the charges on which the decision to terminate is based. In turn, the AP member will be afforded the opportunity to respond to the charges within a defined period of time of not less than two business days after the day of receipt of the notice of termination.

If the AP member elects to respond to the notice of intended termination, and the response is deemed unsatisfactory by the supervisory administrative officer, the AP member will be notified in writing of the termination action and the effective date thereof within ten (10) business days. The written notification will state specifically the reasons for the termination and shall inform the individual of his or her right to access the grievance procedure for AP members to appeal the termination decision.

1.3.1 Suspension

In cases where the severity of the offense does not meet the standard for termination, or when mitigating factors are present, a lesser disciplinary action may be taken (e.g., counseling, oral or written notices, or suspension). Suspension may be partial, total, short-term, or long-term, and may be with or without pay in accordance with FLSA guidelines.

An AP member may be placed on administrative leave for any portion or the remainder of his or her appointment during an internal and/or external investigation or pending court action when the charges are job-related or of such a nature that to continue the employee in his or her assigned duties could constitute negligence on the part of the University. Upon completion of the investigation or court action, the AP member may be reinstated or terminated.

If a supervisory administrative officer decides to suspend an AP member without pay in lieu of termination, he or she must ensure that the AP member has been notified of the charges which are resulting in the suspension and has been afforded the opportunity to respond to those charges within a period of not less than two business days. The AP

member will be informed in writing of the period of the suspension and his or her right to access the grievance procedure for AP to appeal the suspension decision.

1.4 ABOLITION OF POSITION OR FISCAL EXIGENCY

1.4.1 Abolition of Position

AP positions may be removed in the event of financial hardship with a department that cannot be alleviated by ordinary budgeting practices, or upon reduction of the specific services for which they were employed. A minimum of 90 calendar days' notice is given in such circumstances. If an AP member is separated involuntarily due to budget reduction, reorganization, or workforce downsizing, the employee may be eligible for severance benefits under the Code of Virginia, Workforce Transition Act of 1995, 2.2-3202.

This section does not apply to restricted AP appointments.

1.4.2 Fiscal Exigency

AP members may be removed in the event of financial hardship which cannot be alleviated by ordinary budgeting practices if a state of fiscal exigency is declared by the Board of Visitors.

1.5 REASSIGNMENT

AP members may be reassigned at any time. Reassignment may involve a change in administrative title or supervisory responsibilities, reassignment to another position or department, or salary adjustment commensurate with responsibilities. Neither notice of non-reappointment nor removal for cause is required to affect a reassignment.

Tenured and tenure-track administrators holding rank may be assigned full-time teaching duties with appropriate adjustments in salary should their administrative assignments be terminated.

1.6 RANK AND POSITION

AP positions carry functional titles which are descriptive of their duties and responsibilities. AP normally do not have academic faculty rank. However, tenured and tenure-track faculty who transfer from instructional faculty positions to AP positions retain their academic faculty rank. Those hired with academic departmental appointments and library faculty also have academic faculty rank. AP without academic faculty rank is assigned a nominal faculty-equivalent rank of lecturer.

AP who have rank because of their appointments in academic departments can apply through their academic department for promotion. The normal procedures for Teaching and Research faculty promotions shall apply.

Criteria for initial rank and promotion of library faculty are provided in Section 3 of this document. Related procedures are given in the Library Faculty Personnel Procedures Manual.

1.7 TENURE ELIGIBILITY

The granting of tenure on initial appointment for persons in AP positions typically is limited to those serving as Provost/Vice President for Academic Affairs and College Deans. Tenure-track faculty who transfer from Teaching and Research Faculty positions to AP positions may continue to work towards tenure according to the conditions outlined in the Teaching and Research Faculty Handbook.

Other administrators may be given rank, but these administrators cannot acquire tenure without

relinquishing their administrative assignments and assuming full-time professorial duties providing that an appropriate position is available, and that the appointment is approved in the same manner as are all other initial appointments. Years of service as a full-time administrator shall not be counted as part of the probationary period.

1.8 ADMINISTRATIVE AND PROFESSIONAL FACULTY TEACHING POLICY

To be eligible to teach, an AP member must hold at least a master's degree, preferably a doctorate. AP members with tenure are expected to teach, if at all feasible, at least one course a year without compensation. The teaching responsibility can be either a formal course, individually or team taught or other direct student instruction such as thesis advisor, internship, or practicum supervisor.

AP members without tenure who hold full-time administrative positions may teach formal academic courses. AP members may be compensated as an overload if the teaching is not a part of their normal duties and responsibilities, or if there is no adjustment in their regular administrative responsibilities. Such teaching must not interfere with the normal performance of assigned duties and must be approved in advance by the person's supervisor and the Provost or their designee.

For some AP members, teaching an academic course is a normal responsibility for which they do not receive additional compensation. The approved job description for these AP members will reflect this responsibility and no other approvals will be required for these individuals to teach. Non-exempt AP are ineligible to teach.

1.9 PERFORMANCE EXPECTATION AND EVALUATIONS

1.9.1 Purposes

The purposes of evaluation of AP include clarifying responsibilities and expectations, monitoring performance according to these expectations, providing regular feedback and motivation, encouraging performance which will lead to the achievement of unit and institutional goals, providing recommendations for improvement and professional development, and documenting the employee's level of performance based on systematic reviews. The evaluation of performance is one of the considerations in decisions related to continuing appointment, reassignment, merit pay, and where applicable, promotion.

1.9.2 Scope

These policies shall apply to all AP below the level of Vice President.

1.9.3 Timelines for Evaluation and Revised Performance Expectations

- The Performance Cycle is October 25 to October 24 of each year.
- Performance Expectations shall be developed for new employees within 30 business days of the beginning of employment.
- Annual evaluations for the preceding year shall be completed no later than November 1.
- Revised Performance Expectations for the current year shall be developed no later than November 30.

1.9.4 Criteria for Evaluation

Evaluation criteria, at a minimum, consists of the following Performance Goals, Performance Objectives and Performance Factors:

- The Performance Goals shall specify applicable annual goals for the position.
- The Performance Objectives shall specify (a) five to eight major responsibilities of the employee based on the duties outlined in the employee's Position Description and (b)

any Performance Objectives identified for the evaluation of all AP members within a given unit, division, or the entire university. If teaching is a part of the position description, it must be included among the performance objectives for evaluation.

- The Performance Factors shall specify (a) the broad skills and behaviors specific to the position and (b) any general Performance Factors identified for the evaluation of all AP members within a given unit, division, or the entire university.
- Deans should also reference Section 1.4.3 of the Teaching and Research Faculty Handbook.
- Additional criteria and procedures for performance expectations and evaluations of library faculty are given in the Library Faculty Personnel Procedures Manual.

Departments may choose to add additional information or criteria to be included in the official evaluation.

1.9.5 Performance Expectation Procedure

At the beginning of each evaluation cycle, the evaluating supervisor shall develop the current evaluation cycle's performance expectations in the University's online central performance management system (ex. PeopleAdmin). The Performance Goals, Performance Objectives and Performance Factors shall be reviewed by the evaluating reviewer (supervisor of the evaluating supervisor), then discussed and acknowledged by the employee and by the evaluating supervisor. If the evaluating supervisor is a Vice President or the President, no further review is necessary.

1.9.6 Evaluation Procedure

An annual evaluation is required and shall be completed by the evaluating supervisor. The evaluation shall include:

- Written feedback for each of the employee's Performance Goals, Performance Objectives and Performance Factors based on multiple types of evidence of performance such as an annual report prepared by the employee, self-evaluations, supervisor observations, peer ratings, ratings by others who are knowledgeable of the employee's work, or other objective and reliable evidence of performance.
- An overall rating of performance:
    - Performance is consistently above standards.
    - Performance is generally above standards.
    - Performance meets standards.
    - Performance is slightly below standards.
    - Performance is below standards.
- Recommendations for improvement and professional development.

Upon completion of the annual evaluation by the evaluating supervisor, the evaluation shall be reviewed by the evaluating reviewer prior to discussing with the employee. After review by the evaluating reviewer, it is preferable that the supervisor and employee discuss the evaluation together. If the evaluating supervisor is a Vice President or the President, no further review is needed.

Afterwards, the employee will acknowledge the evaluation in the system. The evaluation shall include a comments section for the employee's written response to the evaluation.

1.9.7 Appeal Process

If an employee disagrees with the evaluation and cannot resolve the disagreement with the evaluating supervisor, the employee may appeal to the evaluating reviewer. An employee may appeal, in writing, within 10 business days of receiving the evaluation to

the evaluating reviewer consideration of reopening the evaluation. The evaluating reviewer has five business days to respond and may not change the original evaluation but may append written comments addressing the points of appeal. If the evaluating supervisor is a Vice President, the President or designee may append the written comments addressing the points of appeal.

1.10 GRIEVANCE PROCEDURE

1.10.1 Definitions

Grievance - a complaint made by an AP member concerning a decision, action, activity, or the professional well-being of the individual and which can be corrected by the University.

Complainant – the party who is bringing forth the complaint.

Respondent – the party again whom the complaint is brought.

Non-grievable Issues: While most disputes may be dealt with by this grievance process, the following issues are not the subject of a grievance under this Handbook:

- Those items falling within the jurisdiction of other University grievance policies and procedures (for example, discriminatory acts)
- The contents of personnel policies, contracts, procedures, rules, regulations, ordinances, or statutes
- The routine assignment of University resources (for example, space, parking, operating funds)
- Lack of funding for a position as determined by the appropriate University Vice President
- Reassignment
- Termination of contract with appropriate notice

1.10.2 Informal Grievance Procedure

Timeline

An informal grievance must be addressed within 30 business days of a complaint's knowledge of an action of event which is the cause of a complaint.

Notification Process

The first step to resolving a grievance informally is for the complainant to meet with the respondent. Each party may be accompanied by an individual if both parties agree to allow others to be present.

If the complainant feels he or she is unable to address the respondent, the complainant may address the grievance in writing to the immediate supervisor of the respondent. The immediate supervisor should, if possible, attempt resolution. If the immediate supervisor feels the grievance is frivolous or otherwise unwarranted, he or she must notify the complainant in writing within 10 business days of hearing the complaint. Any records of the outcome should be kept by the parties involved.

If the immediate supervisor is unable to achieve a resolution, the complainant may proceed to the Formal Grievance Procedure.

1.10.3 Formal Grievance Procedure

Timeline

Whether an AP member has or has not attempted to resolve a grievance through the informal grievance procedure, he or she may choose to file a formal grievance with the Chief Human Resource Officer. The formal grievance must be filed in writing within 30 business days of the action or event which is the cause of the complaint. The attempt to resolve the complaint informally does not extend the 30-day time period. The

complainant can withdraw the grievance at any time during the formal procedure.

Grievability Ruling
On receipt of the written grievance, the Chief Human Resource Officer will determine if the issue is a justified grievance in accordance with the definition of a grievance under this policy. If the Chief Human Resource Officer determines that the issue is not a justified grievance, he or she will notify the complainant in writing within five business days of receipt of the grievance.

To appeal the Chief Human Resource Officer's decision, the complainant must submit the appeal to the Vice President for Finance and Administration within five business days of his or her receipt of the decision. The Vice President for Finance and Administration must respond to the appeal within five business days of his or her receipt of the appeal. If the Vice President for Finance and Administration is the subject of the grievance, the written appeal of the Chief Human Resource Officer's grievance ruling may be made to the President. In either case, the decision on appeal of the grievance ruling is final.

Grievance Panel Hearing Board
The President shall, on or before the beginning of each academic year, select individuals from among the AP to serve as members of a 12-person grievance panel board. The members of the board will serve a two-year term. A list of current members will be maintained by the Department of Human Resources.

Panel Hearing
If the complaint is deemed to be grievable, the Chief Human Resource Officer shall be responsible for coordinating the selection and convening of a panel for hearing the grievance.

The panel for hearing a grievance shall consist of three members selected from the grievance panel board: one selected by the complainant, one selected by the respondent, and a chairperson selected by the other two members. In the event that the two selected panel members cannot agree on a third member, the selection of the third member will be made by the Chief Human Resource Officer. The following shall not be allowed to serve on the panel: members of the complainant or respondent's division or relatives of any persons having direct involvement in the matters which form the substance of the grievance.

Within 10 business days of its selection, the grievance panel will set a date (within 30 business days), time, and location of the hearing; and the chairperson shall notify the parties. The panel hearing is intended to provide an impartial review of the grievance. Members of the panel do not have an advocacy role. The hearing shall be conducted as a closed administrative hearing, not as a formal court proceeding. Panel hearings are conducted in accordance with guidelines approved by the University. The Chief Human Resource Officer will distribute these guidelines to the members of the panel. The panel shall consider all relevant evidence produced at the hearing or requested of the parties prior to the hearing. The panel's decision will be based on a preponderance of evidence. At the conclusion of the panel hearing, the panel will deliberate in private and reach a decision.

Panel Recommendations
The majority vote of the panel shall constitute the panel's recommendation. No later than 5 business days from the conclusion of the hearing, the chairperson of the panel will notify the Vice President for Finance and Administration of the panel's recommendation with

notification to the Chief Human Resource Officer. The Vice President for Finance and Administration will review and respond to the grievance and the panel's recommendation within 10 business days of his or her receipt of the grievance and recommendation. If the Vice President for Finance and Administration concurs with the recommendation, the grievance will be considered concluded, and he or she will notify all parties and the Chief Human Resource Officer. If the Vice President for Finance and Administration does not concur with the recommendation, he or she will forward the panel's recommendation to the President for his or her review. Within 10 business days of his or her receipt of the panel's recommendation, the President will notify the parties and the Chief Human Resource Officer as to whether he or she supports the recommendation of the panel. The President's decision is final.

If the grievance is filed as a result of an alleged action taken by the Vice President for Finance and Administration, the panel's recommendation will be forwarded directly to the President. The President's decision is final.

If the grievance is filed as a result of an alleged action taken by the President, the panel's recommendation will be forwarded to the Rector of the Board of Visitors. The decision of the Rector or any committee of the Board of Visitors to which he or she refers the complaint is final.

Implementation of Recommendation
If the result of the panel hearing and subsequent decisions by the Vice President for Finance and Administration, President, Rector, or any committee of the Board of Visitors requires some action, the Chief Human Resources Officer will have the responsibility to ensure that the action is taken.

Record Keeping
All panel hearings will be recorded. Official records of the grievance will be maintained by the Department of Human Resources in accordance with the Library of Virginia's Public Records Management Program.

1.11 ADMINISTRATIVE AND PROFESSIONAL FACULTY LEAVE

All leave activity should be reported on the appropriate leave report each pay period. Absences on days other than holidays or authorized closings must be charged as leave as approved by the supervisor. The University may limit the paid or unpaid leave if the AP member's absence creates an undue hardship for the University. AP members are eligible for the following types of leave:

1.11.1 Holidays and Compensatory Leave

The holiday and alternate holiday schedules are listed on the Human Resources website.

AP members receive any holiday if that holiday occurs within the pay period in which they work. If an employee is required to work on a holiday, he or she will be given hour-for-hour compensatory leave which must be used within a year of the date earned or it is lost. Upon separation, a payment will be issued for any unexpired compensatory leave balance.

1.11.2 Annual Leave

Personnel on 12-month appointments earn 192 hours of annual leave per year. Newly hired AP members are granted 48 hours of annual leave at the time they are hired and for their first 12 months of employment earn 6 hours of annual leave per pay period. At the beginning of the second year of employment, AP members earn 8 hours of annual leave per pay period.

Personnel on 9-, 10-, and 11-month appointments earn leave for the pay periods actually worked and at the same rate as 12-month appointments. The number of days of annual leave granted at the time of hire to new AP members on 9-, 10-, and 11-month appointments is prorated based on the number of months for which they are appointed.

AP members should record annual leave as approved by their supervisor.

AP members with less than five consecutive years of service at Radford University may accrue annual leave and carry over up to a maximum of 240 hours of leave from one calendar year to the next. AP members with five or more consecutive years of service at Radford University may accrue annual leave and carry over up to a maximum of 280 hours of leave from one calendar year to the next.

Upon voluntary separation of employment AP members are eligible for payment of unused annual leave following the below scale based on their most recent Radford University service.

Annual Leave Payout upon Voluntary Separation:

Less than 5 years	Zero payout of unused Annual Leave
5 – 9 years	240 hours maximum payout of unused Annual Leave
10 years or more	280 hours maximum payout of unused Annual Leave

Annual Leave is administered on a leave year which begins January 9.

The last day an employee actually works is considered the separation date unless leave has been approved by the Division Head.

1.11.3 Family Medical Leave

Under qualifying circumstances, federal law provides full-time AP members with unpaid, and job protected leave. Further information on this type of leave may be obtained from the Department of Human Resources.

1.11.4 Leave Sharing

AP members who exhaust all leave balances due to an accident or illness qualify for annual leave donations from the leave sharing program if they are not enrolled in the Virginia Sickness and Disability Program (VSDP). To be eligible to receive leave sharing, the employee must complete an application from Human Resources and submit a doctor's statement showing the dates she/he is not able to work. The application is normally signed by the employee but may be signed on his/her behalf by a member of his/her family if circumstances warrant. All AP members, including those covered by VSDP, may request donated annual leave if the employee experiences leave without pay due to a family member’s illness or injury for which the employee is using Family and Medical Leave.

AP members may donate annual leave to other AP members who qualify for the additional leave.

1.11.5 Community Service Leave

AP members are granted up to 16 hours of paid leave in any leave year to provide volunteer services to non- profit organizations. Such service may be provided as a member of a service organization or through authorized school assistance.

AP members are granted an additional 8 hours of community service leave to serve with a volunteer fire department and rescue squad or auxiliary unit thereof.

Employees must receive prior approval from their supervisor before using community service leave.

1.11.6 Donate Bone Marrow or Organs Leave

AP members are allowed up to 30 workdays of paid leave in any calendar year, in addition to other paid leave, to donate bone marrow or organs.

This leave applies to AP members who present medical certification to donate bone marrow or organs except for the following:

- Employees who are on disciplinary suspension are not eligible to participate in this program.
- Restricted employees whose positions are contingent upon project grants as defined in the Catalog of Federal Domestic Assistance may receive paid leave for bone marrow or organ donation only if the funding source has agreed to assume all financial responsibility for this benefit in its written contract with the Commonwealth of Virginia (Commonwealth).

1.11.7 Leave Without Pay

AP members wishing to take personal leave without pay should request such leave from their supervisor. The request must be made with sufficient notice to allow time to secure a qualified replacement and must include the reason for the leave. If approved, a date will be specified by which any request for extension of the leave or notification of intent not to return to the University must be received. The University will not provide fringe benefits during a leave without pay, but the employee should consult with the Department of Human Resources to determine those benefits that may be purchased.

Annual and sick leave will not accrue in any semi-monthly pay period in which an AP member takes unpaid leave.

1.11.8 Military Leave

Military leave is available to AP members holding full-time, salaried appointments. Qualifying AP members are eligible for leave with pay for up to 15 workdays in a federal fiscal year (October 1 through September 30) for military duty, including training, if they are members of any reserve component of the Armed Forces or the National Guard. Paid leave for more than 15 workdays in a single tour of duty is prohibited even when that tour encompasses more than one federal fiscal year. To qualify for military leave, AP members must furnish copies of their orders or other documentation with their leave report. Employees granted military leave are also credited for their usual sick leave accrued during that time and may receive up to 24 months of group life insurance coverage.

1.11.9 Civil and Work-Related Leave

AP members may be granted paid and/or unpaid leave to fulfill certain civic duties and functions and to participate in certain work-related activities. Such leave will be granted only for the time that is actually required for the purpose for which it is taken. AP members should request leave from their supervisors, as far in advance as possible, before it is taken. Appropriate supporting documentation must be submitted with the leave sheet on which the leave is taken.

1.11.9.1 Civil Leave

Such leave is allowed for an AP member:

- As required by a summons to jury duty.
- To appear as a crime victim or as a witness in a court proceeding or deposition as compelled by a subpoena or summons.

- To accompany the AP member's minor child when the child is legally required to appear in court.
- To serve as an officer of election, as defined by Code of Virginia § 19.2-11.01.
- To serve as a member of a state council or board.
- To attend his or her own naturalization ceremony.

Such leave is not allowed for an AP member:

- Who is a defendant in a criminal matter (either an alleged misdemeanor or felony),
- Who has received a summons to appear in traffic court (except as a witness), or
- Who is a party to a civil case, either as plaintiff or defendant, or who has any personal or familial interest in the proceedings.

Provisions for Crime Victims

The University will allow an AP member who is a victim of a crime to be present at all criminal proceedings relating to a crime against the AP member, as long as the AP member has provided the University with a copy of the form listing the rights of crime victims provided to the AP member pursuant to Code of Virginia § 19.2-11.01 and, if applicable, provided the University with a copy of the notice of each scheduled criminal proceeding that is provided to the AP member as victim.

Although paid civil leave shall apply when the AP member's presence at legal proceedings is compelled by subpoena or summons, AP members may use existing annual, personal, or compensatory leave balances for court proceedings that do not qualify for paid civil leave. The AP member may also request to use unpaid leave for the absences.

Compensation/Reimbursement for Civil Service

An AP member under subpoena or summons or serving as an officer of election may receive compensation for services or reimbursement for expenses.

(NOTE: Fees given to Virginia's circuit court jurors are considered reimbursement for expenses.)

AP members using civil leave may retain amounts received as reimbursement for expenses. A copy of the subpoena or other supporting document must accompany the leave report. However, AP members may not retain payments for services. Payments for services must be submitted to the Payroll Department. Those who choose to retain the payments for services must charge the absence to annual, personal, or compensatory leave balances.

1.11.9.2 Work-Related Leave

AP members may be granted work-related leave to participate in resolution of work-related conflicts or of complaints of employment discrimination and to attend work-related administrative hearings as a party or witness.

1.11.10 Administrative Leave

The University may place an AP member on administrative leave with or without pay during a suspension, internal and/or external investigation, or pending court action.

1.11.11 Extended Professional Leave

Extended Professional Leave may be granted to allow AP members to undertake activities such as seeking nationally recognized fellowships (for example, Fulbright, Guggenheim,

Woodrow Wilson and ACLS Fellowships), serving as Visiting Professors at other institutions, providing public service, chairing national committees, assuming an elected office of a professional organization, and other similar professional activities. Such leave may be granted with partial pay or without pay. All Extended Professional Leave must be approved by the President.

For all Extended Professional Leave granted with partial pay, the total of the fellowship award or external remuneration (excluding remuneration for specific expenses incurred, such as moving expenses) and the partial pay provided may not exceed the employee's salary. In addition to being approved by the President, such leave must be approved by the employee's appropriate Division Head, based on the recommendation of the employee's supervisor and on the purpose of the leave, the proposed activity, and departmental needs. The period of the leave shall not normally exceed one academic year; however, the leave may be extended for a second year with the recommendation of the supervisor and approval from the appropriate Division Head. Extension of such leave beyond two academic years is possible only in extraordinary circumstances.

For each and every Extended Professional Leave granted with partial pay, a written report describing the accomplishments while on leave must be submitted by the AP member to their supervisor and appropriate Division Head within three months of return from the leave.

1.11.12 Authorized Closings
AP members will observe authorized closings unless otherwise directed by their supervisor. If an employee is required to work during an authorized closing, he or she will be given hour for hour compensatory leave which must be used within a year of the date earned or it is lost.

1.11.13 Sick Leave
AP members may use sick leave for absences related to conditions that prevent them from performing their duties; including illness, injury, and pregnancy-related conditions. An AP member may be asked to provide his or her supervisor with a physician's statement. When the circumstances for use of sick leave are known in advance, such as, scheduled surgery or childbirth, AP members should give their supervisors advance notice.

Sick leave is administered on a leave year which begins January 10 and ends on January 9.

Traditional and University Sick leave Programs
The traditional sick leave program is for employees hired prior to January 1, 1999, who participate in the Virginia Retirement System (VRS) and elected not to participate in the Virginia Sickness and Disability Program.

The University sick leave program is available to AP hired after January 1, 1999, who elect VRS and disability coverage under an "employer-sponsored plan." The Radford University "employer-sponsored plan" is an employee-paid, long-term disability policy provided by an independent insurance carrier through a contractual agreement with the University.

Under the traditional and University sick leave programs, AP on 12-month appointments earn five hours of sick leave per pay period (15 days per year). Employees on 9-, 10-, and 11-month appointments earn five hours of sick leave per pay period for the pay periods actually worked.

There is no maximum limit for accrual of sick leave, however, AP cease to earn sick leave

after they have been absent from work with pay for a period that exceeds 60 consecutive workdays.

Six sick days (48 hours) per calendar year may be used for family illness or death, with a maximum of three consecutive days (24 hours) per incident. When approved for Family and Medical Leave, AP may also use up to one-third of their sick leave held at the beginning of the Family and Medical Leave period for the illness of a family member or the birth or adoption of a child.

Upon separation, 12-month AP members who have five or more years of continuous service and were employed prior to January 1, 1999, will receive payment of one-fourth of their unused sick leave balance up to a maximum of $5,000, to the extent permitted by state personnel law.

Upon separation, 9-, 10-, and 11-month AP members who have five or more years of continuous service and were employed prior to January 1, 1999, will receive payment of one-fourth of their unused sick leave balance up to a maximum amount that is pro -rated based on the number of months employed per year, to the extent permitted by state personnel law.

Employees hired at Radford University after January 1, 1999, are not eligible for a sick leave payout.

Contact the Department of Human Resources for additional information.

Virginia Sickness and Disability Program (VSDP)
VSDP is available to 1) AP members hired prior to January 1, 1999, who participate in the Virginia Retirement System and elected to participate in VSDP, and 2) AP hired after January 1, 1999, who participate in the Virginia Retirement System. AP participating in the Optional Retirement Plan cannot participate in VSDP.

The program provides eligible employees supplemental replacement income, via short- and long-term disability, during periods of partial or total disability for both nonoccupational and occupational reasons. The program encourages rehabilitation with an ultimate goal to return employees back to gainful employment when medically able. It also provides employees with sick and family and personal leave based on the hire date and length of employment.

VSDP Sick Leave
Under the VSDP, AP members will be credited with sick leave on January 10 each year. Sick leave is granted based on the length of state employment. Sick leave balances are not carried forward from year to year.

(Note: When approved or Family and Medical Leave, AP may also use up to one-third of their sick leave hours held at the beginning of the Family and Medical Leave period for the illness of a family member or the birth or adoption of a child.)

VSDP Family/Personal Leave
In addition to sick leave, AP members receive family and personal leave on January 10 each year. AP members may use family and personal leaves of absence for personal and family reasons as well as for personal illnesses or injuries. Family and personal days are granted based on the length of state employment. Family and personal leave balances are not carried forward from year to year.

VSDP Disability

Under qualifying circumstances, AP members are provided with income protection when they cannot work due to an accident or illness. Short -term disability benefits begin after a 7-calendar-day waiting period. AP members are eligible for income replacement depending on their length of employment and hire date. If you are still disabled after 125 workdays, you may qualify for long-term disability benefits.

For specific information regarding VSDP, please refer to the VSDP Handbook.

1.11.14 Parental Leave

AP members may be eligible for up to eight (8) weeks (320 hours) of paid Parental Leave to be used within six (6) months of the birth/placement of a child for any one or more of the following reasons:

- To give birth to, care for, and bond with a newborn child.
- To care for and bond with a minor child placed with the employee through adoption or foster care or a legal custodial arrangement.
- To supplement reduced income replacement disability benefits following the birth of an infant.

Eligible hours will be determined on a pro-rated basis corresponding to the percentage of hours the AP member is normally scheduled to work.

To meet eligibility criteria for Parental Leave, AP members must be eligible for Family and Medical Leave for the same birth/placement. If Parental Leave at Radford University is available to both parents and both meet eligibility criteria, each is entitled to up to 320 hours of Parental Leave. Eligibility determinations are made as of the date that the child is born or placed via adoption or foster or custodial care. An AP member who is not eligible for Parental Leave on the date of the birth or placement may become eligible during the following six (6) months and access Parental Leave once the AP member meets eligibility requirements.

Parental Leave shall be in addition to other leave benefits available to AP members, including Sick Leave, Annual Leave, and Family Medical Leave and shall not be counted against leave under such programs. Parental Leave shall run concurrently with any leave provided to an eligible AP member under the Family and Medical Leave Act. Parental Leave may run concurrently or sequentially with leave provided under the Virginia Sickness and Disability Program if an AP member is eligible for such leave.

Parental Leave may be taken in one continuous period of time or intermittently subject to supervisor approval. The 320 hours of Parental Leave may be used only once per child and only once within a twelve (12) month period.

AP members should submit a written request for Parental Leave at least thirty (30) calendar days prior to the anticipated leave begin date or as soon as practicable to the Department of Human Resources and the immediate supervisor. AP members must comply with Radford University leave request procedures, absent unusual circumstances. Failure to do so may be grounds for delaying or denying an AP member's approval for Parental Leave.

The Department of Human Resources may require an AP member to show documentation of the birth or placement in order to approve Parental Leave. Official documents for consideration include, but not limited to: a report of birth, a birth certificate, an order of

parentage, an adoption order, certified DNA test results, a custody order, and a foster care placement agreement. Documents provided should show date of birth and date of placement if placement was other than the date of birth.

Parental Leave provided to AP members terminates upon separation from employment with Radford University, if an AP member transfers to a non-covered position, or at the conclusion of the foster or custodial care placement or within six (6) months of the birth/placement, whichever comes first. Upon termination, unused Parental Leave is not compensable to an AP member.

AP members should consult with the Department of Human Resources in advance of requesting Parental Leave for additional information regarding applicability and usage.

1.12 RESIGNATION AND RETIREMENT

1.12.1 Resignation

AP members who wish to resign should submit a letter of resignation to their supervisor, giving as much notice as possible and in consideration of their area of responsibility and the academic calendar, if they are teaching. Normally one month is the minimum acceptable notice. The supervisor will give written acknowledgement of acceptance of the resignation.

1.12.1 Retirement

AP members must contact the Department of Human Resources to file for retirement. To allow adequate time for processing the necessary paperwork, notification is needed at least four months, but no later than two months, in advance of the planned retirement date. AP members planning to retire should submit a letter regarding their intention to retire to their supervisor as early as possible, but no later than one month prior to their anticipated separation date. The supervisor will give written acknowledgement of the acceptance of the retirement.

2.0 EMPLOYMENT RELATED POLICIES

2.1 OTHER RADFORD UNIVERSITY EMPLOYMENT

For any employment or assignment through the University which results in additional compensation, the AP member must complete and submit the Administrative and Professional Faculty Extra Employment Statement, in advance, to his or her supervisor for approval. If approved, the original will be returned to the employee and a copy will be sent to the Department of Human Resources and maintained in the employee's personnel file.

The obligation of full-time AP members is to fulfill the duties of their primary positions with the University. Other Radford University employment should in no way interfere with this responsibility. If an employee misses time during regular working hours, the employee must use leave or make up the time (hour for hour) during the same work week. The employee's immediate supervisor must verify that time missed has been made up or documented on the employee's time sheet.

2.2 OUTSIDE EMPLOYMENT

2.2.1 Purpose and Scope

AP members may not engage in outside employment during their employment by the University in a manner or to an extent that adversely affects their usefulness as an employee of the University.

This restriction applies to all full-time AP members while they are employed by Radford University. For individuals on 9-, 10-, and 11-month appointments, this restriction applies

only during those months they are under contract by the University.

The primary obligation of full-time AP members is to fulfill the duties of their positions with the University. Outside employment should in no way interfere with this responsibility. If an employee misses time during regular working hours, the employee must use leave or make up the time (hour for hour) during the same work week. The employee's immediate supervisor must verify that time missed has been made up or documented on the employee's time sheet.

2.2.2 Definition

Outside employment is defined as work outside the University with total compensation over $1,500 annually from all sources performed outside of any relationship with Radford University. Work of this nature includes, but is not limited to, all self-employment and self-initiated professional services such as consulting, workshops, seminars, conferences, institutes, or short courses. However, participation in paid military reserve drills and other military activities is not considered outside employment.

2.2.3 Approval Process

AP members wishing to engage in outside employment must complete and submit the Administrative and Professional Faculty Extra Employment Statement, in advance, for approval by the supervisor and other appropriate University officials. Individuals engaging in outside employment without securing prior approval may be subject to disciplinary action up to and including termination.

The decision to approve outside employment will be based upon a number of factors including judgment of whether the proposed employment will adversely affect the individual's performance at Radford University, will have negative public relations value, or will constitute a conflict of interest under State or local laws.

If approved, the original will be returned to the employee and a copy will be sent to the Department of Human Resources and maintained in the employee's personnel file.

2.3 CONFLICT OF INTEREST AND ETHICS IN CONTRACTING LAW

The State and Local Government Conflict of Interests Act (Code of Virginia, Title 2.2, Chapter 31) and the Virginia Public Procurement Act (Code of Virginia, Title 2.2, Chapter 43) provide the body of law applicable to all University employees. The cited code sections should be consulted by any AP member when there is a potential conflict of interest or personal involvement in any contract. Employees who have questions should consult with the Office of Procurement and Contracts.

2.4 INTELLECTUAL PROPERTY

AP will follow the University's Intellectual Property Policy.

2.5 FACULTY-AUTHORED WORKS

AP will follow the faculty-authored works section outlined in the Teaching and Research Faculty Handbook.

2.6 FINANCIAL DEALINGS WITH STUDENTS

AP members shall not have University-related financial dealings with students where they accept funds directly from the students unless it is defined in their position description.

Examples may include the selling of books, materials, supplies for class use, student travel, etc.

2.7 EDUCATIONAL AID AND EMPLOYEE TUITION WAIVER POLICIES

Educational aid is available to qualified AP of Radford University through the Educational Aid Policy when the education is job-related and of benefit to the University. Employees taking courses at Radford University may be eligible for tuition waiver. AP will follow the Employee Tuition Waiver Policy/Procedures.

Full details on both are available at the Department of Human Resources.

3.0 POLICIES SPECIFIC TO ADMNISTRATIVE AND PROFESSIONAL LIBRARY FACULTY

3.1 LIBRARY FACULTY

Professional librarians are designated as library faculty and are awarded academic rank appropriate to their credentials and experience in a similar manner as Teaching and Research faculty. Library faculty are governed by the personnel policies outlined in this Handbook. Policies concerning library faculty rank and promotion are outlined here.

Procedures for library faculty are established internally by the Dean of the Library and covered in the Library Faculty Personnel Procedures Manual.

- Library faculty are non-tenured and are not eligible for tenure.
- The Master's degree in Library Science, or equivalent degree, from a graduate school accredited by the American Library Association is recognized as the appropriate terminal degree for library faculty.

3.2 CRITERIA FOR AWARDING RANK TO NEW LIBRARY FACULTY

The following shall be the minimum qualifications for initial appointment to the four ranks indicated:

Instructor

- Holds a Master of Library Science, or equivalent degree, from an American Library Association accredited program.

Assistant Professor

- Holds a Master of Library Science, or equivalent degree, from an American Library Association accredited program and has at least three years of full-time employment as a librarian at accredited collegiate institutions, or,
- Holds a Master of Library Science, or equivalent degree, from an American Library Association accredited program and has at least six years of other specialized experience appropriate to the position to which appointed.

Associate Professor

- Holds a Master of Library Science, or equivalent degree, from an American Library Association accredited program and has at least six years of full-time employment as a librarian at accredited collegiate institutions, or,
- Holds a Master of Library Science, or equivalent degree, from an American Library Association accredited program and has at least twelve years of other specialized experience appropriate to the position to which appointed.

Professor

- Holds a Master of Library Science, or equivalent degree, from an American Library

Association accredited program, holds an additional graduate degree, and has at least ten years of full-time employment as a librarian at accredited collegiate institutions, or,

- Holds a Master of Library Science, or equivalent degree, from an American Library Association accredited program, holds an additional graduate degree, has at least eight years of service at accredited collegiate institutions, at least six of which must be with the M.L.S., and has ten years of other specialized experience appropriate to the position to which appointed.

Exceptions to these criteria may be made in cases of exceptional merit upon positive recommendation by the Library Personnel Committee, the Dean of the Library, and the Provost/Vice President for Academic Affairs.

3.3 MINIMUM CRITERIA FOR LIBRARY FACULTY PROMOTION

The following shall be the minimum criteria for consideration for promotion to the three ranks indicated:

Assistant Professor

- Holds a Master of Library Science, or equivalent degree, from an American Library Association accredited program and has three years of post-M.L.S. professional library experience at least two of which must be at Radford University, or,
- Holds a Master's degree and has four years of specialized professional experience, at least two of which must be at Radford University.
- Demonstrated ability and evidence of success at the rank of Instructor.

Associate Professor

- Holds a Master of Library Science, or equivalent degree, from an American Library Association accredited program and has six years of post-M.L.S. professional library experience at least four of which must be at Radford University at the rank of Assistant Professor, or,
- Holds a Master's degree and has ten years of specialized professional experience, at least six of which must be at Radford University at the rank of Assistant Professor.
- Evidence of outstanding success and accomplishment as an Assistant Professor.

Professor

- Holds a Master of Library Science, or equivalent degree, from an American Library Association accredited program and has ten years of post-M.L.S. professional library experience at least six of which must be at Radford University at the rank of Associate Professor, or,
- Holds a Master of Library Science degree from an American Library Association accredited program for at least two years and has sixteen years of specialized professional experience at least eight of which must be at Radford University at the rank of Associate Professor.
- Evidence of superior success and accomplishment as an Associate Professor.

Promotions are not considered to be automatic upon achieving the above criteria but must be earned by exemplary service. Job performance, professional contributions, and University contributions are all evaluated for promotion, with job performance given the most weight. The recommendation of the Library Promotion Committee and the Dean of the Library will be considered in the awarding of any such promotion.

Exceptions to the above minimal criteria may be made in cases of exceptional merit upon positive recommendation by the Library Promotion Committee, the Dean of the Library, and the approval of the Provost/Vice President for Academic Affairs.

Upon positive recommendation of the Library Promotion Committee, Dean of the Library, and the Provost/Vice President for Academic Affairs, with the approval of the President, leaves of absence or other appropriate professional experience, with the exception of educational leave, may be considered as no more than one year of service in rank. Part-time service as a library faculty member can be counted toward post-M.L.S. or "specialized professional experience." Graduate assistantships may not be counted toward part-time service. The aggregate responsibilities for all part-time service as a library faculty member must be equivalent to or exceed the normal responsibilities for 12 months of full-time library faculty service in order to qualify for one full year of credit.

4.0 CHANGES TO THE ADMINISTRATIVE AND PROFESSIONAL FACULTY HANDBOOK

Proposals for revising the Handbook may be recommended by AP members, the President, or members of the Board of Visitors. Revisions fall into two categories: (1) those required to ensure that the University is in compliance with federal/state/local policies and mandates, and (2) those within the purview of the decision-making processes within the University.

Revisions required to ensure that the University is in compliance with federal, state, and local policies and mandates, and that do not require a decision by University personnel, will be impacted through an administrative update, with the Board of Visitors and AP members being informed of the change and the reasons for it.

Revisions within the purview of the decision-making processes within the University will be impacted through the following steps. Proposals for changes will be made in the form of text intended to replace a portion of the AP Handbook, noting new language and striking out the old language. The proposed change will be accompanied by a brief explanation detailing why the revision is being proposed and what the revision is intended to accomplish. Final presentation of the proposal will be sent to the AP Senate. It will be the AP Senate's responsibility to ensure that AP members are provided time and opportunity to review the proposed change so they can communicate with their respective division senator(s) prior to any action by the AP Senate. The AP Senate's recommendations on proposed revisions to the Handbook will be forwarded to the office of the President for coordination of executive and legal review as necessary. Once executive approval is obtained, the revised document will be submitted to the Board of Visitors for consideration and final approval. The authority to revise the Administrative and Professional Faculty Handbook lies with the Board of Visitors.

The AP Senate President has the responsibility for updating the Handbook to incorporate approved changes.