

# JACKSONVILLE UNIVERSITY

## ADJUNCT FACULTY HANDBOOK

Updated December 6, 2021



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## SECTION I: HISTORY, MISSION, AND ACADEMIC ORGANIZATION

### HISTORY OF THE UNIVERSITY

Jacksonville University is a private, independent institution that began in 1934 as Jacksonville Junior College, becoming Jacksonville University (JU) in 1956 and maintaining continuous SACSCOC (Southern Association of Colleges and Schools, Commission on Colleges) accreditation since 1961. JU is composed now of the Brooks Rehabilitation College of Healthcare Sciences, the College of Arts & Sciences, the Linda Berry Stein College of Fine Arts, and the Davis College of Business. The University also includes the Quality and Safety Education for Nurses Institute, the Marine Science Research Institute, and the Public Policy Institute.

### MISSION, VALUES, AND VISION

The Mission of Jacksonville University is to prepare each student for lifelong success in learning, achieving, leading, and serving. JU is the oldest and largest private four-year university in northern Florida and southern Georgia, and seeks to serve an ethnically and geographically diverse student body with cutting-edge baccalaureate, master, doctorate, and professional certification programs.

### ACADEMIC ORGANIZATION

#### DESCRIPTION OF ACADEMIC ADMINISTRATIVE POSITIONS

##### *PROVOST*

Reporting directly to the President, the Provost serves as the Chief Academic Officer (CAO) and is responsible for coordination of all academic activities of the University.

##### *VICE PROVOST*

The Vice Provost assists the Provost in the academic activities of the University.

##### *COLLEGE AND SCHOOL DEANS*

The college and school (academic) deans report to the CAO and are responsible for the operation and administration of the colleges or school under the policies and guidelines established by the University. The selections, appointment, and evaluations of college deans are described in the *Faculty Bylaws, Article VI*.

##### *UNIT ADMINISTRATORS*

Within each college, organizational units are under the direction of the academic dean, who reports to the CAO. A college may have more than one level of administrative organization; these levels may differ among college. In colleges that employ a school structure, with a unit administrator (e.g. director) selected pursuant to the *Faculty Bylaws Part Two, Article V, Sections 1-4* (Selection of Unit Administrators) the academic dean of the college may, in consultation with the

CAO and faculty in the college, appoint an assistant or associate dean. Unit administrators may be designated at the departmental level. In colleges without a school structure, an assistant or associate dean is considered a unit administrator comparable to directors and shall be selected pursuant to the *Faculty Bylaws Part Two, Article V, Sections 1-4* (Selection of Unit Administrators). The role of the elected administrator is to, among other duties, evaluate the faculty.

#### *ASSISTANT AND ASSOCIATE DEANS*

Assistant and associate deans report to the college deans and are responsible for the operation and administration of their respective programs, as assigned by the college dean.

#### *DIRECTORS AND ACADEMIC DISCIPLINE COORDINATORS*

Directors report to the college deans and are responsible for the operation and administration of their respective schools, including but not limited to: class schedules, budgets, inventories, adjunct faculty, long-range planning, faculty evaluations, and other duties as assigned by the college dean. In some areas, unit administrators serve as liaisons with Admissions for recruiting purposes.

#### *SUB-UNIT (DEPARTMENT) CHAIRS*

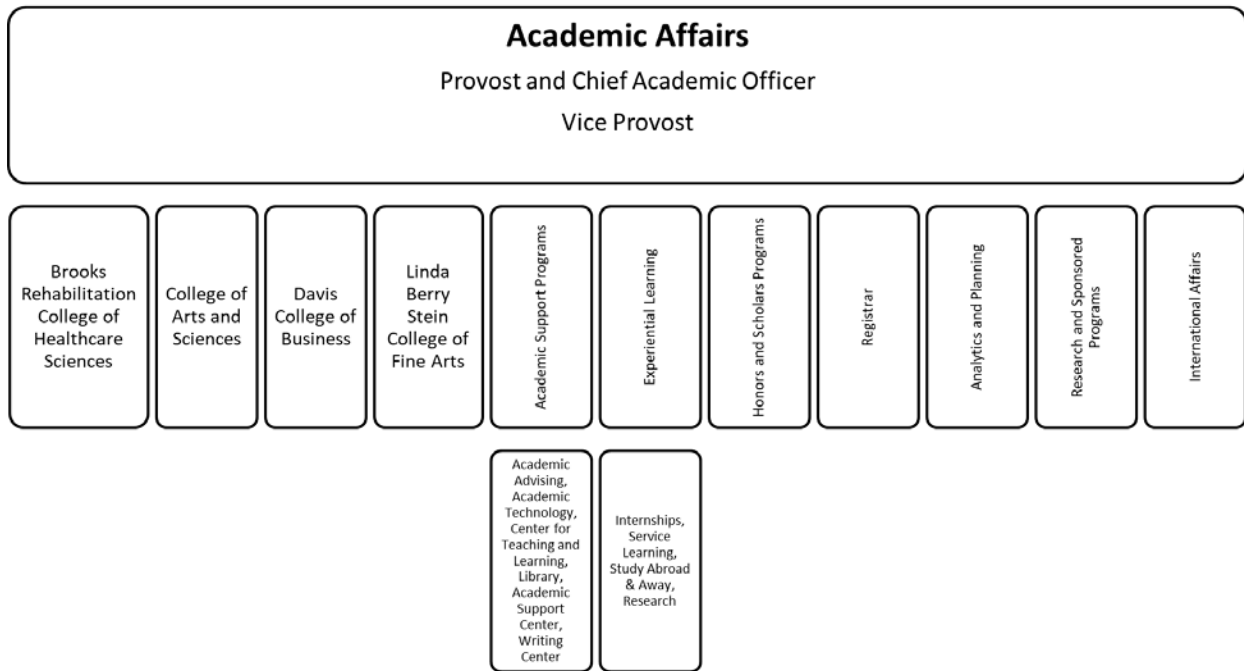
The selection, appointment, function, evaluations, remuneration, and removal of department chairs are described in the *Faculty Bylaws, Part Two, Article V (Sub-unit Chairs (Department Chairs))*. If the Department Chair is functioning as the unit administrator, they have the duties of a unit administrator and shall be selected pursuant to the *Faculty Bylaws Part Two, Article V, Sections 1-4* (Selection of Unit Administrators).

PROVOST, VICE PROVOST, AND EXECUTIVE DIRECTOR OF INSTITUTIONAL EFFECTIVENESS, STRATEGY AND RESEARCH

The Office of the Provost provides vision, leadership, and oversight for all areas related to Academic Affairs in order to ensure that the quality of student education is a top priority in all decision making. The Vice Provost and the Executive Director of Institutional Effectiveness, Strategy, and Research both assist the Provost in his/her academic responsibilities.

The Office of the Provost is also responsible for the recruitment, hiring, and support of faculty members and college administrators. Accomplished through a system of shared and collegial governance, this mission is executed by:

- determining academic priorities for the University
- working collaboratively with Admissions and Enrollment Management
- optimizing support for faculty development
- managing tenure and promotion processes
- interpreting personnel policies equitably, correctly, and consistently
- facilitating experiential learning initiatives and student engagement
- fostering intellectual curiosity
- promoting the importance of inclusion, diversity, and accessibility
- providing budgetary support for faculty members, academic units, and academic programming
- stewarding fiscal responsibility while being attentive to the needs of the University’s academic community
- 



## COLLEGES

### BROOKS REHABILITATION COLLEGE OF HEALTHCARE SCIENCES

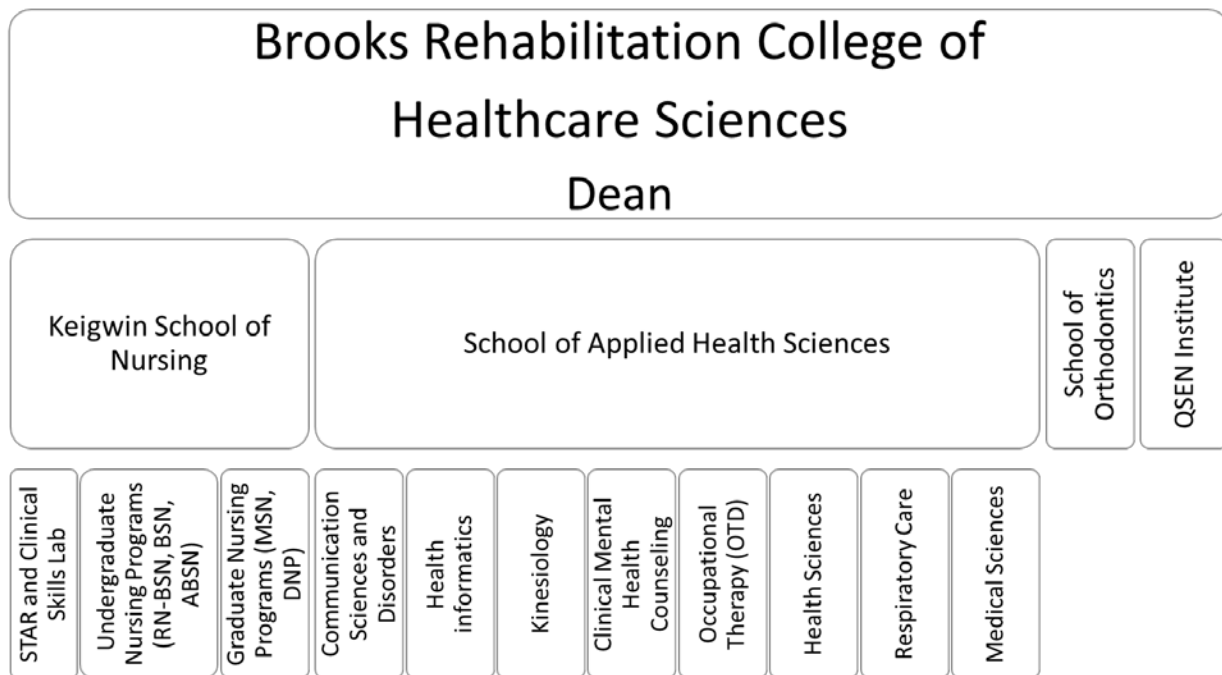
**Mission Statement:**

The Brooks Rehabilitation College of Healthcare Sciences (BRCHS) is focused on preparing students to join a workforce community of healthcare professionals who provide exemplary service and care to a diverse population. Our faculty and staff are innovative, creative and engaged in advancing the knowledge and skills to improve the delivery of health and human services.

The BRCHS consists of the Keigwin School of Nursing, School of Applied Health Sciences, School of Orthodontics, Simulation Training and Applied Research (STAR) Lab, and Quality and Safety Education for Nurses (QSEN) Institute.

### QSEN INSTITUTE REGIONAL CENTER AT JU

The mission of the QSEN Institute Regional Center at Jacksonville University addresses the challenge of building nurses and other healthcare professionals' knowledge, skills and attitudes necessary to continuously improve the quality and safety of the healthcare systems in which they work.



## COLLEGE OF ARTS AND SCIENCES

### **Mission Statement:**

The College of Arts & Sciences will maintain and enhance academic programs that develop and foster knowledge of human cultures and the physical and natural world, intellectual and practical skills, personal and social responsibility, and interconnected learning.

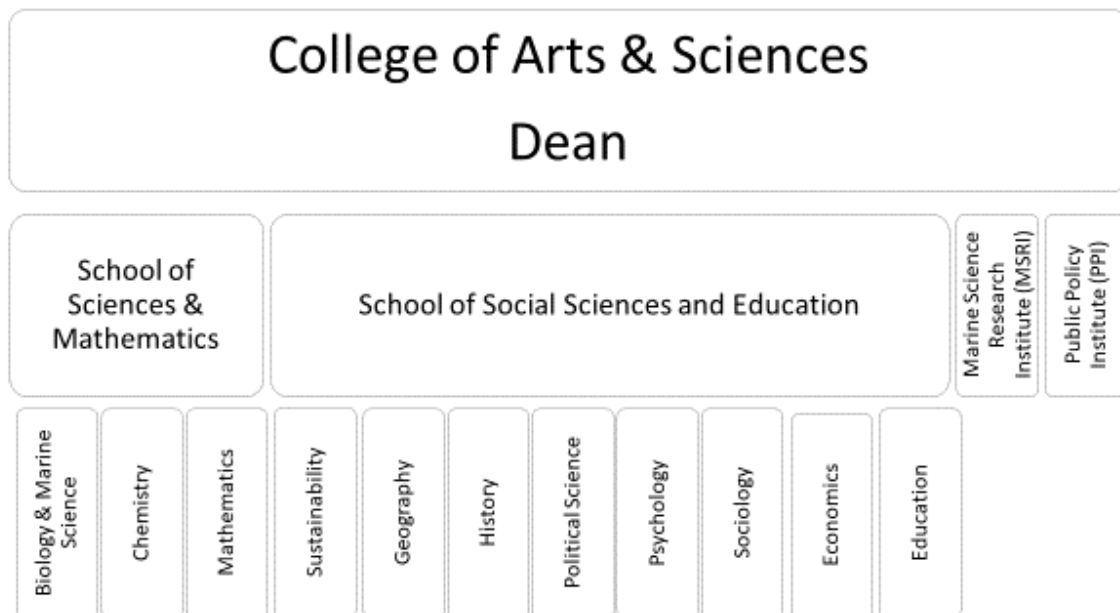
The College of Arts and Sciences is comprised of two schools (the School of Social Sciences and Education, and the School of Sciences and Mathematics), the Marine Science Research institute (MSRI), and the Public Policy Institute (PPI).

### MARINE SCIENCE RESEARCH INSTITUTE (MSRI)

The mission of the Jacksonville University Marine Science Research Institute (MSRI) is to provide outstanding teaching and high-quality research opportunities for students, faculty, and other researchers on issues related to the St. Johns River and the aquatic environments. The MSRI will lead education, research and public awareness outreach programs that will improve and promote economic and environmental sustainability through its facilities and operating policies.

### PUBLIC POLICY INSTITUTE (PPI)

The mission of the Jacksonville University Public Policy Institute (PPI) seeks to shape the future through preparing a new generation of leaders, public policy expertise, and providing a neutral gathering place for public policy discussion, education, and debate.



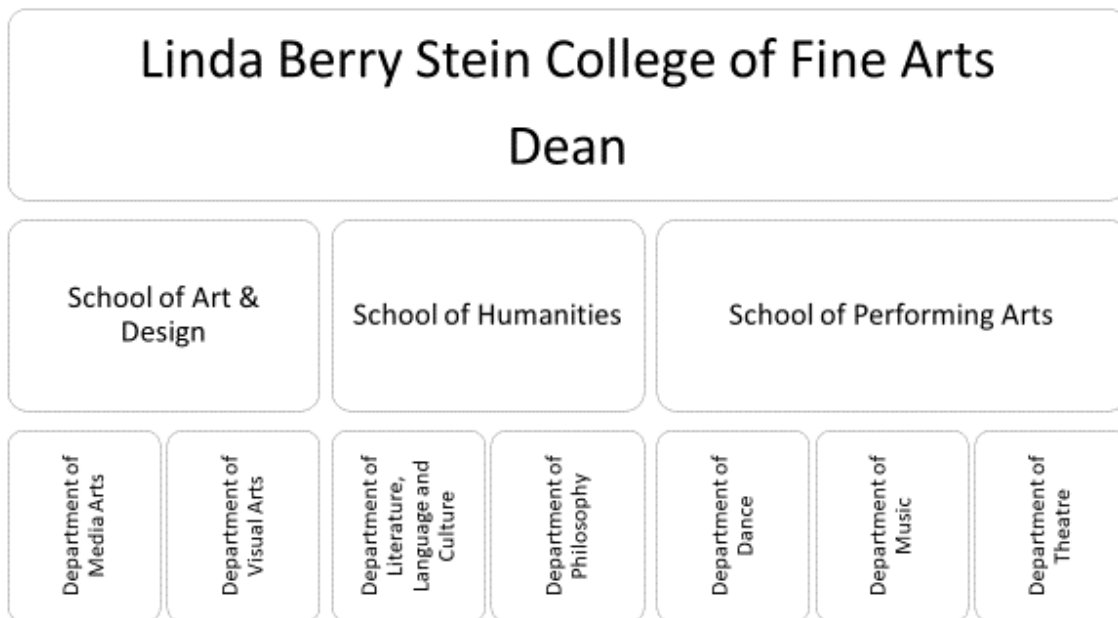


## [LINDA BERRY STEIN COLLEGE OF FINE ARTS](#)

### **Mission Statement:**

The Linda Berry Stein College of Fine Arts (LBSCFA) ensures that every student receives the instruction and guidance needed to realize his or her full artistic and intellectual potential. Our faculty is composed of professionals who are dedicated to their individual artistic disciplines, but are dedicated primarily to great teaching and the nurturing of each individual student.

The Stein College includes the School of Art & Design, the School of Humanities, and the School of Performing Arts. Each school has separate departments devoted to areas of study.



## DAVIS COLLEGE OF BUSINESS

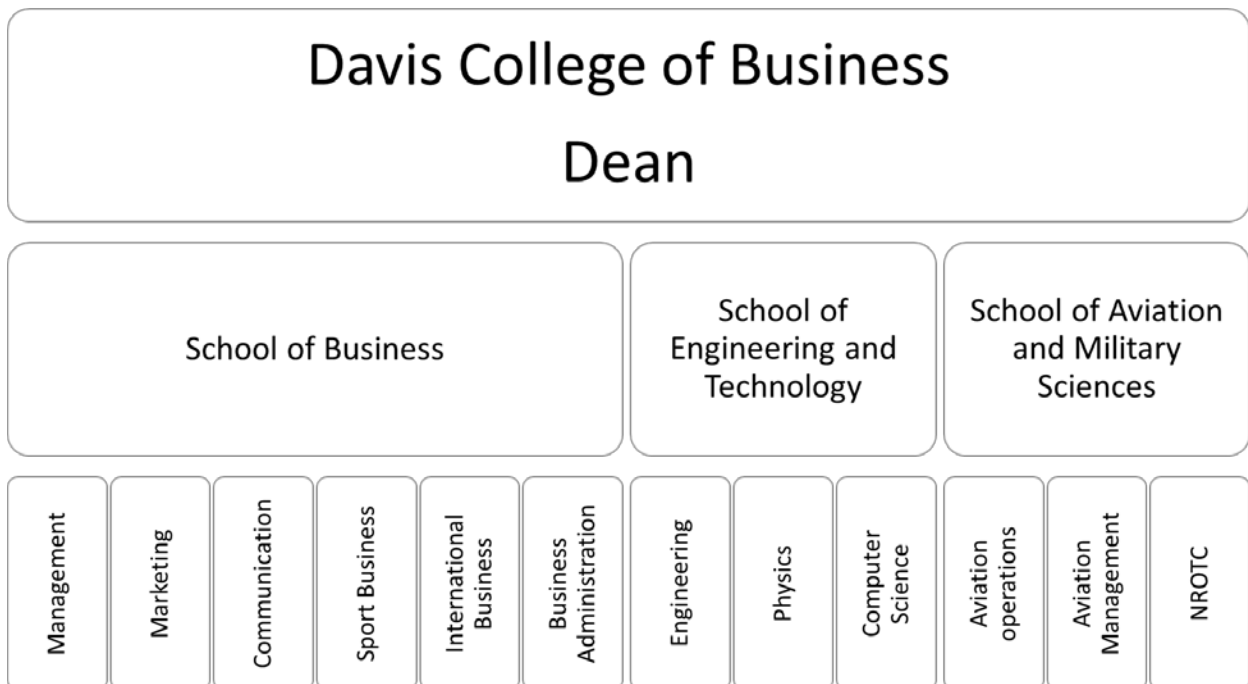
### **Mission Statement:**

Our mission is to empower students to achieve sustainable career success with a high quality, relevant, and applied educational experience that is delivered by faculty committed to advancing the individual development of each student.

We sustain and enact our mission through:

- Our commitment to students
- Relevant faculty intellectual contributions
- Engagement with the business community
- Innovative curriculum

The college consists of three schools: the School of Business, the School of Engineering and Technology, and the School of Aviation and Military Sciences.



## SECTION II: FACULTY RANK

### CRITERIA BY RANK

To teach in a discipline, all individuals must be academically qualified according to the Criteria for Accreditation, Commission on Colleges, Southern Association of Colleges and Schools (SACS) for all ranks. All faculty must satisfy the requirements of [Section 4.4.2](#) of the SACS criteria

Faculty are appointed as Adjunct (Part-time), Visiting Assistant, Visiting Associate or Visiting Professor, Assistant Professor, Associate Professor, or Full Professor. See *Faculty Bylaws, Part Two, Article IV, Section 3* (Category and Rank- General Description). All faculty are also employees of the University and all [Human Resources \(HR\) policies and practices apply](#).

### ADJUNCT (PART-TIME) FACULTY

This position is appropriate for part-time faculty members who are assigned class-related responsibilities only. Adjuncts typically teach no more than half time and on course-by-course contracts. This is a non-tenure-track position. All University policies and procedures apply to adjunct faculty during the terms in which they are employed. Adjunct faculty rights and expectations are described below ([ADJUNCT FACULTY](#)).

## SECTION III: RIGHTS AND RESPONSIBILITIES

### TEACHING

All faculty are expected to demonstrate excellence in teaching their assigned loads. Load for full-time 9-month faculty is 24 credit hours per academic year, and load for 12-month faculty are higher at 30 credit hours per year and include the summer months. Teaching loads are assigned by the faculty member's supervisor and may vary depending on the faculty member's other commitments to administrative duties, research, and service. However, teaching loads for 9-month faculty are typically 24 hours, whereas teaching loads for 12-month faculty are typically less than 30 hours annually to allow for increased research, service, or administrative duties. Academic units will establish unit-specific teaching load formulas in consultation with the faculty of the unit, college dean, and CAO. Full-time faculty may be given reassigned time to take care of administrative or other duties as determined by their college dean and the CAO.

### GRADING

Official grades are submitted by a deadline established by the Registrar for each academic term. Mid-term (not reflected on transcript) and final grades are submitted through the Myju.edu faculty portal.

#### **Grades and Grading System**

The final letter grade a student receives in a course is converted to a numerical equivalent, or grade points, to indicate the quality of work for each credit hour of

college work completed. The following table defines the letter grades and reflects the conversion to grade points. JU operates on a 4.0 system (Academic Catalog 2020-2021 <http://ju.smartcatalogiq.com/en/2020-2021/2020-2021-Academic-Catalog/Academic-Information/Grades-and-Grading-System>).

**Letter Grade Definition Numerical Equivalent (Grade Points)**

A	Exceptional Work	4.00
A-	Excellent Work	3.67
B+	Good Work	3.33
B	Good Work	3.00
B-	Good Work	2.67
C+	Satisfactory Work	2.33
C	Satisfactory Work	2.00
C-	Passing Work	1.67
D+	Passing	1.33
D	Passing work	1.00
D-	Passing Work	0.67
F	Unsatisfactory Work; Failure	0.00
I*	Incomplete	Not included in GPA
P	Passed	Not included in GPA
W	Withdrew	Not included in GPA
AU	Audit	Not included in GPA
CR	Credit	Not included in GPA

The grades “A,” “A-,” “B+,” “B,” “B-,” “C+,” “C,” “C-,” “D+,” “D,” “D-,” and “F” are used to compute grade point averages (GPAs). An “I” indicates that a student did not complete a course for a reason acceptable to the professor and requested and received permission to complete the course within the first four (4) weeks of the next Fall or Spring semester. The student must be passing and have completed all but a particular segment of a course to qualify for a grade of “I.” The “I” will be converted to the appropriate letter grade if the course work is completed by the end of the fourth week of the next Fall or Spring semester. Faculty may grant an extension of the time to complete the “I” grade to the last day of classes of the next semester by submitting a written request to the Registrar’s Office. If the “I” course work is not completed on schedule, the “I” will convert to an “F.” The “I” converted to grades “A” through “F” will then be used in computing the GPA and may result in a change of academic status if the resulting GPA so indicates. Grades of “P,” “I,” “AU,” and “W” are not considered in computing GPAs.

Note: “S/U are used in the event of a state of emergency and significant disruption to a semester. The use of S/U will be determined by the Provost and the Faculty Executive Committee.”

Individual departments and programs may have standards for acceptable grades for continuation in the program. Faculty are not required to utilize the +/- grades.

## USING BLACKBOARD (Bb)/CANVAS

Posting grades on the electronic learning (LMS) platform (Bb or Canvas) is also encouraged to keep students informed of their progress. This also assists should students have a question about their grades at the end of the term or wish to appeal a grade.

## MID-TERM GRADES

Faculty are highly encouraged to submit mid-term grades as a means of officially informing students about their progress in each course. Submitting mid-term grades allows professional and faculty advisors to identify at-risk students.

## FINAL GRADES

All faculty are expected to adhere to the university grading policies as delineated in the Academic Catalog (Academic Catalog 2020-2021 <http://ju.smartcatalogiq.com/en/2020-2021/2020-2021-Academic-Catalog/Academic-Information/Grades-and-Grading-System>).

## OFFICE HOURS

Staying in contact with students is crucial. This helps build a learning partnership, good mentoring and enhances retention and ultimately student completion and success. Traditional face-to-face office hours are useful for traditional students, but as many students take on-line courses or have other commitments outside of class, other modes of communication and 'meeting' are recommended as well. All faculty should be available via face-to-face meeting, email, text, or other electronic means for several hours per week. A good rule-of-thumb is one-two hours per day (depending upon the class). Traditional office hours are posted on syllabi, and faculty should also publish their appropriate contact information on the syllabus for each class. Sample syllabi templates are available on the Center for Teaching and Learning website <https://www.ju.edu/ctl/new-faculty/index.php>.

## ETHICAL STANDARDS

All faculty are expected to adhere to the highest ethical standards of the profession. Faculty are the models for the behavior and ethical practices of our students. Faculty are expected to be honest, courteous, and respectful in their dealings with their colleagues and their students. Academic integrity and respect of intellectual property is expected in all aspects of teaching, research, scholarship, creative and professional activity.

In addition, the University will not tolerate discrimination based on sex, race, ethnic origin, gender, gender orientation, marital status, religious beliefs, or mental and physical characteristics.

## ACADEMIC FREEDOM

Jacksonville University considers a free and unconstrained exchange of information essential among its faculty, staff and students. An explicit guarantee of academic freedom is made to faculty members through the *Faculty Bylaws, Part Two, Article I (Academic Freedom)*. The University accepts as its policy on academic freedom and tenure the principles of the 1940 Statement of the American Association of University Professors, a restatement of principles first set forth in 1925.

All full-time, adjunct, and visiting faculty members, tenured or non-tenured, enjoy full academic freedom. All full-time and part-time students enrolled in any course, credit or non-credit; also enjoy full academic freedom as identified in the *Faculty Bylaws, Part Two, Article I (Academic Freedom)*.

Any faculty member who believes his or her academic freedom to have been abridged may direct a written grievance to the chair of the Committee on Academic Freedom and Grievance, citing the abridgment in detail, providing corroborating documentation, and requesting corrective action as identified in the *Faculty Bylaws, Part Two, Article I (Academic Freedom)*.

All faculty members are “entitled to full freedom in research and in the publication of the results, subject to the adequate performance of his/her other academic duties; but research for pecuniary return should be based on an understanding with the authorities of the institution.”

All faculty members are “citizens, members of a learned profession, and officers of Jacksonville University. When they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes certain obligations. As persons of learning and as educational officers, they should remember that the public may judge their profession and institution by their utterances. Hence they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not speaking for the institution

*(Faculty Bylaws, Part Two, Article I (Academic Freedom 648-655)).”*

## GRIEVANCES

The Committee on Academic Freedom and Grievance hears serious faculty and academic grievances, see the *Faculty Bylaws, Part One, Article III (Committee on Academic Freedom and Grievance)*. The committee may hear or refuse to hear a grievance, based on the merits of the case. The committee may conduct an investigation, in which case all relevant parties will be consulted. In academic matters, students may also file grievances if they think other approaches have not been satisfactory. Student grievances follow the procedures found in the [Green Pages Student Handbook](#).

## EVALUATION

Academic unit administrators, are responsible for evaluation of the faculty.

Adjunct Faculty are evaluated each term based on their teaching effectiveness (see below) by the departmental coordinator/chair. Decisions to reappoint adjunct faculty to teach are based on instructional need and quality of the adjunct teaching as reviewed by the departmental coordinator/chair and division chair or comparable unit administrator.

## CRITERIA

### TEACHING EFFECTIVENESS

Teaching effectiveness is assessed by a review of the basic facts of a faculty member's teaching career. Adjunct and Pre-tenured faculty typically have classroom observations by appropriate supervisors or academic unit administrators. The IDEA Student Ratings of Instruction, which measures student perception of faculty teaching, is administered in the classes of all faculty each term. Division chairs or comparable unit administrators are expected to use the information provided by the ratings and comments, taking into account class size, whether courses are required or are electives, and whether the students are majors or non-majors. Particular attention is paid to broadly stated questions (i.e. overall teaching effectiveness). Simple ranking of faculty according to their scores is avoided, and, unless faculty scores deviate by one standard deviation above or below the average for the faculty as a whole, individual items are not used to designate a professor's performance as inferior or superior. In lieu of scores significantly higher or lower than the university average, ratings are taken at face value. The division chair, or comparable unit administrator, may discuss areas for improvement with the faculty member as part of the annual evaluation process. If the provisional evaluation is not satisfactory to the faculty member, he/she may request that the division chair or comparable unit administrator provide suggestions of additional activities or accomplishments that would raise the ratings to an acceptable level. It is recommended that faculty request observations from peer faculty.

## SECTION IV: RESOURCES AND SUPPORT

The University provides numerous resources to assist faculty and students. Hyperlinks are provided to appropriate documents for each resource.

- [Academic Advising](#)
- [Academic Integrity](#)
- [Academic Support Center](#)
- [Academic Technology](#)
- [Admissions](#)
- [Athletics](#)
- [Career Resource Center](#)
- [Center for Teaching and Learning](#)
- [Compliance](#)
- [Employee Handbook](#)
- [Experiential Learning](#)
- [Honors](#)
- [Information Technology \(Helpdesk\)](#)
- [Institutional Research and Assessment](#)

- [Internships](#)
- [Intramurals](#)
- [Library](#)
- [Office of Research & Sponsored Programs](#)
- [Recreation Facilities](#)
- [Registrar](#)
- [Service Learning](#)
- [Student Solutions Center](#)
- [Study Abroad and Away](#)
- [Undergraduate Research](#)
- [University Policies and Procedures](#)
- [University Scholars](#)
- [Varsity Sports and Clubs](#)
- [Writing Center](#)

## SECTION V: HIRING POLICIES AND PROCEDURES

Policies and documents for all University employees can be found at the [Human Resources Website](#) .

All faculty must adhere to the policies and procedures of Jacksonville University as described in the [Employee Handbook](#).

### BENEFITS

Tuition benefits are available to all employees, although these plans vary depending upon full-time and part-time status.

The University also has an [Employee Assistance Program](#) to help employees and family members deal with stress and crisis events.

### COMPENSATION

Adjunct contracts, written at the school and college level at the beginning of each term, detail pay rates and courses for the term. Adjunct contracts do not imply a commitment for subsequent terms or additional courses. The deans, using guidelines detailed in the [Payroll Rates-Effective January 10, 2022](#) determine adjunct pay rates per credit hour.

Adjuncts and university employees, typically administrators who are teaching a course in addition to their normal duties, are compensated at \$1000/credit hour.

Rates for Labs, Clinics, and Studio courses are calculated as

(number of credits + number of contact hours)/2.



In the case of applied music, the contact to credit hour conversion is multiplied by \$50 per week taught.

#### PAYROLL PERIOD

Faculty are paid semi-monthly on the fifteenth and the last day of the month.

Required documentation for new faculty hires can be found on the [Academic Affairs web page](#).

- [Forms](#)
- [Part-time and Adjunct Faculty](#)

When it appears there will be a need for one or more adjunct faculty, the University will advertise locally for candidates for the position or positions. An individual adjunct faculty member will teach no more than 9 credit hours per traditional academic term (fall and spring). In addition, the files of adjunct faculty who have taught for the University will be maintained as a potential source of future adjunct faculty. All applicants will be asked to submit a [Jacksonville University Faculty Employment Application](#) current and updated curriculum vitae, a record of prior teaching, and official transcripts from all attended institutions of their academic work. The division chair or comparable unit administrator working with faculty in the area in which the adjunct faculty is sought will select the top applicants and invite them to campus for an interview. Approval from the College Dean and Senior Vice President for Academic Affairs is required prior to hiring the adjunct. Employment is an agreement for one semester or term, executed between the adjunct faculty member and the appropriate dean of the college. If the adjunct has not taught at JU for over 12 months, their JU email account will be deactivated and all new documentation is required.

#### QUALIFICATIONS

To teach in a discipline, all individuals must be academically qualified. Jacksonville University follows the guidelines of the Southern Association of Colleges and Schools Commission on Colleges. To ensure compliance all newly hired adjuncts must have a complete [Faculty Qualification Certification Form](#) in their hiring packet.

Standard 6.2.a (Faculty qualifications) of the Principles of Accreditation reads as follows:

For each of its educational programs, the institution justifies and documents the qualifications of its faculty members. When an institution defines faculty qualifications using faculty credentials, institutions should use the following as credential guidelines:

- Faculty teaching general education courses at the undergraduate level: doctorate or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).
- Faculty teaching associate degree courses designed for transfer to a baccalaureate degree: doctorate or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).
- Faculty teaching associate degree courses not designed for transfer to the baccalaureate degree: bachelor's degree in the teaching discipline, or associate's degree and demonstrated competencies in the teaching discipline.

- Faculty teaching baccalaureate courses: doctorate or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (minimum of 18 graduate semester hours in the teaching discipline).
- Faculty teaching graduate and post-baccalaureate course work: earned doctorate/terminal degree in the teaching discipline or a related discipline.
- Graduate teaching assistants: master's in the teaching discipline or 18 graduate semester hours in the teaching discipline, direct supervision by a faculty member experienced in the teaching discipline, regular in-service training, and planned and periodic evaluations.

[Approved: College Delegate Assembly, December 2006 Updated for Revised Principles: April 2018](#)

## PERSONNEL FILES

It is the policy of the University to maintain personnel records and information for each faculty member. The University attempts to balance each individual's right to privacy with the University's need to obtain, use and retain employment information. The purpose of this policy is to provide guidelines for viewing the contents of personnel files.

Personnel records are to contain information which is needed by the University to conduct its business or which is required by federal, state or local law. This information will include but will not necessarily be limited to the following:

- Faculty application form and other pertinent application materials.
- Official original transcripts of all degrees earned.
- Copies of all contracts (signed originals are held in Human Resources)
- Log of promotion and tenure
- Record of grievances. Only the final results of grievances will be kept in the personnel file.
- Other pertinent information; awards, publication lists, etc.
- Payroll information is in the Human Resources office.

Faculty members can inspect their own personnel records. Contact the Office of the Provost with a written or verbal request. Requests to have material copied from the individual's file will be completed as expeditiously as possible. However, depending on the volume of copies requested, this may not always be done at the same time as the employee views his/her file.

Please contact the Office of the Provost with any further questions concerning this procedure.

## SECTION VI: GENERAL INFORMATION & UNIVERSITY POLICIES

Hyperlinks for general information and resources are listed below. These are also be found at my.ju.edu with your faculty log in.

- [Academic Calendar](#)
- [Academic Catalog](#)
- [Academic Integrity](#)
- [Alcohol policy \(see Policies and Procedures\)](#)
- [Athletic events](#)
- [Bookstore](#)
- [Campus Security](#)
- [Catering Services](#)
- [Dining Services](#)
- [Duplicating \(Print Shop\)](#)
- [General Events Calendar](#)
- [Requesting/Scheduling and Event](#)
- [Identification Card](#)
- [Intellectual Property Policy](#)
- [JU Alert Communication System \(Security\)](#)
- [Parking \(Security\)](#)
- [Parking Map](#)
- [Post Office](#)
- [Reimbursement for Work/Travel Expenses](#)
- [Sexual Harassment Title IX](#)
- [Tuition benefit \(part of HR\)](#)
- [Wilma's Little People's School \(part-time early childhood education\)](#)