



Administrative and Professional Faculty Handbook

Approved by the Board of Visitors

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Radford University does not discriminate with regard to race, color, sex, sexual orientation, disability, age, veteran status, national origin, religion, or political affiliation in the administration of its educational programs, activities, admission or employment practices. Inquiries may be directed to the Chief Human Resource Officer at <http://www.radford.edu/content/human-resources/home.html>.

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Administrative and Professional Faculty

1.2 TERMS AND CONDITIONS OF APPOINTMENT AND CONTINUING EMPLOYMENT

Appointments to AP positions are term contracts of 9, 10, 11 or 12 months depending on programmatic needs. 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. 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 prior to making an offer or renewing a contract that has special terms and conditions.

Contract renewals are not considered automatic. Job performance at a high level of productivity, effectiveness and continued need by the

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

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

1.9.3 Timelines for evaluations and revised Performance Expectations

The performance cycle is October 25 to October 24 of each year.

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 against 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 complainant’s knowledge of an action or 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 t (t w)108n t (t w)108ne reibnt we i .3 ()12..1 (

Panel Recommendation

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

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AP members with less than five 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 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 total 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 10 and ends on January 9.

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

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 work days 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 work days 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-relaon in inm2.9 (i)2Tw 36.506 0 .8 (W)6 (or0 TwE(m)8.9 -11.8(y)20.1 (()JTJ{co)-4 (4 (e.9 (a)MCI

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

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Sick leave is administered on a 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 -

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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 .7 (n)5 (t)-9 (i5.9 (n)8.,)Tsi5.9 (n)8.,6 (p)-3.9thoicoe (t)7 3 19 (m)9.2.9 (r

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.