

**Accession Number:** A-2009-15

**Record Group #**

**Division:** Academic Affairs

**Sub-Division:** Vice President for Academic Affairs, Office of

**Title:** Faculty Handbooks

**Date span:** 1965 (?) - Present

**Physical description:** Print 1.5 linear ft. (3 boxes ; 2- 12<sup>1</sup>/<sub>4</sub>x10<sup>1</sup>/<sub>4</sub>x5,  
1-12<sup>1</sup>/<sub>4</sub>x10<sup>1</sup>/<sub>4</sub>x2<sup>1</sup>/<sub>2</sub>)

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**Description:** "This...Handbook contains general information on CHARLESTON SOUTHERN UNIVERSITY's communication channels, current personnel policies, practices, and an overview of benefits interpreted into a usable guide for all faculty. This information is presented as it exists on the date of publication." (Preface p. *Faculty Handbook, 2005*) Latest handbooks include the following sections and appendixes: Section I. Institutional Profile which lists founding principle, mission, vision, biblical core values, life preparation concepts, statement of purpose, institutional goals (five year) and affiliation and support; Section II, Administrative Organization which lists the titles of administrators and outlines essential functions and responsibilities of each position plus those of a faculty member; Criteria for graduate faculty membership; a description of membership and charge of standing or special faculty committees; Section III Employment Guidelines which outlines recruitment practices and contracts; criteria and policies for promotion in rank and tenure; policies on tenure, academic freedom. and evaluation of all faculty; a description of fringe benefits; policies on consulting and outside employment, nepotism, equal employment opportunity, harassment, family and medical leave of absence, drug and alcohol free workplace, contagious disease, crime awareness and campus security, intellectual property and privacy rights of students; Section IV Academic Guidelines and Procedures which lists the location and the University website for the Academic Policies Manual and outlines teaching loads, office hours, faculty absences, class records, examinations, syllabi, academic advising, emergencies, convocation, commencement and other school activities, student disciplinary action, Maymester, textbook orders, and requests for supplies. Appendix A Constitution of the Faculty Senate; Appendix B Guidelines for Faculty Recruitment; Appendix C Application for Tenure and/or Promotion; Appendix E Employee Grant Program; and Appendix F Intellectual Property Policy

**Note:** undated entry assigned dates 1965-1967? based on listing for Dr. John A. Barry as Director of Curriculum Development, a title which was changed to Dean of the College with the 1967-1968 college catalog. Revised pages only for 1977-1978  
Memo from the Provost dated March 13, 2002 indicates that the 2002 Handbook replaces 1994 Handbook.

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Arrangement: **Chronological**

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<b>Box</b>	<b>Folder</b>	
1	1965-1967? (undated) [c.1]	
	1967-1968 [c.1, ]	
	1968-1969 [c.1, c.2]	
	1969-1970 [c.1, c.2]	
	1970-1971 [c.1, c.2]	
	1971-1972 [c.1, c.2]	
	1972-1973 [c.1, c.2]	
	1973-1974 [c.1, c.2]	
	1974-1975 lacking	
	1975-1976	
	1976-1977 [c.1, c.2]	
	1977-1978 <b>revised pages only</b> [c.1]	
	1978-1979 [c.1, ]	
	1978-1979 <b>revised pages only</b> [c.1]	
	1979-1980 [c.1]	
	1979-1980 <b>revised pages only</b> [c.1]	
	1980-1981 [c.1, c. 2]	
	1981-1982 [c.1]	
	1982-1983 lacking	
	1983-1984 <b>revised pages only</b> [c.1]	
	1984-1985 [c.1, c.2]	
	2	1985-1986 <b>revised pages only</b> [c.1,c.2]
		1986-1987 [c.1, c.2]
		1987-1988 [c.1, c.2]
		1988-1989 lacking
		1989-1990 [c.1, c.2]
1989-1990 <b>revised pages only</b> [c.1, c2]		
1990-1991 marked DRAFT [c.1,c.2 ]		
1991-1992 [c.1, c.2]		
1992-1993 [c.1, c.2]		
1993-1994 lacking		
1994-1995 [c.1, c.2]		
1995-1996 lacking		
1996-1997 lacking		
1997-1998 lacking		
1998-1999 lacking		
1999-2000 lacking		
3	2000-2001 lacking	
	2001-2002 lacking	
	2002-2003 [c.1, c.2]	
	2003-2004 lacking	
	2004-2005 lacking	
	2005-2006 [c.1, c. 2]	
	2009- (Current as of August 1, 2009) [c.1]	
	2011-2012 c.1]	
	2016-2017 c.1]	
2017-2018 [c.1dated March 2017 c.2 September 2017)]		