

## **4.0 FACULTY APPOINTMENTS**

All initial faculty appointments are subject to renewal at the discretion of the President and are probationary for a period of ninety (90) days. Any subsequent modification of an appointment will be stated or confirmed in writing, and a copy will be given to the faculty member.

### **4.1 Categories of Faculty**

- A. **Administrative Full Time 1** -- ranked full-time faculty (Department Head level and above), i.e., The President, Provost, Vice President of Operations and Finance, Director of Clinics, Deans, Academic Division Chairpersons and Department Heads and/or Directors of Academic Departments, and such other professional and administrative personnel as the President may designate (40 hours contractually on campus)
- B. **Administrative Full Time 2** – ranked full time faculty (Director of the Office of Sponsored Research, Assistant to the Dean CoC) and such other professional and administrative personnel as the President may designate (30 hours contractually on campus)
- C. Academic
  - 1. Ranked, full-time, instructional faculty who engage in teaching or research (40 hours contractually).
  - 2. Specialized support faculty within academic departments (40 hours contractually)
  - 3. Clinic faculty (40 hours contractually)
- D. Adjunct – See section **4.9**
- E. Special Appointments
  - 1. Limited Specialized Expertise

Individuals with precise expertise may be utilized on a limited basis by special appointment. This must be clearly limited to a specific area. Renewal of the appointment is at the discretion of the President. Remuneration will be stated in an appointment letter.
  - 2. Visiting Professors

Periodically, there may be a need to utilize visiting professors. A visiting professor will adhere to the policies and procedures of Life University and will be employed on an appointment basis.

3. Distinguished Lecturer

A distinguished lecturer is one who by recognition of his/her experience/expertise is invited to present information to the University community in an organized and scheduled meeting. This category of speaker implies no official association with the University beyond the offering of information by the speaker. Identification of and financial arrangements for distinguished lecturers are functions of the Office of the President. Arrangements for scheduling of presentations are first made through the appropriate Dean's office and then the Office of the Provost.

4. Guest Lecturers

Any faculty member wishing to have a guest lecturer for his/her class must first make a written request ten working days prior to the presentation to his/her respective Division Chairperson. The Division Chairperson will seek approval in writing from the President through the Dean of the appropriate college/school, followed by the Provost who will inform the faculty member in writing of such approval by the President.

F. Graduate Faculty

Rules and Regulations

The Graduate Faculty directs work and research toward graduate degrees. Membership demonstrates high attainment and professional standing. The Graduate Faculty is composed of those members of the general faculty who meet requirements based on training, experience on graduate committees, teaching of graduate courses, and research attested by scholarly publication or other proof of creativity, professional excellence, activity, and dedication.

1. Levels of Appointment

Full Graduate Faculty  
Associate Graduate Faculty  
Teaching Graduate Faculty  
Other: Ex-officio Graduate Faculty, Adjunct Graduate Faculty,  
Emeriti Graduate Faculty

2. Qualifications/Criteria

A) Full Graduate Faculty:

**Degree:** Hold the Ph.D. or other earned terminal academic degree (highest degree awarded in the discipline) in or related to the faculty member's area of assigned graduate responsibility.\*

\*Subject to special considerations, an individual who has not earned the highest degree awarded in the discipline, but has demonstrated exceptional competence in one's field of specialization (i.e., has attained high professional status as recognized by one's professional peers) may be appointed to the Graduate Faculty.

**Position:** Hold appointment as a regular tenure-track position with the academic rank of Assistant Professor or higher.

**Scholarship:** Be actively engaged in scholarly or creative activities. Conduct research and scholarly activity leading to refereed or other professional competitive publications or to comparable artistic, clinical, literary, or technical achievements appropriate to particular fields.

**Evidence of recent active and productive scholarship includes:** Scholarly books, refereed articles in scholarly journals, chapters in scholarly books, abstracts in scholarly conference proceedings, successful external research grant applications, juried shows, editorships, or the equivalent as determined by the individual academic unit.

**Teaching:** Be qualified to teach graduate courses.

**Evidence of graduate teaching effectiveness includes:** Teaching awards, successful instructional innovation grants, student evaluations, student accomplishments, guidance of graduate students' research projects, peer reviews, innovations in course design or delivery, publications in area of pedagogy, or other quantitative and qualitative evidence as determined by the individual academic unit.

**Advising:** Have experience with graduate student advising including:

- 1) Demonstrated potential to direct master's candidates successfully.

- 2) Planning and directing of programs of graduate students and the direction of theses.

Other: Meet other qualifications, as determined by the academic unit. The department and/or the college/school may establish qualifications which exceed the minimum qualifications established by the Graduate Program, e.g., a department and/or college may choose to review the quality of theses/dissertations directed by the faculty member.

B) Associate Graduate Faculty:

This status is primarily for those new faculty recently awarded their terminal degrees.

Degree: (see Full Graduate Faculty)

Position: (see Full Graduate Faculty)

Scholarship: Associate Graduate Faculty status requires the applicant to have made a sound beginning in independent research or creative activity. See "Full Graduate Faculty" for further information.

Teaching: Be qualified to teach graduate courses. Associate Graduate Faculty status requires the applicant to have the necessary background to begin teaching graduate courses. See "Full Graduate Faculty" for further information.

Advising: While new faculty are unlikely to have experience with graduate student advising, they should have demonstrated the potential to assist in directing master's and/or doctoral candidates successfully.

Other: (see Full Graduate Faculty)

C) Teaching Graduate Faculty:

This status is primarily for those faculty qualified to teach graduate level courses, but may not be able to fulfill all of the scholarly requirements stated above. A minimum of a master's degree is required in the academic discipline.

D) Other:

(1) Ex-officio Graduate Faculty

The President, Provost, Deans of the Colleges, the Director of the Learning Resource Center, Division Chairs and Department Heads, and comparable academic officers may be ex-officio members of the Graduate Faculty.

The category of ex-officio graduate faculty members is for the purposes of:

- (A) Enabling the academic administrators, who are actively involved in academic research, and the Director of the Learning Resource Center to participate in making policies and decisions that influence graduate education and research.
- (B) Enabling them to monitor the quality of graduate education and research in their respective unit/department/division.

(2) Adjunct Graduate Faculty

The general criteria for membership on the Adjunct Graduate Faculty are the same as for regular Graduate Faculty with the exception that the candidates hold either part-time or non-regular faculty appointments. Other eligibility criteria may be determined by the academic unit that nominates the candidate.

(3) Emeriti Graduate Faculty

To be granted Emeriti Graduate Faculty status, the emeritus professor must have held active graduate faculty status at the time of retirement. At the time of approval to this category, the graduate faculty review "clock" will be reset. If Emeriti Graduate Faculty members wish to be reviewed for reappointment at the end of the first seven-year period following retirement they should meet the standard criteria for reappointment.

3. Duties, Responsibilities, Privileges

A) Full Graduate Faculty

**Teaching:** Teach graduate-level courses in each field of specialization for which they have formal advanced study or demonstrated competence through independent scholarly activity. Develop graduate level courses and curricula

**Advisement:** Advise and direct non-thesis student programs (major professor). Advise and direct thesis student programs (major professor)

**Research:** Direct and chair master's thesis committees. Serve as member of master's thesis committees. Serve as reader of master's thesis committees. Serve as a representative on master's thesis oral examinations

**Other Service to Graduate Program:** Participate in the governance of graduate education at all levels within the university. Vote on matters submitted to the graduate faculty for vote. Eligibility to elect representation to graduate committees. Participating in the formulation of graduate curricula and policy.

#### **B) ASSOCIATE GRADUATE FACULTY**

**Teaching:** Teach graduate-level courses in each field of specialization for which they have formal advanced study or demonstrated competence through independent scholarly activity. Assist in developing graduate level courses and curricula.

**Advisement:** (see Full Graduate Faculty)

**Research:** Direct and co-chair master's thesis committees. Serve as member of master's thesis committees. Serve as reader of master's thesis committees. Serve as a representative on master's thesis oral examinations.

**Other Service to Graduate Program:** (see Full Graduate Faculty)

#### **C) Teaching Graduate Faculty**

**Teaching:** (see Associate Graduate Faculty)

**Advisement:** Advise and direct non-thesis student programs (major professor).

**Research:** Serve as member or reader of master's thesis or doctoral dissertation committees with approval of the Department Head.

Other Service to Graduate Program: Participate in the governance of graduate education at all levels within the university at the request of the Department Head.

D) Other

- (1) Ex-officio Graduate Faculty: Serving as non-voting members of supervisory and examining committees for graduate - level work.
- (2) Adjunct Graduate Faculty: Serve on supervisory and examining committees for graduate students.
- (3) Emeriti Graduate Faculty: Co-chair a graduate student's committee. Emeriti Graduate Faculty may serve as members of graduate students' supervisory committees.

4. Length of Term

- A) Full Graduate Faculty: 7 years, renewable
- B) Associate Graduate Faculty: 3 years, non-renewable
- C) Teaching Graduate Faculty: 7 years, renewable

5. Application Procedure

- A) Chain of Command  
Faculty member → Department Head / Division Chair → Graduate Faculty Committee → Dean of College → Provost → President
- B) Department  
Each department with graduate programs will determine the procedures for handling recommendations concerning Graduate Faculty membership at the departmental level (with the approval of the Dean of the College).
- C) College  
Each college will determine the procedures for handling recommendations concerning Graduate Faculty membership at the college level.

D) Materials to be submitted

- (1) Application letter. Including a narrative covering philosophy, goals, accomplishments in a) graduate teaching, supervision and mentoring, b) scholarship and c) service (not to exceed three pages).
- (2) Annual Reviews
- (3) Curriculum Vita: Including a listing of theses, Special Problems, and Readings; professional development activities; list of publications, presentations, and/or other scholarly activities.
- (4) Additional supporting materials such as publications, presentations, and other creative works (not to exceed ten pages).
- (5) Appeals of faculty regarding Graduate Faculty status recommendations shall be made to the Provost. Guidelines for the appeals process will be developed by the administration.

**4.2 Qualifications for Employment**

The following sections detail the qualifications required of individuals seeking employment as faculty members with Life University.

**4.2.1 Faculty Teaching Clinical Science Courses and Clinic Faculty (Doctor of Chiropractic Program)**

All faculty teaching chiropractic clinical science courses or serving as clinicians must:

- A. Possess the credentials that match the current *Criteria* of CCE, the SACS *Principles of Accreditation*, and the state of Georgia requirements;
- B. Possess a doctor of chiropractic degree;
- C. Possess a Georgia State Chiropractic license;
- D. Either possess a baccalaureate degree or its equivalent or agree to complete a baccalaureate degree within two years of the first day of employment with the University; and

- E. Be proficient in oral and written communication in the language in which assigned courses will be taught.

In addition to these requirements as presented above, applicants for faculty positions in the Clinical Sciences Division or as faculty clinicians will be selected for hire based on the combination of practice experience and credentials they present, including baccalaureate degrees, advanced degrees or other post-graduate certifications, research and scholarly activity, teaching experience, and clinical practice or other experiences that will bring added value to the learning of Life University College of Chiropractic students.

All faculty teaching psychology, nutrition or business must meet the requirements as specified under the Basic Sciences Faculty Section in this Handbook.

**4.2.2 Faculty teaching Basic Science Courses (Doctor of Chiropractic Program)**

Faculty teaching basic science subjects in the D.C. program must:

- A. Possess the credentials that match the current SACS *Criteria* for a doctoral degree level, and
- B. Be proficient in oral and written communication in the language in which assigned courses will be taught.

### **4.2.3                      Baccalaureate Classes**

**NOTE:**                      The highest earned degree presented, as the credential qualifying the faculty member to teach must be from a regionally accredited institution.

All faculty teaching courses leading toward the baccalaureate degree must:

- A.     Have at least a master's degree with a major in the teaching discipline, or
- B.     Have completed at least 18 graduate semester hours in the teaching discipline and hold a master's degree, and
- C.     Be proficient in oral and written communication in the language in which assigned courses will be taught.

### **4.2.4                      Remedial Classes**

**NOTE:**                      **The highest earned degree presented, as the credential qualifying the faculty member to teach must be from a regionally accredited institution.**

Faculty members who teach in the remedial program must:

- A.     Have a baccalaureate degree in a discipline related to their teaching assignment;
- B.     Have either teaching experience in a discipline related to their assignment or graduate training in remedial education, and
- C.     Be proficient in oral and written communication in the language in which assigned courses will be taught.

### **4.2.5                      Graduate Level Classes**

**NOTE:**                      **The highest earned degree presented, as the credential qualifying the faculty member to teach must be from a regionally accredited institution.**

All faculty teaching in these programs must:

- A.     Demonstrate a high level of teaching and research competence;
- B.     Hold the terminal degree in the teaching discipline or a related discipline, and

- C. Be proficient in oral and written communication in the language in which assigned courses will be taught.

### **4.3 Duties of Faculty**

The specific terms of each faculty member's appointment are described in the member's individual appointment letter. These duties include, but not limited to all of the following:

- A. Lecturing for regularly scheduled classes of the University; Timeliness is extremely important at Life University. Teaching schedules should be strictly observed; deadlines should be met
- B. Scheduling and holding regular office hours for addressing student concerns;
- C. Participating in the Standing Committees of the University and/or special administrative assignments, as assigned;
- D. Counseling/advising students relative to their academic status or performance; and/or
- E. Conducting research related to the development of chiropractic theories and techniques or to the development of original research contributions in the faculty member's field of expertise; and/or
- F. Other professional duties consistent with the position.

### **4.4 Status of Appointment**

All appointments at Life University are probationary until tenure is granted. This enables the University to evaluate and determine the faculty member's fitness and qualifications for tenure within the institution.

Academic tenure may be sought upon application by the faculty member in good standing on the first calendar day of employment after successful completion of five consecutive calendar years of full-time employment.

### **4.5 Salary Ranges**

The Board of Trustees has established salary ranges to be used by Life University in the employment of faculty. These ranges are established based on current market conditions for professional teachers, experience of each faculty member, and the needs of Life University. The Board of Trustees may adjust these ranges as necessary to reflect any changes in the current market or the needs of Life University.

The base pay is for 12-month contact and is assigned by rank. The base pay does not include stipends for titles, publication, years of experience, or market value. The ranges are as follows:

Instructor	30,000 - 45,000
Assistant Professor	32,500 - 50,000
Associate Professor	35,600 - 55,000
Professor	38,400 - 60,000

#### **4.6 Faculty Employment Process**

Faculty openings will be posted within the University and without (when required). Additionally an applicant pool is maintained in the Office of the Provost and Deans' offices. Each applicant's file contains appropriate credentials including application form, official transcripts, letters of recommendation, resume / CV and proof of licensure (where applicable).

When a position is considered open for the selection of a candidate, it is the responsibility of the appropriate Division Chair / Department Head, Clinic Director, Dean or Search Committee to review applicable files, interview qualified individuals, and make a recommendation to the appropriate Dean. The credentialing committee will evaluate all recommendations before hiring.

The entire process should be done so as to give the new hire as much time as possible to prepare for their new position.

Appropriate individuals should recommend new personnel in a timely manner so that teachers can be hired no later than the faculty workweek at the end of each quarter.

The Dean of the respective college/school interviews the recommended applicant and, if in agreement with the recommending body forwards the candidate's file to the Provost for review. Upon review, the Provost will recommend salary and rank on the basis of education, experience and prevailing market conditions. If appointment to the faculty is acceptable to both parties, the orientation and processing of employment papers (including receipt of a copy of the Faculty Handbook) is commenced By the Provost's Office.

Exceptions may be made to these procedures with approval of the President.

The Office of the Provost will direct the candidate to the Human Resources Office where completion of required forms to enroll in the University benefits programs and other documents will be accomplished. After a candidate has been offered a position, the Human Resources Office will schedule physical examinations. After successful completion of all documents and the physical exams, the individual will be considered an employee of the University. The new faculty member will report to the Dean of the

respective school or program for further briefing and instruction as to his/her assigned duties and responsibilities.

#### **4.7 Nondiscrimination Policy**

Life University complies with federal and state law. Life University does not discriminate on the basis of race, color, sex, religion, national origin, age, sexual orientation, marital status, or veteran status, and does not discriminate against qualified individuals with a disability or handicap. This policy applies to all employment practices at Life University and to the admission and education of Life University students. Questions regarding the Non-Discrimination Policy should be directed to the Office of the Provost.

#### **4.8 Faculty Personnel Records**

Each individual is asked to provide documentation to the Office of the Provost of any professional development that takes place during each year. Faculty has the right to review their personnel records.

#### **4.9 Adjunct Faculty**

Faculty whose responsibilities are less than full time. Adjunct faculty do not receive rank, tenure or faculty benefits but are required to attend those functions stated in their letters of appointment. Prorated salary for adjunct faculty will be paid on assigned hours per quarter; assigned hours include functions stated in the letter of appointment.

Selection of adjunct faculty members must be consistent with the academic standards of Life University. Adjunct faculty members are recommended by the Department Head through their chain of command to the Provost and approved by the President.

Department Heads or the immediate supervisors are responsible for the appropriate orientation, supervision and evaluation of part-time faculty members. Likewise, Department Heads or their immediate supervisor are responsible for establishing a reasonable amount of time for each course taught by part-time faculty for the counseling of students regarding course work and other course requirements. Moreover, these established times must be made known to the students at the beginning of each term.

Adjunct faculty are evaluated annually in accordance with procedures outlined in Section 5 of the Faculty Handbook.