TUSKEGEE UNIVERSITY

PREFACE

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the University's educational mission, that improve understanding of community problems, and help develop relevant alternative solutions.

- We engage in outreach activities to assist in the development of communities as learning societies.

Land-Grant Mission

The above three elements of our mission, together with certain acts of the United States Congress and the

Recommendations of the Faculty Senate are forwarded to the Provost for his/her action and then to the President for his/her decision, and finally to the Board of Trustees.

The Faculty Senate reports its actions to the faculty at meetings of the faculty, in memoranda, and other publications. These actions are subject to veto by the faculty as specified in the Constitution of the Faculty Senate. This constitution places the following limitation on the actions of the Senate:

By a simple majority of faculty members present and voting at a regular or duly called meeting of the University faculty where the quorum requirements have been met, the faculty can veto any action of the Senate.

The full text of the Constitution of the Faculty Senate is available on the Tuskegee University website under the Faculty Senate web page.

Jurisdiction and Powers of University Faculty

Subject to the powers vested in the Board of Trustees and the President and delegated to the Provost, the University faculty has primary jurisdiction over matters of policy, procedure, and regulations directly concerned with instruction, research, and academic-related service.

The University faculty shall make its recommendations to the President, through the Provost. Approval of the President and the Board of Trustees shall be necessary for a recommendation to go into effect.

The University faculty is concerned with policies, procedures, and regulations pertaining to matters dealing primarily with the educational program of the University and faculty personnel policy such as:

1. Development, expansion, and enhancement of the three pillars of academia (Teaching, Research, and Service)
    a. Improvement of instruction and guidance
    b. Development of scholarship and research among the faculty and students
    c. Service to the University and the community at large
2. Admission, enrollment, recruitment, retention, and graduation of students
3. Measurement and evaluation of student performance and growth
4. Requirements for certification, degrees, and diplomas
5. Promotion of the general welfare of faculty and students
6. Determination of faculty tenure, promotions, rank, and post-tenure status
7. Development of general administrative policy as appropriate
8. Review of programs

The faculty is responsible for the viability of the University in that they must assure compliance with the requirements and standards of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) and other accreditation bodies. As part of this process, the faculty shall be involved in periodic reviews of programs of study offered by the University. All programs (undergraduate, graduate, and on line or distance education programs) shall be evaluated for their effectiveness to ensure quality and

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The following criteria must be met by candidates for emeritus faculty:

(a) Recommendation by the dean of a college/school and the Provost and approval by the President, the emeritus title may be conferred upon tenured full professors who have retired and served Tuskegee University in an exemplary manner for at least ten years.
(b) Submission of a nomination form demonstrating scholarly contributions can be completed by a faculty member and submitted to the dean of the college/school from which the nominee retired, to the Provost, the President, and on to the Board of Trustees for approval.

The following criteria must be met by candidates for dean emeritus:

(a) Must have demonstrated distinguished scholarly contributions to the advancement of the University over a minimum of a continuous 10-year period of time.
(b) Must have reached the full professor rank.
(c) Submission of a nomination form demonstrating scholarly contributions can be completed by a faculty member and submitted to the dean of the college/school from which the nominee retired, to the Provost, the President, and on to the Board of Trustees for approval.

Persons with the emeritus title are extended the following privileges: (1) inclusion in the faculty list printed in the Tuskegee University Catalog or other official publications; (2) library and online privileges; and (3) desk and office space and laboratory space as available when needed for the continuation of professional endeavors in an academic facility.

Minimum Requirements for Ranking and Promotion

In order to be a faculty member at any rank, an individual must hold at least an earned master's degree and satisfy all published credentials for the faculty members' rank. The rank of each faculty member is determined on the basis of the criteria required for each rank. Thus, no faculty member shall be discriminated against regardless of age, sex, marital status, handicap, color, religion, national origin, or sexual orientation for appointment or promotion to the rank for which he/she is eligible. New faculty members hired by Tuskegee University may be granted a rank consistent with the criteria expressed,

determined

Professor	Highest degree in discipline or directly related field	Seven years of college-level academic experience after the degree; or a combination of ten years of college-level academic experience and industry experience after the degree with at least

President. The applicant's visit to the campus usually includes a tour of the campus and the surrounding community as well as the opportunity to meet with the faculty in informal settings.

4. Recommendations are made by the search committee in the department to the department head, and the department head makes recommendations to the dean.

A. Terms

Academic Dean: An academic dean is head of a division, college, school, or other similar academic unit and has administrative responsibility for that unit. An employee may serve in the capacity of an academic dean for an initial term lasting a maximum of five years. At the President's discretion, following the expiration of the initial, five-year term, such employee may serve in the capacity of academic dean for up to two, additional, five-year terms. Such additional appointments shall be in writing and signed by the President.

Department Head: An academic department head or academic unit head is required to lead, manage and develop the department to ensure it achieves the highest possible standards of excellence in all its activities. An employee may serve in the capacity of academic department head or academic unit head for an initial term lasting a maximum of three to five years unless extended by the President. At the President's discretion, following the expiration of their initial term, an employee may serve in the capacity of an academic department head or academic unit beyond five years. Such an appointment shall be in writing and signed by the President.

The President may consult with appropriate academic officers when determining whether to authorize service of an academic dean or academic department head for an additional period of time.

B. Definitions

A candidate for the position of the dean of an academic unit must have the credentials sufficient to qualify for the rank of tenured full professor. Internal candidates must already hold a full professor appointment in one of the departments of the unit. External candidates must have held a tenured full professor position for which appropriate documentation must be submitted as part of the decision process. The dean of an academic unit shall be appointed as a tenured full professor, if not already one.

A candidate for the position of the head of an academic department unit must have the credentials sufficient to qualify for the rank of tenured full professor, but appointment to Head of a tenured associate professor may be considered on a case-by-case basis. Non-tenured faculty may not hold the position of department head.

If an individual who was granted tenure at the time of appointment as a dean or head of the department returns to full-time teaching as a regular faculty member, a post-tenure review shall be initiated after three years of returning to full-time teaching and continue with the normal five-year post-tenure review intervals thereafter.

Recruitment and Employment of Non-US Citizens

Only persons lawfully entitled to work in the United States will be eligible for employment at Tuskegee University. Generally speaking, all persons in the U.S. are either citizens or aliens (noncitizens). The normally accepted proof of U.S. citizenship — birth certificate, baptismal certificate, naturalization certificate, or passport — will be accepted at face value.

After a hiring determination has been made, noncitizens will need to furnish proof of their legal right to remain and work in the United States. Hiring of persons who are not U.S. citizens will comply with regulations of the United States Citizenship and Immigration Services (USCIS) and other laws applicable to employees generally such as Fair Labor Standards, Internal Revenue, and Social Security Acts. A copy of "Documentary Requirements for Aliens in the United States" (FORM N-97) is available at the Office of Human Resources. This will help hiring units to identify the various immigration documents that can be presented by noncitizens - (a) nonimmigrant classifications, (b) employment eligibility, and (c) employment authorization.

4. EMPLOYMENT PRACTICES

Employment of New Personnel

The faculty hiring process originates and is processed in the Office of the Provost. All employees are employed pursuant to a formal contract. All requests for personnel action for new faculty candidates must be initially approved by the respective department head, dean, budget officer, the Provost, and the President. The dean of the respective college/school will prepare the proposed employment contract for the review of the Provost, and final approval of the President. The contract shall be prepared only after a complete dossier evaluation and inclusion of the evaluation and dossier in the faculty member's file.

It is the policy of the University that no candidate for employment reports to work unless a contract, outlining the terms and conditions of his/her employment, has been signed by the President, the Provost, the dean (or the administrative unit head), and the candidate.

The University will be under no obligation to pay any individual who reports to work prior to his/her being officially employed by the University.

Changes in Employment Status

All requests for modifications in the employment status (hiring, termination, salary changes, transfers, resignations, extended sick leave, etc.) of University faculty must be communicated promptly to the appropriate general officer and the Vice President of Human Resources prior to the proposed modification in employment status such that appropriate ab01 0 0 612 792 reW*nBT/F1 10.56 Tf1 0 0 1 253.54 449.9

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4.

teaching funds if approved by the department head, dean and principal investigator of the funded research or research-extension grant and the guidelines of the funding agency are not violated.

In certain limited situations a faculty member may be permitted to teach fewer than six credit hours per semester.

While applying for grants, faculty may include release time in the grant. Faculty are then required to request the full amount of the faculty member's salary. In this

1. Travel is limited by the amount of available funds included in the budget for this purpose and the allocation thereof by the proper authorities within each college/school of the University.
2. Economy rates are required.
3. Requests for travel are approved in advance by the department head and

Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 or other civil rights laws should contact one of the following designated individuals:

For questions and complaints or to report an incident under Title IX, contact:

Interim Title IX coordinator
Marc Cardinalli (*pending appointment of a permanent director*)
C/o The Office of General Counsel
322 Kresge Center
Office: 334-727-8872
Mobile: 740-727-0020
To schedule an appointment to make an in-person report, contact Constanza Hoffman at

Titles VI and VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the age discrimination act of 1975, and the Americans with Disabilities Act of 1990 should be directed to the Title IX Office or Human Resources. The University also prohibits harassment, violence, including sexual and dating violence, hazing, and physical and cyber-bullying. This nondiscrimination policy covers all employees, including volunteers, University employment, educational opportunities, programs, and benefits, admissions, training, student housing, and health services and treatment in all Tuskegee University programs and activities. All faculty, students, and staff are subject to the University's Title IX policy as well as prohibitions under federal law. Faculty complaints under Title IX must be directed to Human Resources or the University's Title IX office. A complaint involving sexual violence or sexual assault can also be made to the Campus Police Department

Tuskegee University is committed to providing an environment for employees, students, and campus visitors that is free from illegal discrimination and harassment based on race, color, religion, ethnicity, national origin, sex, sexual orientation, age, disability, or veteran status. Illegal discrimination and harassment violate state and federal laws and University nondiscrimination and anti-harassment policy. Illegal discrimination and harassment may lead to discipline up to and including termination, as well as civil and criminal legal liability. All members of the University community (including faculty, staff and students) are personally responsible for understanding that

Terminating an individual from employment or an educational program or educational opportunity based on their protected characteristic.

C. Sexual Harassment

Sexual harassment

individuals can engage in retaliation and will be held accountable under this policy.

III. Reporting Harassment or Retaliation

A. Prompt Reporting Required

Persons who believe they have been targets of discrimination, harassment or retaliation should report the incident(s) immediately to appropriate administrative officials as set forth below in section (III) (C). Delay in reporting to these University officials makes it more difficult to investigate fairly and adequately the incident and may contribute to the repetition of offensive behavior.

B. Confidentiality

The University will do everything consistent with enforcement of this policy and with the law to limit the

Drug-Free and Alcohol-Free Workplace

Tuskegee is subject to the Higher Education Act of 1965, which, as a condition for maintaining eligibility for federal funding, requires Tuskegee to have a drug and alcohol abuse prevention policy that prohibits student and employee drug and alcohol use, sale or possession on the institution's property or as part of any of the institution's activities, whether on or off campus, as a condition of continued eligibility for federal

5. SALARIES AND COMPENSATION

Within the limits of budgetary resources, the University should make all necessary efforts to maintain faculty salaries and benefits at a level competitive with those of comparable universities in the southeastern region and

months' full-time employment must be granted by appropriate administrative officials of Tuskegee University,

2. Because of an appointment with the

Because of

2. She/he must reside in the parents' or spouse's household or in the University dormitories.

7. PROCEDURES FOR DISCIPLINARY AND GRIEVANCE MATTERS AND TERMINATIONS

Procedures for Disciplinary and Grievance Matters and Terminations Including Due Process

Due process at Tuskegee University is a system of procedures designed to produce fair and reasonable judgments in those situations in higher education, which may yield a serious adverse decision about a faculty member or an administrator (respondent). In general, due process seeks a clear, orderly, and fair way of rendering decisions by providing procedural safeguards or procedural guarantees. Due process furnishes the structure for a wise and fair administration of justice in institutions of higher learning. Complaints or charges requiring due process may be originated by an individual or group (accuser) from outside or from within the academic community, yet the process itself involves the academic community. It may be initiated in the interest of the academic community or the public to insure accountability under these p

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For the purposes of this *Handbook*, a grievance is defined as a claim or dispute between the

it feels that a just decision can be reached by this means; or it may await the availability of a transcript of the hearing if

Third-Year Review
The thiu

If the faculty member receives a satisfactory third-year review, when Quadrant will be renewed. If the faculty member receives an

Criteria/Characteristics of Professional Development

1. Publication of a book (without subvention by the author) representing the results of Research, scholarly works, professional accomplishments, or creative endeavors. Evidence must be provided that the book has gone through a peer-review process before publication.
2. Publication of papers in appropriate refereed journals with a well-defined peer-review process, representing the result of research, scholarly works, professional accomplishments, or creative activities.
3. Publication of papers in an appropriate non-refereed journal, or book chapters representing the result of research, scholarly works, professional accomplishments, or creative activities. This category also includes books edited by the applicant.
4. Publication of bulletins, pamphlets, abstracts, or the inclusion in appropriate conference proceedings of scholarly efforts representing the results of research, professional accomplishments, or creative activities; Documented evidence of presentation of papers or the results of scholarly activities at recognized professional meetings seminars, symposiums, workshops, et cetera.
5. Preparation of computer software or similar programs, which have been accepted by a refereed source.
6. Documented or demonstrative evidence of professional development through outstanding and singular performance in the arts by:

    a. The performance by a recognized agency of one's original music, drama, Choreography, libretto, or other composition of high quality or
    b. The performance by the individual of music, drama, dance, or other aesthetic renditions, or
    c. The creation of a painting, sculpture, architectural design, or other fine or practical arts, and their presentation at exhibitions.
7. Preparation of effective instructional materials, e.g., laboratory guides, audiovisual tutorial programs, and computer-assisted programs to be used by students (standard course outlines are not acceptable in this category), distance education course shells.
8. Documented evidence of significant leadership or participation in the activities or recognized scholarly or professional organizations (membership alone is not acceptable in this category).
9. Documented evidence of strengthening the academic programs through participation in grants and contracts, research projects/grants, and international program projects/grants.
10. Board certification.

Procedures Relative to Promotion in Rank

The rank of each faculty member shall be determined solely on the basis of the criteria required for each rank. The process involves several steps as per the timeline provided in this *Handbook*. It shall be the responsibility of the dean/unit head to notify all faculty members of the important dates of the process within one week of the start of the academic year. Faculty members applying for promotion are required to submit the standard Application for Promotion form along with a formal dossier on teaching/job performance, to his/her department head. This dossier should include documented evidence of professional development, research, professional activities, scholarship, service to the University, and any other information deemed pertinent by the applicant. The dossier should be prepared with the realization that volume does not necessarily imply substance.

The head of the department of which the applicant is a member shall submit the application to the dean of the college/school after providing his/her recommendations based on assessment of the applicant's teaching effectiveness. The application will be forwarded to the college/school promotion and tenure committee by the dean of the college/school after providing his/her recommendations based on assessment of the applicant's teaching, research, service, and any other specific requirements of the college/school. Action on all applications will be taken by the college/school promotion and tenure committee. All applications whether recommended or not are transmitted by the chair of the college/school promotion and tenure committee to the dean of college/school. The dean will in turn transmit the applications by the deadline given

A tenure appointment at the University is not a guarantee of lifetime employment; a tenured faculty member may be dismissed as discussed elsewhere in this Handbook.

Tenure may not be awarded to non-tenure-earning faculty. No faculty member shall be appointed beyond their stated probationary period at Tuskegee University unless a formal recommendation for the award of tenure, in accordance with the University policies, procedures, and needs shall have been submitted and properly approved.

At Tuskegee University tenure is not automatically conferred; tenure is a privilege, not

Important Dates for the Tenure and Promotion Process

By the end of the first week of November	Faculty member submits application and supporting documents to the department head.
By the end of the second week of November	The department head submits applications and supporting documents to the dean of the college/school.
By the end of the third week of November	The dean of the college/school submits the applications and supporting documents to the chair of the college/school promotion and tenure committee.
By the end of the third week of January	The dean submits the applications and the Supporting documents to the chair of the

By the end of the fourth week of April	The dean notifies the faculty member of the decision in writing.

Additional Policies and Procedures

There are additional policies and procedures applicable to specific departments and schools, including school-specific supplementary criteria for appointments, reappointments, and promotions that have been reviewed by the Faculty Senate and approved by Provost's Office, the President, and the Board of Trustees consistent with overall University policy.

By the end of the second week of October of the fifth year with tenured	Faculty member submits a report that should includes teaching, research, and service activities since the last review and supporting documents to the Department Head.
By the end of the first week of November	The department head completes the review and submits his/her evaluation/recommendations to the dean.
By the end of the third week of November	The dean completes the review and submits his/her evaluation/recommendations to the college/school post-tenure review committee.
By the end of the second week of January	The college/school post-tenure review committee provides its evaluation to the dean and the department head.
By the end of the third week of January	The department head provides feedback to the faculty member. In case of a satisfactory review (meets/exceeds expectations), no further action is necessary until the following fifth-year post-tenure review.
By the end of the third week of February	In case of an unsatisfactory review, the faculty member will develop a five-year professional development plan in consultation with the department head and the dean and submit for review and approval.
By the end of the second week of March	The five-year professional development plan is approved by mutual agreement of the faculty

9. ACADEMIC REGULATIONS

Each faculty member is issued the *Tuskegee University Academic Regulations* and *Procedures for Undergraduates* and *Graduate Handbooks* at the time of employment. It is the responsibility of the faculty member to become familiar with all of the regulations. Only a few of the most important regulations are given in this *Handbook*.

Academic Calendar

The official academic calendar is published by the Office of the Provost. This calendar should be used to assist in the scheduling of assignments and exams. It shows the dates when the term begins and ends, the date for mid-semester grading, and the last day for students on class rosters to claim

note taker, extended time for papers/projects, frequent one-on-one conferences, and/or alternate format materials (i.e. taped recorded classes, taped texts, etc.). Accommodations and

Appendices

The following schools and colleges have set forth specific criteria for tenure and promotion in addition to the criteria outlined in this *Handbook.* Faculty in these schools and colleges should consult the guidelines given in the appropriate appendix when preparing applications for tenure and promotion.

Promotion and Tenure Guidelines for Individual Colleges and Schools

1. College of Agriculture, Environment and Nutrition Sciences

2. Robert R. Taylor School of Ar8additi

Tuskegee University
College of Agriculture, Environment and Nutrition Sciences (CAENS)

Guidelines for Tenure-Track and Research-Extension Faculty: Promotion and Tenure Criteria

The general criteria for promotion and tenure for faculty members in CAENS are outlined in the approved *Faculty Handbook* (most recent version) by the Tuskegee University Board of Trustees. During the hiring process, the faculty member must present all academic credentials for internal review through the department head and the Dean. The academic credentials and years of experience will determine the appropriate rank of the faculty member.

Criteria for Promotion in Rank and Tenure for CAENS Tenure/Tenure Track Faculty

CAENS Tenure/Tenure Track Faculty members seeking to advance in rank and meet tenure requirements are required to establish and maintain a continuing record of professional development and are expected each year to:

maintain a top quality teaching portfolio as measured by department head and student evaluations,
publish in peer-

present at professional meetings, publish technical reports/proceedings/bulletins, publish book chapters, publish instructional materials, receive professional certifications and/or publish abstracts in professional society publications (minimum of three per year), submit proposals for funding (minimum of one proposal per year), and

render an acceptable performance in two of the following categories: teaching (courses), advising undergraduate student research, advising graduate student research, facilitating student publications and facilitating student research presentations (e.g., research or extension).

The evaluation committee will take into consideration the scope quality and quantity of professional development activities in each of the categories listed above separately and collectively; exceeding the minimum in multiple areas is encouraged and expected.

Professor: applicants are required to qualify in any four of the 10 categories. Applicants must be the first author of at least three of the five architecture/construction related publications. Appointment by promotion to rank the professor shall require the teaching effectiveness rating of six or higher unless there are compensatory factors in the form of outstanding performance in other areas.

Recognized evidence of *professional grantsmanship* at the appropriate professor rank.

All faculty candidates must demonstrate scholarship in research grants, grant writing, and creative

Tuskegee University
School of Education (SOE)

Guidelines for Faculty: Tenure and Promotion Criteria

INTRODUCTION

The School of Education is comprised of two departments (The Department of Elementary and Secondary Education and, the Department of Physical Education) and offers the Bachelor of Arts degrees in Elementary Education, General Science Education, English Language Arts Education, Mathematics Education, and Physical Education.

Faculty members in the School of Education have credentials appropriate to their respective disciplines. The majority of the School's full-time faculty are on tenure track and are expected to pursue scholarly activities in support of the overapf E5C22( )1gverm4(sh)19( )53(E)9(a)9 haA Sversity

Tuskegee University
School of Nursing and Allied Health (SONAH)

Guidelines for Faculty: Promotion and Tenure Criteria

INTRODUCTION

The School of Nursing and Allied Health (SONAH) fosters the general purposes of the University, which are teaching, research, and service. Faculty appointments, reappointments, tenure, and promotion in the School are carried out in accordance with those criteria and guidelines stated in the *Tuskegee University Faculty Handbook* as published in 2013 and as revised in 2017. As a practice-based discipline, nursing and allied health regulatory agencies mandate time intensive laboratories, clinical instruction with small faculty-to-student ratios, and travel to acute care and community facilities for experiential learning.

PROMOTION AND TENURE CRITERIA

The general criteria for promotion and tenure for faculty members in the SONAH are outlined in the recently approved *Faculty Handbook* (most recent version) by the Tuskegee University Board of Trustees. During the hiring process, the faculty member must present all academic credentials for internal review through the Department Head and the Dean. The academic credentials and years of experience will determine the appropriate rank of the faculty member.

Tuskegee University
College of Veterinary Medicine (CVM)

Guidelines for Faculty: Promotion and Tenure Criteria

demonstrated evidence of service through mentoring and advising of students, thesis advising and guidance of graduate students, graduate committees, membership and leadership on College and University committees, client satisfaction feedback from clinical service, advisory boards, external review boards, service in professional organizations in disciplines, service on local, national, and international professional organizations, and community engagement.

demonstrated professional development through certification programs resulting in enhancing educational and research programs, leadership workshops and training programs, and other creative methods to improve professional knowledge, competence, skills, and performance.

In addition to the general guidelines in the 2017 *Faculty Handbook*, all tenure applications must go through an external review process. As part of the review procedures, faculty members can submit the names of persons for external letters of support who can make an independent assessment of the faculty member's scholarly contributions. The Dean will lead the external review process.

Tuskegee University Reasonable Accommodation Policy

Statement of Nondiscrimination

Tuskegee University ("Tuskegee") is committed to providing equal access to individuals with disabilities, including physical access to programs and reasonable accommodations for otherwise qualified members of the university community. Tuskegee does not discriminate on the basis of race, color, national origin, ethnic origin, sex, sexual orientation, age, disability or status as a protected veteran in employment or the rights, privileges, programs, and activities generally accorded or made available to students at the school, administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs. This statement of non-discrimination applies to employment, educational programs, educational policies, admissions policies, educational activities, access and admission, scholarship and loan programs, and athletic and other school-administered programs. Tuskegee is committed to creating an accessible and inclusive campus experience for all members of the campus community.

Section 504 of the Rehabilitation Act of 1973[2] and the Americans with Disabilities Act of 1990 (ADA), as amended, provide that no qualified individual with a disability be denied access to or participation in services, programs, and activities. This applies to employees and students. Employees and applicants with a disability may be eligible for reasonable accommodations that will allow them to perform the essential functions of their position or participate in the hiring process for an open position. A reasonable accommodation is a modification or adjustment to a job, employment practice or the work environment. Accommodation requests and inquiries regarding compliance with Section 504 or the ADA, including requests for reasonable accommodation, should be directed to one of the designated individuals listed below as soon as the otherwise-qualified employee becomes aware of the need for a reasonable accommodation. In no event should the employee wait more than thirty days to request an accommodation. In addition, for questions order complaints related to disability, access, removal of barriers, or reasonable accommodation for otherwise-qualified individuals under the ADA or section 504, contact:

Director, ADA Compliance
Steven B. McCrary
Tompkins Hall, Room 301
Ball Room Level
Office: 334-727-8186
Mobile: 615-604-1225
smccrary@tuskegee.edu

Section 504 coordinator/Disability Access and Accommodation
Ardelia Lunn
Wellness Center Building
Office: 334-727-8147
alunn@Tuskegee.edu

Tuskegee will not:

- Treat any employee, student, or applicant adversely due to a disability, record of a disability, perceived disability, or because of a relationship with an individual who has a disability;

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- Use any qualification standards or selection criteria that would have the effect of screening out individuals with disabilities, unless the standards or criteria are directly related to and necessary for the job or academic program; or
- Release information regarding disability-related requests except as necessary to process the request; medical information will be collected and maintained in accordance with a reasonable accommodation process.

Applicability

This policy applies to all employment and educational practices and actions, as well as student classroom accommodations, student access, and academic adjustments by faculty members. It includes, but is not limited to, recruitment, application, examination and testing, hiring, training, teaching, grading, disciplinary actions, rates of pay or other compensation, advancement, classification, transfer and reassignment, discharge, and all other terms and conditions of employment and educational status. It also includes access to programs, services, housing, and activities which may occur outside the classroom or office environment but which are an integral part of the university experience. This policy also applies to public access to university programs, services, and other offerings to the extent that such are made available by Tuskegee to the general public.

To be protected under the ADA, an individual must be disabled, have a record of a disability, or be regarded as being disabled, as opposed to a minor or temporary impairment. A substantial impairment is one that significantly limits or restricts a major life activity such as hearing, seeing, speaking, breathing, and performing manual tasks, walking, caring for oneself, learning or working. The obligation to provide a reasonable accommodation applies only to known physical or mental limitations.[3]

An individual with a disability must also be qualified to perform the essential functions of the job with or without reasonable accommodation, in order to be protected by the ADA. This means that the applicant or employee must:

Satisfy all job requirements related to educational background, employment experience, skills, licenses, and any other qualifi10(m)5(pl)5(o)]TJ]TJEJETQq0.5(mET000912(a)-10(t)5EJ 71.784 403.8(e)-10(l)5(2(a)-10(t)5BT/F6 10.56

A student with a disability who meets the academic and technical standards requisite to admission or participation in the education program or activity, with or without the provision of academic adjustments and/or auxiliary aids.

I. Reasonable Accommodations

Actions taken which permit an employee or applicant with a disability to perform the activities involved in the position held or sought in a reasonable manner provided that such actions do not impose an undue hardship or eliminate essential functions of the job. These include, but are not limited to, provision of an accessible worksite, acquisition or modification of equipment, support services for persons with impaired hearing or vision, job restructuring, and modified work schedules.

J. Undue Hardship

It is not necessary to provide a reasonable accommodation if doing so would cause an undue hardship.[5] Undue hardship means that an accommodation would be unduly costly, extensive, substantial or disruptive, or would fundamentally alter the nature or operation of the business.[6] Among the factors to be considered in determining whether an accommodation is an undue hardship are the cost of the accommodation, the employer's size, financial resources and the nature and structure of its operation.[7] Whether a requested accommodation poses an undue hardship must be based upon an individualized assessment of current circumstances regarding the position and accommodation. When a department is concerned that a requested accommodation will pose an undue hardship, it must proceed according to the procedures in this policy.

K. Direct threat

The ADA permits an employer to require that an individual not pose a direct threat to the health and safety of the individual or others in the workplace. A direct threat means a significant risk of substantial harm. The determination that an individual poses a direct threat must be based on objective, factual evidence regarding the individual's present ability to perform essential job functions. If an applicant or employee with a disability poses a direct threat to the health or safety of himself or others, Tuskegee will consider whether the risk can be eliminated or reduced to an acceptable level with a reasonable accommodation.

L. Reporting requirement

Any employee who requires a reasonable accommodation to perform the essential functions of his or her job is responsible for contacting the Director for ADA Compliance or Section 504 coordinator using the contact information listed above as soon as the employee becomes aware of the need for the accommodation. Tuskegee will not be responsible for failing to provide an accommodation if none is requested. Tuskegee will reasonably accommodate otherwise qualified employees with disabilities who are able to perform the essential functions of their job with or without a reasonable accommodation as defined by law accept undue hardship.

Procedures

Application for Employment Process

Applicants who require reasonable accommodations with respect to applying, interviewing, or any other aspect of the hiring process should contact Tuskegee's Office of Human Resources or the Director of ADA

[5] https://www.eeoc.gov/facts/ada17.html.
[6] Id.
[7] Id.

Compliance to make appropriate arrangements. Human Resources will not disclose confidential information regarding the applicant's disability, and will only share information as necessary to implement the request.

Interviews, testing, and/or any other steps in the application process that require an applicant's presence on campus should be held in locations that are accessible to individuals with mobility impairments. If interviews are scheduled in a location that is not accessible to an applicant with a disability, the search committee will relocate the interview to a location that can be accessed by the applicant.

If the applicant has not given timely notice of the need for an accommodation for an interview, the search committee will reschedule the interview if this does not create an undue hardship with respect to the search process.

Interviewers may not ask questions or make comments related to an applicant's disability. Interviewers may ask if or how applicants can perform the essential functions of a position, with or without reasonable accommodations. If the applicant mentions during the interview that he or she has a disability that requires accommodation, the interviewer should state that the university provides reasonable accommodations, but should not inquire further as to the applicant's disability.

After a job offer is made to the applicant, the applicant may be required to submit to a medical examination or answer job-related health questions if examinations or questions are required for all individuals performing the same job. If the results reveal that the applicant is unable to perform the essential functions of the position with or without reasonable accommodations, the offer may be rescinded only after consultation with office of General Counsel and the ADA Compliance Director.

of the job.[8] It need not be the best accommodation or the accommodation the individual with a disability would prefer, although primary consideration should be given to the preference of the individual involved. However, as the employer, you have the final discretion to choose between effective accommodations, and you may select one that is least expensive or easier to provide.

Tuskegee University Title IX Policy

Tuskegee University's Sexual Harassment, Sexual Assault, Sexual Misconduct, Relationship (Dating) Violence and Stalking Policy

Nondiscrimination Statement

Tuskegee University (Tuskegee) prohibits discrimination based on sex in employment and education programs and activities both on and off campus. This policy applies to students, employees, and volu(ude)90N

being available to meet with students, employees, and volunteers who believe sexual assault or harassment has occurred; and assisting campus security or law enforcement as needed. Tuskegee reserves the right to utilize outside investigators for Title IX investigations and complaints. Complainants may also contact the U.S. Department of Education, Office for Civil Rights, (800)421-3481 or ocr@ed.gov.

B. Policy Definitions

Sex discrimination is an adverse action taken against an individual because of sex, including sexual harassment, sexual violence, domestic violence, dating violence, and stalking as prohibited by Title IX, Title IV, VAWA/Campus SAVE Act, and other laws and regulations. Both men and women can be targets of sex discrimination. Both male and female students and employees may be subjected to sex discrimination.

Sexual harassment is any unwelcome conduct of a sexual nature. This includes unwelcome verbal, nonverbal or physical conduct including but not limited to unwelcome sexual advances; requests for sexual favors; and other verbal, nonverbal, or physical conduct of a sexual nature, such as sexual violence, sexual advances, requests for sexual favors, and indecent exposure, where:

a. Submission to, or rejection of, the conduct is explicitly or implicitly used as the basis for any decision affecting a

Sexual Battery is a form of sexual violence and means oral, anal, or vaginal penetration by, or union with, the sexual organ of another or the anal or vaginal penetration of another by any other object.

Rape is a form of sexual violence that may or may not involve force or a threat of force, coercion, violence, or immediate bodily injury, threats of future retaliation, or duress. Rape means nonconsensual sexual intercourse or sexual penetration, which, in addition to intercourse, means nonconsensual oral or anal intercourse, or any other intrusion, however slight, of any part of a person's body or of any object into the genital or anal openings of another person's body. Any sexual penetration is sufficient to constitute rape. Sexual acts are considered non-consensual when they involve a person who is physically incapacitated, physically helpless, incapable of giving consent because s/he is incapacitated from alcohol and/or drugs, is under the legal age of consent, or due to a mental or physical disability is incapable of giving consent.

Acquaintance Rape is a form of sexual violence committed by an individual known to the victim. This includes a person the victim may have just met, such as at a party, been introduced to through a friend, or met on a social networking website. The fact parties are acquainted or previously had a consensual sexual relationship is not a defense to an allegation or charge of acquaintance rape.

Consent means intelligent, knowing, and voluntary consent and does not include forced or coerced submission. "Consent" shall not be deemed or construed to mean the failure by the alleged victim to offer physical resistance to the offender. Once consent is withdrawn or revoked, the sexual activity must stop immediately. Coerced submission includes submission based on fear, including but not limited to fear of period damage to reputation, force or personal injury

Consent must be ***voluntary*** and given without coercion, force, threats, or intimidation.

Consent can be ***withdrawn or revoked.*** Consent to one form of sexual activity (or consent to sexual activity on another occasion. The fact that two people are or were one sexual act) does not constitute consent to other forms of sexual activity (or other sexual acts). Consent to sexual activity given on one occasion does not constitute in a dating or sexual relationship does not constitute consent to engage in sexual activity Consent cannot be given by a person who is ***incapacitated.*** A person cannot give consent if s/he is unconscious or coming in and out of consciousness. Examples of incapacitation include unconsciousness,

A complaint or report may be verbal or written and does not need to take a particular form.

Students may also report any incident of sexual violence or sexual harassment that may create or contribute to the creation of a hostile environment to any instructor or school employee. Students, staff faculty, and volunteers may notify the head of their department or unit, their supervisor, or any member of the Office of Human Resources or Student Affairs with whom they are comfortable. Any instructor or other employee receiving a report of an incident of sexual violence or sexual harassment that may create or contribute to the creation of a hostile environment is responsible for reporting it to the Title IX Coordinator. Failure to comply with this policy shall be grounds for disciplinary action, up to and including termination.

What to expect. Once a complaint is made, a Tuskegee representative, typically the Title IX Coordinator or a member of Campus Police Services, will meet with the complainant, provide a copy of this policy, and explain:

1. The importance of seeking immediate medical attention for sexual assaults;
2. The importance of preserving evidence;
3. The right to report a crime to campus or local law enforcement;
4. The right to *not* report a crime to law enforcement or file criminal charges;
5. The right to simultaneously file both a criminal complaint with campus security or local law enforcement and an institutional Title IX complaint;
6. The right to assistance from University officials with filing a criminal complaint, if assistance is requested;
7. Internal options, including informal and formal resolution;
8. Available health care, victim advocacy, academic support, mental health, legal assistance resources and counseling services available both on and off campus, including the campus health center, the campus counseling center and sexual assault resource centers, and pastoral counselors, which can be found here;
9. Even if a complainant asks Tuskegee not to take any action, the University is obligated to investigate the complaint;
10. Prohibitions against retaliation;
11. Interim measures that may be put in place, including a no-contact order pending the outcome of the investigation, providing support services, changing living arrangements or course schedules, assignments, or tests, and temporary removal of the respondent from the campus community pending the outcome of an investigation; and,
12. Options for avoiding contact with the respondent(s), including being allowed to change academic and extracurricular activities and living, transportation, dining, and working situations as appropriate.

When implementing interim protective measures and taking steps to separate complainants from respondents, Tuskegee will attempt to minimize the burden on the complainant.

Confidentiality. Tuskegee will make reasonable and appropriate efforts to preserve student complainants' and student respondents' privacy and to protect the confidentiality of information. Tuskegee will only disclose information regarding complaints under this policy on a need to know basis, primarily to persons who are responsible for its investigation and any reporting requirements.

Tuskegee cannot require the complaining or responding student to maintain confidentiality, as the U.S. Department of Education has stated that restricting the ability of either party to discuss the investigation (e.g., through "gag orders") is likely to deprive them of the ability to obtain and present evidence or otherwise to defend their interests.

Tuskegee strongly supports a complainant's interest in confidentiality in cases involving sexual violence. If a student complainant requests confidentiality, the Title IX Coordinator will determine whether Tuskegee can honor this request while providing a safe and nondiscriminatory environment for all students, including the student who reported the sexual violence. A request for confidentiality could preclude a meaningful investigation;

sufficient time to prepare a response before any initial interview. "Sufficient details" include the identities of the parties involved, the specific section of the code of conduct allegedly violated, and the precise conduct allegedly constituting the potential violation, and the date and location of the alleged incident.

Relevant Information for Investigation. At the outset of an investigation, the Title IX Coordinator/Investigator will notify the respondent of the allegations against him or her and request a written response. In addition, the Title IX Coordinator/Investigator may collect and consider the following types of information:

Statements by the complainant and respondent about the alleged incident(s);
Statements by witnesses to the alleged incident(s);
Evidence about the credibility of the alleged victim and the alleged harasser;

the complaint is against a faculty member or other employee, the hearing decision will be submitted to the EEO/Title IX Coordinator, who will make a recommendation concerning restrictions or sanctions to the Provost or Director of Human Resources. The Provost or Director of human resources or their designee will make the final determination as to any recommended actions or sanctions.

For matters involving student respondents only, as the 0912 0 612 792 reW*n-4( )q0.00000912 0 612 792 re3 ynctions.

misconduct cases if both parties agree. The complainant has the right to terminate the informal process at any time and begin the formal stage of the complaint process.

J. Alleged student perpetrator's rights under the Family Educational Rights and Privacy Act (FERPA)

Under FERPA, an alleged student perpetrator may ask to inspect and review information about the allegations against him or her if the information directly relates to the respondent and is maintained as an education record. In such a case, Tuskegee will either redact the complainant's name and all identifying information before allowing the respondent to inspect and review the sections of the complaint that relate to him or her, or notify the respondent of the specific information in the complaint that is about the respondent. *See* 34 C.F.R. § 99.12(a).

K. Non-retaliation

Retaliation against a student, employee, or other individual who reports or complains about sex discrimination to an12(r)-14(3000912 0 612 792 reW*nBT/F3 11.04 Tf1 0 0 1 59.784 547.37 Tm0.173 g0.173E3188 g225(r

The Violence against Women Reauthorization Act of 2013, (VAWA), also known as the Campus Sexual Violence Elimination Act (Campus SaVE Act).
Title IX of the Education Amendments of 1972, as amended.
Title VII of the Civil Rights Act of 1964, as amended.
The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, as amended