



Kansas City | Los Angeles

FACULTY HANDBOOK

SUMMER 2006

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PREFACE

This faculty Handbook will provide you with information concerning Cleveland Chiropractic College, your benefits, and your responsibilities. The Handbook is not designed to provide specific practices and policies for every situation. Questions concerning specific practices and policies, or how the general rules apply, should be discussed with your supervisor, or the Controller or appropriate designee, depending upon the nature of the question. Read this Handbook carefully and keep it for future reference.

This Handbook is prepared for informational purposes only. The College reserves the right to interpret, modify, revoke, suspend, terminate or change any or all such plans, policies and procedures, in whole or in part, at any time without notice. This Handbook is developed in cooperation with the Faculty Assembly and the Administration of the College.

This Handbook is not and should not be construed as a contract between the College and its Employees.

SECTION I HISTORY AND ORGANIZATION

Kansas City Campus

The Central Chiropractic College was founded in 1922 by Palmer graduates Dr. C.S. Cleveland Sr.; Dr. Ruth R. Cleveland; and Dr. Perl B. Griffin—enrolling three students in its first class, and graduating its first doctor of chiropractic in 1924. The college was incorporated (December 1922) as a non-profit, “benevolent association,” which qualifies it for distinction as the oldest surviving and continuously operating non-profit chiropractic college. The Articles of Incorporation were amended in 1924 to change the name of the institution to Cleveland Chiropractic College.

The original campus, located at 436 Prospect Avenue, just south of the Missouri River, was a converted residence that doubled as college facility and home for Dr. Carl Sr., Dr. Ruth, and young son Carl S. Cleveland Jr. The kitchens were converted to chemistry and human dissection laboratories, with the lower living area serving as the patient clinic. The turret windows at the front of the house allowed the occupants to observe any caller at the front door. This precaution was deemed essential because many early chiropractors were arrested for the unlicensed practice of medicine prior to the 1927 passage of Missouri’s chiropractic law.

Dr. C.S. Cleveland Sr., the first president, was a pioneer in the field of chiropractic and chiropractic education. He served as a vocal activist and provided expert testimony, forming the basis for the passage of the chiropractic practice act that legally defined the profession as a separate and distinct healing art in the state of Missouri. From the beginning Dr. Cleveland Sr. emphasized early hands-on technique, focusing on specificity in spinal analysis and adjustive procedure, combined with instruction in x-ray analysis at a level beyond that of competing institutions of the time.

Dr. Cleveland Sr. was respected for his oratory and acknowledged for his instruction in the dynamic thrust procedure of the full spine recoil adjustive technique. He was a frequent lecturer at the Palmer School and other colleges. Even as competitors in chiropractic education, Dr. Cleveland Sr. and Dr. Ruth Cleveland maintained close relationships with their alma mater, the Palmer School, and sustained a longtime friendship with Drs. B.J. and Mabel Palmer.

In 1951 Dr. Cleveland Sr. relocated to Los Angeles to take leadership of the Ratledge College.

Los Angeles Campus

Tullius de Florence Ratledge graduated in the first class from the Carver-Denny School in Oklahoma City. Immediately upon graduation in 1907, he collaborated with fellow chiropractors in then unsuccessful attempts to obtain chiropractic licensure in Oklahoma. He organized a free clinic, or “adjustory,” for members of the state legislature and their families in the state’s first capital city, Guthrie. And in that city, in 1908, he created the first of at least four branches of the Ratledge System of Chiropractic Schools. In true missionary fashion he started additional schools in Arkansas City, Kansas and in the Kansas capital of Topeka.

In March of 1911, Dr. Ratledge established the Los Angeles branch of the Ratledge System of Chiropractic Schools, and became the champion of pure chiropractic on the West Coast. In 1916 he endured 90 days of imprisonment in the Los Angeles County Jail on the charge of illegally practicing medicine. His self-sacrifice for the principles of chiropractic inspired and prompted the first favorable press for the beleaguered chiropractic profession, ultimately leading to the passage of California’s chiropractic law by referendum in 1922.

Approaching retirement after over 40 years in the profession, in 1951 Dr. Ratledge transferred management of his Los Angeles college, its single converted residence building, and its 17 students to colleague and fellow chiropractic activist, Dr. Cleveland Sr. Ratledge College

was rechartered in 1955 as Cleveland Chiropractic College of Los Angeles.

Dr. Cleveland Sr. presided for more than six decades as a chiropractic administrator and educator, serving the Kansas City Campus from 1922 to 1950 and the Los Angeles Campus from 1951 to 1982.

Dr. Carl S. Cleveland Jr. served as chief executive officer of Cleveland Chiropractic College of Kansas City from 1950 to 1982 and president of Cleveland Chiropractic College of Los Angeles from 1982 to January 1992. For over 25 years Dr. Mildred G. Cleveland, Dr. Cleveland Jr.'s wife, served the Kansas City Campus as administrator, instructor and director of the Children's Clinic. In 1992, the two Cleveland Chiropractic Colleges joined together to form a multi-campus system and Dr. Carl S. Cleveland III assumed presidency of the system.

Cleveland Chiropractic College is recognized as a major chiropractic institution, holding both regional and specialized accreditation and offering associate, baccalaureate and Doctor of Chiropractic degree programs. A fine postgraduate program attracts doctors from across the nation for educational seminars. The College maintains a highly qualified faculty with broad experience and credentials in their subject areas.

As the chiropractic profession moves into the 21st century, Cleveland Chiropractic College continues to grow and develop in keeping with the vision of its founders.

DOCTOR OF CHIROPRACTIC DEGREE PROGRAM

Chiropractic Science Defined

Chiropractic is the science that concerns itself with the relationship between structure, primarily the spine, and function, primarily coordinated by the nervous system, of the human body as that relationship may affect the restoration and preservation of health.

Purpose of Chiropractic Education

The purpose of Cleveland Chiropractic College's doctor of chiropractic program is to prepare students as primary health care providers, who emphasize the primacy of structure as related to function in maintenance of optimal health and recognize that appropriate structural management may influence nonstructural health issues. As providers of primary care, doctors of chiropractic also offer education and assistance to patients in the areas of health promotion and disease prevention, and participate when appropriate in activities designed to protect and increase the health of the patient.

Chiropractic Approach

Chiropractic health care focuses primarily on spinal function and its relationship to the nervous system and good health. The science of chiropractic is based on the premise that good health depends, in part, on a normally functioning nervous system. Chiropractic principle emphasizes that the body is a self-regulating, self-healing organism, and that body function is controlled and coordinated by the brain, spinal cord, and the nerves that branch throughout the body.

The moveable bones of the spine offer protection to vulnerable communication pathways of the nervous system, specifically the spinal cord and the delicate nerve roots and spinal nerves that exit between the vertebral segments of the spinal column. A loss of normal motion or position of the spinal segments can irritate or impair nerve function, resulting in malfunction of the tissues and organs throughout the body. Doctors of Chiropractic refer to this altered spinal function and its potential effect on the nervous system as the vertebral subluxation complex.

The chiropractic approach to better health is to locate and remove spinal dysfunction and nerve interference, returning the body to its natural state of health and wellness.

Cleveland Chiropractic College accepts the consensus definition of chiropractic established by the Association of Chiropractic Colleges. It states that “chiropractic is a health-care discipline which emphasizes the inherent recuperative powers of the body to heal itself without the use of drugs or surgery.” Further the ACC has characterized the distinct focus of chiropractic as follows: “The practice of chiropractic focuses on the relationship between structure (primarily of the spine) and function (as coordinated by the nervous system) and how that relationship affects the preservation and restoration of health.” Subluxation is the clinical entity proposed to link improper spinal function with improper nerve function, and the ACC has described it as a “complex of functional, structural, and/or pathological articular changes that compromise neural integrity and may influence organ system function and general health.”

The College subscribes to the concept of the Doctor of Chiropractic as stated in Section II of the “Standards for Doctor of Chiropractic Programs and Requirements for Institutional Status,” The Council on Chiropractic Education (January 2005 edition.)

“A doctor of chiropractic is a primary care physician whose purpose, as a practitioner of the healing arts, is to help meet the health needs of individual patients and of the public, giving particular attention to the structural and neurological aspects of the body.

“The application of science in chiropractic concerns itself with the relationship between structure, primarily the spine, and function, primarily coordinated by the nervous system of the human body, as that relationship may affect the restoration and preservation of health. Further this application of science in chiropractic focuses on the inherent ability of the body to heal without the use of drugs or surgery.

“As a gatekeeper for direct access to the health delivery system, the doctor of chiropractic’s responsibilities as a primary care physician include wellness promotion, health assessment, diagnosis and the chiropractic management of the patient’s health care needs. When indicated, the doctor of chiropractic consults with, co-manages, or refers to other health-care providers.”

VISION

Cleveland Chiropractic College aspires to cultivate knowledge, to instill a lifelong passion for learning and professional competence, to enrich the human mind, body and spirit, and to advance chiropractic.

MISSION

Cleveland Chiropractic College is a private, not-for-profit system of higher education whose mission lies in the areas of education, scholarship, and service. This mission statement of the College, together with its vision statement, core values and position papers, set forth the essence of the institution.

The education mission of the institution is to prepare competent, entry-level Doctors of Chiropractic as primary health care providers; to offer continuing education for Doctors of Chiropractic; and to provide undergraduate education in selected biological sciences.

The scholarship mission of the institution is to conduct research and scholarly activities in areas related to chiropractic education and health care, and to collaborate with other institutions and health care providers in scholarly activities.

The service mission of the institution is to provide health care and outreach services to the community, support services to alumni and other health care providers, and volunteer services to civic and professional organizations.

CORE VALUES

Integrity/Accountability

- Responsible and ethical behavior
- Honest and open communication
- Responsibility for our individual actions

Excellence/Service

- Highest quality in teaching, scholarship and service
- Embrace compassion

Diversity/Respect

- Treat all individuals with dignity and respect
- Encourage an environment that attracts, nurtures and supports diversity
- Sensitivity to differences in learning styles, ideas and beliefs

Collaboration/Teamwork

- Partnerships, interaction and relationships
- Cooperative efforts to achieve our common goals

Health/Well-being

- Encourage activities and behaviors that contribute to a healthy lifestyle
- Chiropractic care as essential for optimizing health and well-being

Innovation/Creativity

- Intellectual curiosity
- Enthusiastic pursuit of new ideas

ACCREDITATION

The Cleveland Chiropractic College system is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools, [30 N. LaSalle Street, Suite 2400, Chicago, IL 60602, www.higherlearningcommission.org, (312-263-0456)]. The Doctor of Chiropractic degree program of Cleveland Chiropractic College is accredited by the Commission on Accreditation of the Council of Chiropractic Education, [8049 N. 85th Way, Scottsdale, AZ 85258-4321, (408) 443-8877] www.cce.usa.org.

APPROVALS

Each Cleveland Chiropractic College campus is independently approved by the U.S. Immigration and Naturalization Service for attendance by nonimmigrant students. Both campuses are listed in the Education Directory of Colleges and Universities published by the National Center for Education Statistics.

Kansas City Campus:

The Kansas City Campus is approved by the Missouri Department of Elementary and Secondary Education for veterans or eligible persons under the U.S. Code and Title 5, Code of State Regulations. The campus is approved by Kentucky, Missouri, Oklahoma and Iowa for vocational rehabilitation benefits for eligible persons.

Los Angeles Campus:

The Los Angeles Campus is approved by the California Department of Education under the U.S. Code for Veterans' education. The campus is approved by the State of California Bureau for Private Postsecondary and Vocational Education and the California Board of Chiropractic Examiners.

BOARD OF TRUSTEES

The College is governed by a Board of Trustees, one Board serves both the Kansas City Campus and the Los Angeles Campus. Members are as follows:

Charles A. Eddy, D.C., Chairman
Ernst Anrig, D.C., Vice Chairman
Timothy E. Meng, D.C., Secretary-Treasurer
Allen A. Ashworth, B.S.
Daniel J. Fahnestock, D.C.
Gloria Lee Ford, D.C.
Edward D. McKenzie, D.C.
John C. Nab, D.C.
Joseph R. Noriega, D.C.
Rosemarie A. Wilson, D.C.

The Board of Trustees establishes the general policies for the College and its operation. The manner of implementation of these policies is determined by the President and the administrative staff.

SECTION II COLLEGE POLICIES

STATEMENT OF NONDISCRIMINATION

Cleveland Chiropractic College believes in the principle and practice of equal employment opportunity and equal educational opportunity. The College does not discriminate on the basis of race, color, religion, age, national origin, ancestry, sex, sexual orientation or preference, gender, disability, pregnancy, Vietnam-era or other military status, or any other legally protected status in its admission, treatment and evaluation of students or in its hiring, supervision, evaluation, placement, training or promotion of employees. Other personnel actions such as compensation, benefits, transfers, social and recreation programs, demotion, discipline and termination are also administered in a nondiscriminatory manner.

The College ensures that personnel and student-related actions are administered in compliance with federal, state, and local laws prohibiting discrimination on the basis of race, color, religion, age, national origin, ancestry, sex, sexual orientation or preference, gender, disability, pregnancy, Vietnam-era or other military status, or any other legally protected status. Preventing discrimination is the responsibility of every employee and student.

Certain physical qualifications are required in the chiropractic profession and in the classroom, laboratory, and clinic activities. These qualifications include:

- 1) The coordination and ability to use both upper extremities in the performance of common chiropractic procedures and techniques.
- 2) The manual dexterity to perform in all laboratory and clinical settings without posing a threat to the safety and well-being of him/herself, fellow students, or patients.
- 3) The necessary tactile sense as it relates to the diagnosis and treatment of patients.
- 4) Visual and hearing senses, appropriately assisted if necessary, of sufficient acuity to identify the histology, cytology, microbiology, and pathology of structures through a microscope; to record patient histories; to provide routine patient services safely; to perform stethoscopic and other auscultatory examinations; and to read all forms of diagnostic imaging.

These physical requirements do not apply to students pursuing only undergraduate coursework at Cleveland Chiropractic College.

The College provides reasonable accommodations to qualified individuals with known disabilities to enable them to: (1) apply for admission to the College; (2) participate in or benefit from the services of the College; and (3) enjoy the other terms, conditions, and privileges of attending the College.

With regard to employees and individuals applying for employment with the College, the College provides reasonable accommodations to qualified individuals with known disabilities to enable them to: (1) apply for employment; (2) perform the essential functions of their jobs; and (3) enjoy the other terms, conditions, and privileges of employment with the College.

NONDISCRIMINATION/ANTI-HARASSMENT POLICY

I. Policy of Nondiscrimination

It is the policy of the College not to discriminate against any student, employee or third party on the basis of race, color, religion, age, national origin, ancestry, sex, sexual orientation or preference, gender, disability, pregnancy, Vietnam-era or other military status, or any other legally protected status protected by law.

II. Definition of Unwelcome Harassment

As part of its policy of nondiscrimination, the College prohibits unwelcome harassment and discrimination in all of its employment and academic programs, all College extracurricular activities and all College sponsored events, including events held off campus. “Unwelcome harassment” is verbal or physical conduct by any individual (including employees, students or third parties) that denigrates or shows hostility or aversion toward a person because of that person’s race, color, religion, age, national origin, ancestry, sex, sexual orientation or preference, gender, disability, pregnancy, Vietnam-era or other military status or any other legally protected status, and that:

- (A) has the purpose or effect of creating an intimidating, hostile, abusive or offensive environment;
- (B) with regard to students, has the purpose or effect of unreasonably interfering with an individual’s ability to participate in or benefit from an educational program or activity; or
- (C) with regard to employees, has the purpose or effect of unreasonably interfering with an individual’s work;
- (D) otherwise adversely affects an individual’s work or learning opportunities.

This includes acts that are intended to be “jokes” or “pranks” but that are hostile or demeaning with regard to race, color, religion, age, national origin, ancestry, sex, sexual orientation or preference, gender, disability, pregnancy, Vietnam-era or other military status, or any other legally protected status.

III. Policy Prohibiting Sexual Harassment

As part of the above-stated nondiscrimination/anti-harassment policy, no student, employee or any other individual may sexually harass any other individual on College property, or in connection with any activity associated with or sponsored by the College. Students and employees of the College have the responsibility of ensuring that no student, employee or third party is subjected to harassment or discrimination by students, employees or third parties. When harassment occurs and is reported, the College will initiate appropriate corrective action up to and including removal of the offending party from the College.

Sexual harassment includes unwelcome sexual advances, sexual jokes or comments, requests for sexual favors or other unwelcome verbal or physical conduct of a sexual nature. This policy is violated when:

With regard to students,

- (1) submission to such conduct is made either explicitly or implicitly a condition of obtaining an education, a grade or completion of an academic or clinical requirement;
- (2) submission to or rejection of such conduct is used as a basis for academic-related decisions such as grading and other performance evaluation, discipline, assignments or any other condition of studies or academic or career development; or
- (3) such conduct otherwise unreasonably interferes with student performance or creates an intimidating, abusive and offensive environment, even if it leads to no adverse consequences.

With regard to employees,

- (1) submission to such conduct is made either explicitly or implicitly a condition of employment;
- (2) submission to or rejection of such conduct is used as a basis for employment-related decisions such as promotion, discharge, performance evaluation, pay adjustment,

- discipline, work assignment or any other condition of employment or career development; or
- (3) such conduct otherwise unreasonably interferes with work performance or creates an intimidating, abusive and offensive working environment, even if it leads to no adverse job consequences.

IV. Reporting Discrimination and Harassment and Prohibition Against Retaliation Student Reports

Any student who has a question, concern or complaint of discrimination, including harassment based on race, color, religion, age, national origin, ancestry, sex, sexual orientation or preference, gender, disability, pregnancy, Vietnam-era or other military status, or any other legally protected status is encouraged to bring the matter to the immediate attention of the dean at the respective campus, or his/her designee.

Kansas City Campus Los Angeles Campus
Academic Dean Academic Dean
Cleveland Chiropractic College Cleveland Chiropractic College
6401 Rockhill Road 590 North Vermont Avenue
Kansas City, Missouri 64131-1181 Los Angeles, California 90004-2196
(816) 501-0100 (323) 660-6166

Employee Report

Any employee who has a question, concern or complaint of discrimination, including harassment based on race, color, religion, age, national origin, ancestry, sex, sexual orientation or preference, gender, disability, pregnancy, Vietnam-era or other military status, or any other legally protected status is encouraged to bring the matter to the immediate attention of the Controller, or his/her designee, at the respective campus:

Kansas City Campus Controller Cleveland Chiropractic College 6401 Rockhill Road Kansas City, Missouri 64131-1181 (816) 501-0100	Los Angeles Campus Controller Cleveland Chiropractic College 590 North Vermont Avenue Los Angeles, California 90004-2196 (323) 660-6166
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Any student or employee of Cleveland Chiropractic College who witnesses or receives a report of prohibited discrimination/harassment from another student, employee or third party is encouraged to report the matter to the dean or his/her designee (if the alleged incident involves a student), who may be contacted at the address/phone number indicated above, and/or the controller, or his/her designee (if the alleged incident involves an employee or third party), who may be contacted at the address/phone number indicated above.

Policy Prohibiting Retaliation

The College prohibits retaliation against anyone for reporting discrimination/harassment, assisting in making a discrimination/harassment complaint, or cooperating in a discrimination/harassment investigation. Retaliation can include any disparaging comments, uncivil behavior or any other negative treatment of an employee or student by other students, employees or members of the College that result from the individual's making a discrimination/harassment complaint or cooperating in an investigation. Any student or employee who believes he/she has experienced or witnessed retaliation should immediately notify the dean, or his/her designee, at the address/phone number indicated above, or the controller, or his/her

designee, at the address/phone number indicated above.

Investigation of All Reports of Discrimination/Harassment and Potential Consequences

All reports of discrimination, harassment or inappropriate conduct will be promptly and thoroughly investigated. The College will act to ensure that any improper conduct ceases immediately and corrective action is taken to prevent a recurrence. Any student, employee (whether supervisory, non-supervisory or a member of management), or third party who violates this policy will be subject to the full range of corrective action up to and including suspension/dismissal or termination of employment. The College will inform the complaining student or employee of the resolution of the complaint as appropriate.

All complaints will be treated confidentially to the extent practicable for an effective resolution. No individual will suffer adverse employment or educational consequences as a result of making a good-faith complaint or taking part in the investigation of a complaint. An individual who knowingly alleges a false claim against another will be subject to the full range of corrective action, up to and including suspension/dismissal or termination of employment with the College.

PROCEDURES FOR ALLEGATIONS OF DISCRIMINATION/HARASSMENT

Reports of Alleged Discrimination

All students and employees are encouraged to report alleged discrimination based on race, color, religion, age, national origin, ancestry, sex, sexual orientation or preference, gender, disability, pregnancy, Vietnam-era or other military status, or any other legally protected status. Students and employees may make a report of alleged discrimination or harassment to the following:

Students and employees may submit reports of harassment or discrimination orally or in writing. The College strongly encourages written reports to minimize chances of miscommunication and to allow a more thorough investigation of complaints. Incident Report forms may be found in the Office of the Dean, Office of Academic Services, the Health Center, the Office of Student and Alumni Relations, and the Controller's Office.

Informal Resolution (optional)

Any student or employee who has a question, concern, or complaint of discrimination, including harassment based on race, color, religion, age, national origin, ancestry, sex, sexual orientation or preference, gender, disability, pregnancy, Vietnam-era or other military status, or any other legally protected status is encouraged to bring the matter to the immediate attention of the Dean or his/her designee (for complaints by students), at the address/phone indicated above, and the Controller or his/her designee (for complaints by employees), at the address/phone indicated above.

It may be possible to resolve a complaint against a student through a voluntary conversation between the complaining student or employee and the alleged harasser that is facilitated by one of the designated harassment complaint officials indicated above. However, a complaint against a College employee will be handled through the formal procedure.

In order to initiate an informal resolution, the complaining party must notify the appropriate College employee and submit a report of the incident either orally or by filling out an Incident Report Form, available at the Office of Student and Alumni Relations, the Office of the Dean, the Office of Academic Services, the Health Center and the Controller's Office.

If the complaining party and the alleged harasser feel that a resolution has been achieved through the informal process, then the conversation may remain confidential and no further action needs to be taken. The results of an informal resolution shall be reported by the facilitator, in writing, to the Dean or Controller.

If the complaining party, the alleged harasser, or the College employee/harassment complaint official chooses not to utilize the informal procedure, or feels that the informal procedure is inadequate or has been unsuccessful, the College may proceed with a formal

investigation.

Formal Resolution

I. Inquiries, Concerns, and Reports of Discrimination and Harassment

Any student or employee who has a question, concern, or complaint of discrimination, including harassment based on race, color, religion, age, national origin, ancestry, sex, sexual orientation or preference, gender, disability, pregnancy, Vietnam-era or other military status, or any other legally protected status is encouraged to bring the matter to the immediate attention of the Dean or his/her designee (for complaints by students), and the Controller or Dean or his/her designee (for complaints by employees), depending upon the involved campus. In cases where students only are involved, the designee will be the Executive Director of Student and Alumni Relations.

II. Initiating a Complaint of Discrimination or Harassment

Although the College investigates all reports of discrimination and harassment, the College strongly encourages a complaining person to submit a written account of the incident. The employee or student may submit reports of harassment, discrimination or inappropriate conduct orally or in writing. The complaining person may fill out an Incident Report form or other similar report. Incident Report forms are available at the Office of the Dean, Academic Services, the Health Center, the Office of Student and Alumni Relations, or the Controller's Office. Complaints by students should be submitted to the Dean or his/her designee, at the address/phone number previously indicated. In the case of student only involvement the designee will be the Executive Director of Student and Alumni Relations. Complaints by non-faculty employees should be submitted to the Controller's Office, at the address/phone number previously indicated.

III. Confidentiality and Non-Retaliation Policies

All complaints will be treated confidentially to the extent practicable for an effective resolution. No individual will suffer adverse employment or educational consequences as a result of making a good-faith complaint or taking part in the investigation of a complaint. An individual who knowingly alleges a false claim against another will be subject to the full range of corrective action, up to and including termination or dismissal/suspension from the College.

The College prohibits retaliation against anyone for reporting discrimination/harassment, assisting in making a discrimination/harassment complaint, or cooperating in a discrimination/harassment investigation. Retaliation can include any disparaging comments, uncivil behavior, or any other negative treatment of an employee or student by other employees, students, or members of the College that result from the individual's making a harassment complaint or cooperating in a harassment investigation. Any student or employee who believes he/she has experienced or witnessed retaliation should immediately notify the Executive Director of Student and Alumni Relations or the Academic Dean or his/her designee or the Controller.

IV. Investigations of Alleged Discrimination/Harassment and Procedures

Complaints Against Students

Complaints against students will be conducted pursuant to the Student Misconduct Reporting Procedure, which is contained later in this document.

Complaints Against Faculty

The Dean shall be responsible for initiating investigations of complaints against faculty members. If an incident involves allegations about two or more faculty member, the College has the discretion to investigate and decide those matters jointly or separately.

Complaints Against Employees

The Controller shall be responsible for initiating investigations of complaints against employees.

If an incident involves allegations about two or more employees, the College has the discretion to investigate and decide those matters jointly or separately.

During the investigation, the complaining party and the accused party shall have the right to be personally interviewed and to refer the investigator to persons having knowledge of the incident and evidence. The complaining party and the accused party shall also have the right to be accompanied at interviews by a person of their choice for support and guidance.

Following the investigation, a report regarding the alleged discrimination/harassment will be submitted by the person initiating the investigation to the System Executive Vice President. The report will contain recommended actions to resolve the matter. The decision of the System Executive Vice President shall be final.

V. Consequences for Violation of Nondiscrimination/Harassment Policies

The College will act to ensure that any improper conduct ceases immediately and corrective action is taken to prevent a recurrence. Any student, employee (whether supervisory, non-supervisory or a member of management), or third party who violates this policy will be subject to the full range of corrective action, up to and including termination of employment or dismissal/suspension from the College.

VI. External Grievance Procedure

Persons wishing to pursue their grievance externally may contact the Assistant Secretary for Civil Rights, U.S. Department of Education, in Washington, D.C. This policy applies in all matters, including admission and education of students, availability of student loans, grants, scholarships, and job opportunities, employment and promotion of teaching and non-teaching personnel, and students and faculty housing situated on premises that is owned or occupied by the College.

STANDARDS OF STUDENT CONDUCT AND DISCIPLINE

All enrolled students of Cleveland Chiropractic College are expected to possess maturity, intelligence, and concern for the rights of others, and to adhere to the highest professional, ethical, and personal standards of conduct.

The College has the right and responsibility to determine the appropriateness of student behavior. Students are expected to abide by the following Standards of Student Conduct. Departure from the College's prescribed Standards of Student Conduct will form the basis of disciplinary action. The College reserves the right to interpret that which is in violation of these Standards.

Students are also expected to abide by all federal, state, and local laws and regulations. Suspected violations of those laws will be referred to appropriate outside agencies for disposition.

Glossary of Terms associated with Student Misconduct

1. The term *College* means Cleveland Chiropractic College.
2. The term *student* includes all persons taking courses at Cleveland Chiropractic College, both full-time and part-time, pursuing either the undergraduate degree, the doctor of chiropractic degree, or accelerated pre-professional studies. Persons who are not officially enrolled for a particular term (trimester or module) but maintain continuing relationships with Cleveland Chiropractic College are considered *students*.
3. The term *faculty member* means any person hired by Cleveland Chiropractic College to conduct classroom activities.
4. The term *College employee* refers to any person employed by Cleveland Chiropractic College.
5. The term *member of the College community* includes any student, staff, or faculty member, College official, or any other person employed by Cleveland Chiropractic College.

6. The term *College premises* includes all land, buildings, facilities, and other property in the possession of, or owned, used, or controlled by, Cleveland Chiropractic College.
7. The term *student clubs and organizations* means any number of students who have complied with the formal requirements for Cleveland Chiropractic College to recognize them as such.
8. The term *investigator* means any person authorized by the Vice President for Academic Services, Academic Dean, or Executive Director of Student and Alumni Relations to determine whether a student has violated the Standards of Student Conduct and to recommend the imposition of sanctions.
9. The term *Professional Conduct Review Committee, or Committee* means the group of persons who considers an appeal of the sanctions imposed by the Vice President for Academic Services, Academic Dean, or Executive Director of Student and Alumni Relations based upon the recommendations of the investigator.
10. *Shall* is used in the imperative sense.
11. *May* is used in the permissive sense.
12. The *Academic Dean* is that person designated by the Vice President for Academic Services of Cleveland Chiropractic College to administer the Standards of Student Conduct.
13. The term *policy* is defined as the written regulations of Cleveland Chiropractic College as found in, but not limited to, the Standards of Student Conduct, the Catalog, Student Handbook, and Clinic Manual.
14. The term *cheating* includes, but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or (3) the acquisition, without permission, of tests or other academic material belonging to a member of the Cleveland Chiropractic College community.
15. The term *plagiarism* is defined as “The act or an instance of copying or stealing another’s words or ideas and attributing them as one’s own.” (Black’s Law Dictionary, 7th ed. St. Paul: West Publishing, 1999). *Plagiarism* also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials. The products of faculty work utilized in the educational process are intended for students’ individual academic use and may not be reproduced by students or other parties for any purposes without express written permission from the faculty member.
16. The term *probation* means the student may continue enrollment under specific conditions.
17. The term *suspension* means involuntary separation from the College or a specific course for a specified period of time with eligibility for future readmission/re-enrollment under specified conditions as determined by the College.
18. The term *dismissal* means permanent involuntary separation from the College.
19. The term *alternative sanctions* means other sanctions that may be imposed including, but not limited to, financial restitution, payment of a fine, performance of a service project, mandatory counseling, and/or restriction of specific privileges.
20. The term *bulletin boards* means the glass cases located on the second floor of the 6401 building and the notice frames/protectors located adjacent to all classroom entrances.

I. General Standards of Student Conduct

A. General Conduct

All students are expected to conduct themselves in a professional manner on all occasions, displaying respect and consideration for fellow students, faculty members, staff and administrators, patients, and the public.

B. Dress Code

Clothing appropriate to a professional college is required. Neatness and cleanliness of person and apparel are expected. The Health Center has an established policy outlined in the *Clinic Manual*.

All students who are in the Health Center as interns or observing, or working rotation, must follow the Health Center dress code. Freshly laundered white jackets are required in the clinical areas at all times.

C. Clinical Supervision Compliance

No adjusting is allowed except within the Student and Outpatient Health Centers, in technique classes, and in approved off-site preceptorships, when the student is under the direct supervision of authorized licensed chiropractic faculty.

D. College Name

The name of the College or the College logo may not be used in any connection by any individual student, class, or group of students purporting to represent the College without the expressed written permission of the Executive Director of Student and Alumni Relations.

E. Smoking

No smoking is permitted on the College premises unless authorized in designated areas. Each campus shall designate and post its smoking areas.

F. Food and Beverage

Students are not to eat or drink in the patient care areas of the Health Center, laboratory and technique classrooms, or the Library.

G. Presence of Children on Campus

Children and anyone other than registered students are not permitted in classrooms. The College does not provide appropriate day care facilities, and as such, students should plan ahead for off-campus care for their children.

H. Personal Property

All students are expected to abide by the guidelines established elsewhere in the catalog.

I. Videotaping/Audio taping

No student will be allowed to videotape any class, laboratory, or other official College activity on or off campus without specific written permission from the Academic Dean. If permission is granted, only approved personnel, as determined by the Academic Dean, will be allowed to conduct the videotaping process.

Students shall consult the course syllabus for instructions regarding audio taping in classes. In cases where the syllabus does not contain a statement, students shall consult the instructor for permission prior to taping any classroom activities. In all cases where audio taping is permitted in the classroom, it is intended only for the individual student's academic use. The products of faculty work, including their lectures, may not be reproduced or transmitted in any form without the express permission of the faculty member.

J. Announcement Notification

Announcements may be given at assemblies by administrators, faculty, and student representatives. However, the bulletin boards are also an important source of campus information and should be consulted daily. Students will be held responsible for receipt of important information (i.e. policy changes and paperwork deadlines) that is released/distributed to the campus in this manner.

K. Student Clubs and Organizations

All students are expected to abide by the guidelines established on pages 54 through 58, which include policies relating to the following activities: "Programs and Special Events," "Bulletin Board Posting," "Student Organizations and Activities," "Student Council," "Off-Campus Community Interaction," and "Solicitation Policy."

L. Student Computer Laboratory

All students are expected to abide by the policies and procedures for use of the computer laboratory which are described in the *Student Handbook*.

M. Discrimination and Harassment

All students are required to abide by the College's Non-Discrimination/Anti-Harassment Policy, which is printed elsewhere in this document.

N. Parking

All students are expected to abide by the parking policies and procedures described elsewhere.

O. Drug and Alcohol Abuse Policy

All students are expected to abide by the guidelines related to the drug-free environment as described elsewhere.

II. Student Misconduct

All members of the College community have an obligation and responsibility to report any violation of these Standards of Student Conduct. The following student actions will not be tolerated by the College and may result in disciplinary action. In addition to penalties imposed by the College, violations of the law may result in penalties imposed by governmental authorities. College disciplinary proceedings may be instituted against a student charged with a violation of a law which is also a violation of these standards, for example, if both violations result from the same factual situation, without regard to the pendency of civil or criminal proceedings. Proceedings under these Standards may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus.

Resolution of complaints of all of the following types of misconduct shall follow the procedures set forth in the succeeding sections.

A. General Misconduct

1. Disruption of the educational process, which occurs in/during classes, labs, library activities, assemblies, seminars/workshops, registration, and the College Health Centers, and other activities, programs, and events conducted on the College premises or under the supervision of college employees.
2. Unauthorized or other improper use of College facilities or equipment, which includes, but is not limited to:
 - a) Violation of federal and state laws regulating duplication of copyrighted materials,
 - b) Unauthorized access to any College facilities and/or equipment,
 - c) Unauthorized possession, duplication, or use of keys to any College premises or unauthorized entry to or use of College premises,
 - d) Theft or other abuse of computer time, including but not limited to:
 - i. Unauthorized entry into a file to use, read, or change the contents, or for any other purpose,
 - ii. Unauthorized transfer of a file,
 - iii. Unauthorized use of another individual's identification and password,
 - iv. Use of computing facilities to interfere with the work of another student, faculty member, or College employee,
 - v. Use of computing facilities to send obscene or abusive messages,
 - vi. Use of computing facilities to interfere with normal operation of the College computing system,
 - vii. Use of computing facilities for any purpose which violates any other Standards of Student Conduct.
3. Damage or vandalism to, or destruction of, College or personal property.
4. Theft or unauthorized removal of any College or personal property.
5. Adjustment or other treatment of students or non-students in an unauthorized setting, that is, other than under the direct supervision of licensed clinical staff in the Student or Outpatient Health Center, in a technique class, or in an approved off-site preceptorship.
6. Mental, psychological, racial, sexual, or other harassment of any person, including hazing, personal threats, coercion, intimidation, obscene verbal abuse, written threats, gestures, or other forms of harassment.
7. Physical or sexual assault or abuse of any person, or conduct that threatens or endangers the health or safety of any person, including, but not limited to, sexual misconduct with a

- patient, student, staff or faculty member.
8. The use, possession, or sale of drugs or intoxicating liquor on College premises.
 9. Verbal or written threat of physical harm.
 10. Conviction of a felony.
 11. Willful violation of, or repeated failure to comply with, any College requests, policies, rules, standards, or procedures that govern students as published in the *Catalog*, *Student Handbook*, *Library Manual*, *Clinic Manual*, or any other College documents that govern student behavior; or, federal, state, or local laws or statutes. This includes, but is not limited to, violations of any of the activities and standards listed in the preceding section on “General Standards of Conduct” and the failure to identify oneself to a College employee in the performance of their duties.

B. Academic Misconduct

The academic integrity of the College is a joint responsibility of both students and faculty. The freedom to teach and learn is a result of the collective conduct of the members of the College community. The learning environment should be one of trust, respect, fairness, and honesty. Therefore, in most cases, incidents involving academic misconduct will result in suspension or dismissal from the College.

Following are some actions that constitute academic misconduct for which students will be disciplined and/or dismissed. This list is not exhaustive. The College reserves the right to discipline conduct that is inconsistent with the mission of the College. The College reserves the right to interpret that which is in violation of these regulations.

1. Cheating.
2. Plagiarism.
3. Dishonesty in any form, including lying, furnishing false information, forgery, alteration, falsification or any other unauthorized use of College documents, academic or other official records, identification or property, which includes, but is not limited to papers, examinations, registration or financial aid materials, application forms, reports, forms, checks, or clinic records.
4. Buying or selling any copy of any material intended to be used as an instrument of academic evaluation without authorization.
5. Acting as a substitute for another person or using another person as a substitute in any academic evaluation process.
6. Knowingly permitting one’s work to be submitted or reproduced by another person without the instructor’s permission.
7. Attempting to influence or change one’s academic evaluation or record for reasons other than achievement or merit.
8. Inappropriate test-taking behaviors, which include, but are not limited to: having personal belongings other than writing implements in the vicinity of the test without instructor consent, eyes wandering toward anyone else’s test, study (“crib”) notes or materials that refer or relate in any manner to the exam, wearing headgear or headphones, exiting and re-entering without authorization, eating or drinking, making any type of distracting noises or gestures, or speaking to another student while exam is in progress.

III. Student Misconduct Reporting Procedure

All members of the College community who may have knowledge of the facts of any perceived violation of the Standards of Student Conduct have an obligation and responsibility to report it. The following complaint procedure is provided for the welfare and protection of the students as well as the institution.

Cleveland Chiropractic College will endeavor to protect the privacy of all persons involved in a report of student misconduct. The College prohibits retaliation for bringing forth a

grievance or complaint and will make efforts to correct its adverse effects on all parties involved, if appropriate.

Time frames listed in succeeding paragraphs may be lengthened or shortened as needed, according to the judgment of the Vice President for Academic Services. Records of all complaints that are filed will be kept in the office of the Vice President for Academic Services.

A. Report of student misconduct:

1. A complaint alleging student misconduct may be filed by a student or College employee via a detailed written Incident Report in the Office of Student Relations. The College strongly encourages the complaining person to submit a detailed, written report within one week of the incident. All complaints will be forwarded to the director of student relations or his/her designee, for resolution.
2. The vice president for enrollment management or his/her designee shall appoint an investigator who shall investigate the allegations in the incident report. The investigation report will be returned to the director of student relations or his/her designee, who will make a decision regarding the disposition of the matter.
3. If the misconduct is determined to be cheating, the sanction is one (or more) trimester(s) suspension for the first offense and dismissal for the second offense. If the charge is aiding or abetting a cheater, the sanction(s) remain the same.
4. Disciplinary sanctions that may be taken include, but are not limited to: formal or informal counseling, issuance of a failing grade for an individual examination or as a final course grade, informal oral reprimand, written reprimand of record, probation, suspension, dismissal or other alternative sanctions.
5. Once the director of student relations or his/her designee, has made a decision regarding disciplinary sanctions, the student involved shall be notified in writing.

APPEAL PROCESS: The only sanctions subject to appeal are suspension and dismissal.

1. The student has five working days from the time that he/she receives notice of the sanctions in which to file an appeal of the decision, in writing, with the vice president for enrollment management, or his/her designee. To be considered, appeals must be filed before the deadline.
2. If an appeal is made, the vice president for enrollment management will appoint a committee to hear the appeal. This committee shall be comprised of faculty members and students, who shall be neutral parties not involved in the alleged incident.
3. A student who wishes to have counsel present with him/her at the hearing must inform the committee chairperson of this fact no later than three days prior to the hearing. The personal representative, who may be an attorney, may be in the hearing at the same time the student is in the hearing and may advise the student. The personal representative will have no other role in the hearing.
4. This committee shall first meet without the student present to establish a date and time for a hearing of the appeal. The hearing will normally begin no later than ten working days from the date that the student submitted his/her written appeal. The student shall be notified by the committee, in writing, of the date and time of the hearing no later than three working days prior to its occurrence. The student shall also be provided a copy of the written evidence and documentation the committee has in its possession at approximately the same time. These time frames are for guidance only, and may not be adhered to in all circumstances.
5. Pending the hearing, the student may remain enrolled at the discretion of the vice president of enrollment management.
6. Hearing proceedings shall be closed to the College community.

7. In cases where more than one student is involved, the appeals shall be heard separately by the committee, whose findings for each appeal shall be independent of the other(s). There is no requirement that the committee arrives at identical decisions or imposes identical sanctions for each student involved.
8. Hearing proceedings shall not be construed as judicial trials, and as such, legal rules of evidence and civil or criminal rules of procedure need not be followed. The committee chairperson shall determine procedural questions that arise during the hearing that are not covered by the general guidelines described here. The chairperson's ruling shall be final and all participants shall abide by his/her decision in these situations.
9. The College retains the discretion to shorten or lengthen all time frames relating to this hearing process.
10. In situations where the student fails to appear for the hearing, the Committee shall meet and determine the matter in his/her absence.
11. The student is allowed to appear at the hearing when invited into the room by the committee chairperson, to give information in support of his/her perception of the incident, to see or to hear information presented against him/her, to request, at least three days in advance of the hearing, permission from the committee chairperson to have person(s) with direct knowledge of the incident appear to present information relevant to the incident, to provide written statement(s) on his/her own behalf, to ask questions of those persons present at the hearing, and to be informed in writing of the findings of the committee.
12. At the hearing, the committee is allowed to determine the order in which statements are made or read, determine who may be present at each stage of the hearing process, question people and/or receive written statements from those who cannot or do not wish to attend the hearing, and dismiss any person, including the accused, who in the opinion of the Committee chairman may be obstructing the proceedings.
13. The committee may limit the time for the hearing provided that equal time is allotted to both the student and the College. The committee may adjourn the hearing and reconvene at a later time when necessary.
14. Subsequent to the hearing, the committee shall make its decision in closed session with committee members only. In all cases, the decision of the committee shall be final and binding.
15. The committee is charged with the responsibility of rendering two decisions:
 - a. Whether the alleged offense did occur, and if so, whether it violated College policies, rules, or regulations as stated in official publications (i.e., *Catalog*, *Student Handbook*, *Clinic Manual*, *Library Manual*); and,
 - b. Appropriate disciplinary sanctions that shall be imposed.
16. The committee's decision shall be communicated in writing to the student as soon as practical, normally within five working days of the completion of the hearing.
17. Records of the hearing shall be kept in the office of the vice president of enrollment management or his/her designee for a period of three years from the date of the hearing, and copies will be available to the student at his/her request and expense. The preliminary and deliberative meetings of the committee are not part of the hearing records.

IV. Informal Resolution of Problems

A student may bring forward problems that he/she is experiencing at the College with other members of the College community for informal resolution. For resolution of problems associated with harassment and/or discrimination, please refer to the appropriate section of the

College Catalog. Students who wish to pursue an informal approach to problem resolutions are advised to first seek an appointment with the other individual involved. A congenial resolution of the problem may thus be achieved with no further follow up required. If the problem persists, the student may seek resolution of the problem by a written request for assistance from the Office of Student and Alumni Relations. If the problem continues to persist, the student is advised to seek formal disposition of the problem through the procedures outlined in the Standards of Student Conduct and Discipline in the College Catalog.

DISCLOSURE STATEMENT FOR FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act of 1974, as amended, (the “Act”), is a federal law requiring that (a) written institutional policy must be established and (b) a statement of adopted procedures covering the privacy rights of students must be made available via annual notice in the Catalog to currently enrolled students. Cleveland Chiropractic College shall maintain the confidentiality of educational records in accordance with the provisions of the Act and shall accord all the rights under the Act to eligible students who are or have been in attendance at the College.

Rights of Inspection:

The Act affords students certain rights with respect to their educational records, including:

1. The right to inspect and review their records.
2. The right to request the amendment of their records to ensure that they are not inaccurate, misleading, or otherwise in violation of their privacy or other rights.
3. The right to consent to disclosures of personally identifiable information contained in their records, except to the extent that the Act authorizes disclosure without consent.
4. The right to file with the U.S. Department of Education a complaint concerning alleged failures by the College to comply with the requirements of the Act.
5. The right to obtain a copy of the College’s educational records policy (from the Office of the Registrar).

The College will not disclose any personally identifiable information about students (except directory information listed below) without the written consent of the student. Each student, however, has the right to restrict the release of this information by submitting a written request to the Registrar. Directory information includes:

- Name
- Address and telephone number
- Electronic mail address
- Class standing
- Degrees, honors, and awards received
- Participation in campus activities
- Dates of attendance
- Previous educational institutions attended

The following information **may never** be considered directory information and **may never** be released without the written consent of the student:

- Social Security Number/Student I.D. Number
- Race, Ethnicity or Nationality
- Gender

- Grades
- Religion
- Date and Place of Birth**
- Class Schedule**

Special Considerations:

- E-mail: There is no guarantee of confidentiality in transmitting information electronically via campus email or through the Internet. If there were an unauthorized release of non-directory information to someone who is not a school official, the institution would be in violation of FERPA. This includes transmitting grades, social security and student i.d. numbers electronically.
- Posting of Grades: The public posting of grades either by the student's name, social security or student i.d. number without the student's written permission is a violation of FERPA. This includes posting of grades to a class/institutional website. Anyone publicly posted grades should use a system that ensures that FERPA requirements are met. This can be accomplished either by obtaining the student's uncoerced written permission or by using code words or randomly assigned numbers that only the instructor and individual student know.

FERPA mandates that you protect the information provided to you from third-party disclosure. The following guidelines will help you toward that aim:

- Do not release information about students to other persons except those that meet the criteria of acceptable usage identified above.
- Do not release information that is not considered "directory" as identified above.
- Do not release information that could easily be traceable to an individual student.
- Do not give your computer account passwords to others and do not store written passwords in your desk.
- Turn your computer monitor away from the view of others who may enter your office or workstation.
- Do not leave your computer unattended when logged into the college network.
- Do not release any information about a grade over the phone.
- Carefully shred all printed documents no longer needed.
- Do not leave printed documents in view of others who may enter your office or workstation.
- Do not release information, specifically grades, to parents or spouses of students in your class.

DISABLED STUDENT POLICIES/SERVICES

Cleveland Chiropractic College prides itself in the nurturing and support of each individual student throughout his/her educational experience. Accommodations are met for disabled students while insuring program requirements.

The College has adopted the following definition in determining whether a particular student does, in fact, have a disability that may need accommodation. A disability is "a physical or mental impairment that substantially limits one or more of the major life activities of an individual, such as: caring for one's self, learning, working, performing manual tasks, walking, seeing, hearing, speaking, and breathing." Impairment may be "any physiological disorder or condition, cosmetic disfigurement, anatomical loss, or psychological disorder such as retardation, organic brain syndromes, emotional or mental illness, and specific learning disabilities." (Section 504 of the 1973 Rehabilitation Act). More details about the Policies/Services for Disabled Students can be found in Appendix 1.

SECTION III FACULTY PERSONNEL

FACULTY CREDENTIALS

Instructors are selected for the respective positions based on academic background, experience, and ability. The faculty in the Associate's Degree and Bachelor's Degree Program and in the Basic Sciences Department must hold a Master's or Doctoral Degree in the applicable field. Faculty in the Diagnostic, Clinical, and Chiropractic Sciences must hold a first professional degree suitable to the subject/ courses taught, if faculty member is a Doctor of Chiropractic he/she shall be licensed or be in the process of being licensed in the state of the college's domicile and shall have at minimum one of the following: three years' full-time practice experience; a baccalaureate degree; certification status of eligibility; resident status at the College; or two years' teaching experience. This does not apply, however, to certain professionals who teach jurisprudence, clinical laboratory, psychology, or library science, who must have the specific degree or certification required in that discipline. Special justification may warrant waiver of the requirements for a faculty member.

FACULTY FILES

Each faculty member must request that all credentials, including copies of each official transcript of hours and degrees, be mailed directly from the degree-granting institution or institutions to the appropriate administrative official of the College. Files are updated annually and any change in status by hours or degrees earned should be reported promptly.

FACULTY GOVERNANCE

The Faculty Assembly is the representative body of the faculty of the College. The Faculty Assembly consists of the Faculty Councils of each campus. All full-time and part-time faculty and participants in the College's residency programs are considered to be members of Faculty Council. The by-laws of the Faculty Assembly are contained in Appendix 2.

ACADEMIC FREEDOM

Faculty and students of Cleveland Chiropractic College have the academic freedom to pursue knowledge and expertise.

They may examine all pertinent data, question assumptions, be guided by the principles of scholarly research, and study and discuss all aspects of chiropractic including philosophy in the search for the truth.

When discussing a personal opinion, especially on controversial issues, the faculty member or student has an obligation to the College to make it clear that he/she is speaking as an individual. Neither a faculty member nor a student may present him/herself as a representative or spokesperson for the College unless so appointed by the President or his designee.

PROFESSIONALISM

As employees of a professional degree granting institution it is the responsibility of the faculty to model professional habits for the students. While on campus or engaged in college sponsored activities, professional attire and grooming is expected. The department chairs may counsel faculty members who fail to present a professional appearance. There are specific requirements for clinical supervision that are addressed in the Clinic Manual.

CONDITIONS OF EMPLOYMENT

The President of the College approves the hiring of all full-time faculty members as recommended by the Vice President for Academic Services. When the President has approved the hiring of a faculty member, the faculty member will be offered a letter of appointment and a contractual agreement.

Part-time faculty members are hired at the recommendation of the Dean and approval of the Vice President for Academic Services.

FACULTY STATUS

Faculty status shall be determined under the terms of the individual contract and shall be defined as set forth in the following sections. A ranked faculty member is a full-time employee of the College who has been appointed to one of the six academic ranks (Graduate Teaching Assistant, Teaching Fellow, Instructor, Assistant Professor, Associate Professor, and Professor). Arrangements that are different than these and have been made prior to this handbook may be honored at the discretion of the college.

A part-time faculty member is one who has been appointed to a position that does not meet the requirements of a full-time faculty member. Such part-time faculty members do not have the same rights and responsibilities as full-time faculty.

Full-time faculty members whose primary assignment is not within the College clinic have breaks comparable to the academic calendar breaks; this is expected to serve as their only “vacation” time. For full time clinic faculty (including those who have additional didactic teaching responsibilities), vacation will be established at the onset of the contract by the Chair of Clinical Sciences.

Faculty Titles and Appointment Criteria

Initial determination of rank shall be made by the recommendation of the Dean. Initial rank is based on academic credentials, prior service credit, and other relevant factors. Promotion to higher rank may be requested after a minimum time in service at the present rank. Promotion decisions are based on evaluation of professional service and development and other relevant factors.

The following ranks are established for full-time faculty: Graduate Teaching Assistant, Teaching Fellow, Instructor, Assistant Professor, Associate Professor, and Professor. With regard to the following statement of qualifications for academic rank, it should be recognized that it is not possible to delineate rigid standards. Assessment of academic credentials lies solely within the discretion of the College. Academic degrees, to be acceptable, must be from institutions accredited by a regional accrediting association or a professional accrediting association, unless otherwise determined by the College. “Years” with respect to teaching experience, shall mean full-time teaching for a full academic year. The College may recommend equivalencies or exceptions to any qualifications.

Faculty Rank Requirements

Graduate Teaching Assistant: Appointees to the rank of Graduate Teaching Assistant shall have a minimum of a Bachelor of Science Degree or a Bachelor’s Degree in the appropriate field, or a first professional degree (may be awaiting licensure). Personnel holding this rank are not given assignments in which they are in charge of a course and always work in conjunction with and under the direction of a faculty member holding higher rank.

Teaching Fellow: Appointees to the rank of Teaching Fellow shall have a Master’s Degree relevant to their teaching or a Doctor of Chiropractic Degree from an accredited institution. In addition, Doctors of Chiropractic shall possess a Bachelor’s Degree and/or have three years of clinical practice experience and have, or be in the process of obtaining, a license to practice chiropractic in the state of the College’s domicile.

Instructor: Appointees to the rank of Instructor shall have a baccalaureate degree or a doctor of

chiropractic degree or an advanced degree appropriate to the area of instruction and/or certification status or eligibility in a specialty area. They should likewise have three years practical experience in their area of specialization. In the Bachelor's Degree program or the Basic Sciences, an Instructor should have at least a Master's degree.

Assistant Professor: Appointees to the rank of Assistant Professor shall possess a Master's Degree plus three years of teaching or comparable experience in higher education; or a Doctorate or first professional degree with a minimum of two years relevant experience. Appointees shall also have demonstrated high standards of scholarship and promise of growth and development in their professional field.

In the Bachelor of Science Degree program and in the basic sciences, an appointee to the rank of Assistant Professor shall have one of the following: a terminal professional degree or a Master's Degree with two years experience.

In the clinical sciences, an appointee to the rank of Assistant Professor shall have a terminal professional degree, if the faculty member is a Doctor of Chiropractic he/she shall be licensed (or be in the process of being licensed) in the state of the college's domicile and shall possess one of the following: certification status or eligibility in a specialty area; three years' full-time practical experience; two years teaching experience at a first professional degree granting institution; a baccalaureate degree; or satisfactory completion of a residency.

Associate Professor: Appointees to the rank of Associate Professor should hold a Master's Degree plus three years as an Assistant Professor at the College; or a Doctorate or first professional degree and a minimum of three years experience in teaching or comparable experience in higher education. An individual appointed to the rank of Associate Professor shall be expected to make special contributions to teaching and learning and have demonstrated evidence of professional growth and continuing promise. They shall have shown competence and willingness to devote time and effort to the work of the department, College, their profession and/or the chiropractic profession.

Professor: Appointees to the rank of Professor should have the qualifications of an Associate Professor and a minimum of ten years of teaching or comparable experience in higher education or related professional experience. They shall also have demonstrated evidence of scholarly achievement in research, publication, and/or professional service and practice.

DISTINGUISHED PROFESSORS:

Under special circumstances, a faculty member may be appointed as a Distinguished Professor. Such appointments are made through the discretion of the Vice President of Academic Services following recommendation of the immediate supervisor and the approval of the President. Appointments are considered following a recommendation from the Academic Dean and appropriate Department Chair and upon review of credentials and availability to fulfill the requirements of a Distinguished Professor. Distinguished Professors, among other duties, mentor other faculty, participate with academic leadership in faculty development, engage in scholarly activities, present programs of interest to faculty and administrators, and serve as role models for the faculty. The appointment to Distinguished Professor occurs when contracts are being offered and is for the period of one year. Renewal is based upon evaluation of the Distinguished Professor's performance, needs of the College, and available funding.

SPECIAL APPOINTMENT PERSONNEL:

Special appointment personnel are those who have been appointed without rank to a teaching position. Traditionally, these are volunteer positions. Such persons shall carry one of the following titles: Lecturer, Visiting Lecturer/Consultant, Preceptor Doctor, Adjunct, Adjunct Research, Visiting Professor, or Emeritus faculty, and they shall be appointed on a term contract basis only. They shall be employed subject to the following limitations unless otherwise provided in their individual appointment contract:

- a. They shall have no other faculty duties other than those assigned in their individual appointment contracts.
- b. They shall not be entitled to receive fringe benefits, leave, or other faculty benefits.
- c. They shall not be entitled to regular contracts, promotion or sabbatical leave.
- d. They shall not have a vote on faculty governance matters.
- e. They are encouraged to participate in all College activities.

Lecturer: This appointee has special preparation in a specific field and teaches less than one-half of a full time teaching load per trimester for the term of the contract. He/she should have the qualifications at least equal to that of an Instructor or Assistant Professor.

Visiting Lecturer/Consultant: This appointee has special preparation in one or more areas and provides instruction in specific components of courses without having overall course responsibility.

Preceptor Doctor: This individual does not provide instruction on the College campus but serves as a preceptor for the College. Specific regulations shall be developed and implemented on each campus in accordance with the respective state regulations.

Adjunct Faculty: This appointee is employed by a person or organization associated with the College by contract. This appointee carries the title as a courtesy of the affiliation relationship and shall be entitled only to those benefits or rights specified in the contract.

Adjunct Research Faculty: The designation of adjunct research faculty member is applied to qualified individuals for a limited affiliation with the College for the purposes of advancing research and scholarship. The conditions of service are defined on an individual basis for a limited time period, and are not subject to the conditions within the faculty or employee handbooks.

Visiting Professor: This appointee holds or has held professorial rank (Assistant Professor, Associate Professor, Professor) at another institution of higher education or has accomplishments that are considered equivalent, and is appointed to teach and pursue other duties at the College for a limited period of time. This time is agreed upon in writing between the Visiting Professor or scholar and the appropriate administrative official of the College. Any benefits must be agreed upon in writing prior to the appointment.

Resident: This appointee is one who is participating in one of the Residency Programs established by the College.

Emeritus Faculty: This appointee is one who has retired from the full time ranked faculty of the College and who meets the following qualifications: has completed ten academic years in full time ranked faculty service to the College; has attained the rank of at least Assistant Professor; and has retired from full time academic service to the College or higher education. Recommendations for appointment to emeritus status may be initiated by any member of the College community by submitting a written request specifying the qualifications of the candidate for emeritus title. The request is submitted to the administration of the College and to the Board of Trustees, who make the final decision on emeritus status. Emeritus faculty shall not be employees or agents of the College but shall have the following privileges: attendance at Faculty Council meetings (without a vote), use of the College library without cost, use of office space as available and assigned by administration, attendance at College convocations and commencements, and participation in processions. Emeritus faculty shall not be employed by the College except on a part time term contract basis.

Change in Employment Status between Faculty and Administration:

Acceptance of certain administrative positions may require the faculty to relinquish their faculty status. These situations will be handled on an individual basis via the job descriptions and contracts. Should an administrator leave the administrative position and be rehired as faculty at the College, only previous time as faculty at the College will count toward those rights and

benefits in those areas where time is an essential element (such as sabbatical leave or promotion).

PROMOTION IN RANK:

To be eligible for consideration for the first promotion, a ranked faculty member must have a minimum of two years of service. Consideration for subsequent promotions may be requested after a minimum of four years of service at the present rank. One year of service means that the individual has fulfilled the duties and responsibilities of a ranked faculty member for a full contract year at the College. Additional information on the process of applying for promotion in rank is provided in Appendix 3.

FACULTY CONTRACTS

There are three general types of contracts:

- I. Term Contracts
- II. Probationary Contracts
- III. Regular Contracts

I. Term Contracts: A term contract is for a designated period and automatically terminates upon expiration of that period. Reemployment of an employee after termination of a term contract is solely within the discretion of the College. Such contracts do not confer expectations of further employment. The College uses such term contracts for all special appointment faculty members.

II. Probationary Contracts: The first two appointment periods of each ranked faculty member are probationary in nature. The usual contract year is September 1 through August 31. The first appointment shall be for one trimester, the second appointment for the remainder of that contract year, or for the following contract year, depending upon when the first probationary contract was issued.

Decisions regarding the re-appointment or non re-appointment of faculty in their first and second probationary contracts are within the sole discretion of the College and may not be challenged.

III. Regular Contracts: All ranked full-time faculty retained after the probationary period shall be appointed to an initial regular contract of one contract year. A full-time faculty member with a regular contract may be offered up to a three-year extended contract at the discretion of the College after seven years of employment with the College. A full-time faculty member with a regular contract may be offered up to a five-year extended contract, at the discretion of the College, after ten years of employment with the College. A ranked faculty member may request a shorter contract period. The usual contract year is September 1 through August 31. Where a regular contract is involved, notice of non-reappointment typically shall be given on or before March 31 of the final contract year. However, in emergency or exceptional circumstances, the notice deadline may be extended, but in any event will not be later than two weeks prior to the expiration of the contract.

Notice of non-reappointment of a faculty member on a contract of less than one year, will be given the last week of the last term of service. Contract renewals may not be offered until after the approval of the annual budget by the Board of Trustees.

The awarding of an extended regular contract to faculty members is based on exemplary service to the College in the fulfillment of the contractual agreement. Performance evaluation of the faculty member will be included in the criteria for extended regular contracts.

Employment at the college in the capacity of a faculty member does not guarantee that an individual will qualify for extended regular contracts. The issuance of an extended regular contract does not guarantee a contract with the same duration or progression to longer duration

contracts, nor does it guarantee continued employment. The issuance of extended regular contracts is contingent upon the performance evaluation, funding availability, and the needs of the College. The contract status may be reduced by the College if the faculty member fails to fulfill their contractual requirements, and/or fails to remove him/herself from probationary status and/or at the recommendation of the Dean. The issuance, the term and the renewal or non-renewal of a contractual relationship with an employee is at the discretion of the College.

Non-Contractual Conditions of Employment: The College may employ certain individuals on a non-contractual basis. Assignments and benefits may be determined on an individual basis.

Non-Reappointment: The term non-reappointment means that the College has decided not to offer a new contract at the conclusion of the term of the current contract. Non-reappointment is different from Reduction of Faculty and Dismissal of Faculty and the procedures relating to those do not apply to non-reappointment.

The decision not to reappoint a faculty member is made at the sole discretion of the Vice President of Academic Services and is not subject to appeal.

REDUCTION OF FACULTY

Whenever it becomes necessary to decrease the number of faculty or to alter a faculty member's employment status, the Dean shall recommend to the Vice President of Academic Services that the faculty member or members are to be placed on leave of absence without pay. Examples of situations necessitating decrease or discontinuance of a faculty position may include, but are not limited to, insufficient funds, a decrease in enrollment, curricular revision, discontinuance of a course or courses, or need for consolidation of institutional resources. Faculty members who are qualified to teach other courses shall be so assigned if positions are available. This policy applies only to full-time faculty.

Notice will be given should the College determine the necessity for reduction in faculty.

SICK LEAVE

The College depends upon its faculty for consistent attendance in order to sustain a quality educational experience for the student and to ensure that both hourly and content requirements of various accrediting bodies and state boards are met. If illness or injury occurs, or if an emergency arises, faculty members must notify their Department Chair as soon as possible, but no later than 15 minutes prior to the start of assigned duties. All faculty members are responsible to have an emergency teaching plan on file with their Department Chair so that their class(es) can be covered adequately.

In case of an illness or injury that makes it necessary for a faculty member to be absent from the classroom for several days or longer, the faculty member will be responsible to confer with the Department Chair to determine how classes and clinic contact hours will be covered.

While the College recognizes that illnesses and emergencies are to some extent uncontrollable, it encourages faculty members to avoid excessive absences that may compromise the quality of the academic program whenever possible. The College does not have a pool of alternate or substitute instructors for courses. Excessive absenteeism may result in disciplinary action.

LEAVES OF ABSENCE

Medical and personal leaves of absence, military leave, jury or witness duty, and voting time are covered in the *Administrative & Staff Handbook*.

Leave for Professional Activities: To request authorization to miss classes in order to attend professional activities such as seminars, the faculty member must submit a formal request to the appropriate administrative position. If expenses are involved, the faculty member must

complete a Travel Request form and upon completion of the trip justify the expenditures on the Expense Form.

Sabbatical Leave: Sabbatical leave is a program whereby eligible faculty may apply for an enrichment leave from the College for the purpose of undertaking research, writing, study, advanced degree work, or other creative endeavors which would not be possible during the course of full time responsibilities. A request for a leave of absence for a trimester or for a more extensive period should be made in the form of a letter addressed to the Vice President of Academic Services. The request should be submitted at least six weeks in advance of the beginning of the term so that ample time is available for securing an interim instructor if the leave is granted. The faculty member will be notified whether or not the leave has been granted as soon as possible so he/she may plan accordingly.

Eligibility for Sabbatical Leave:

- Faculty members must be full time and have attained at least the rank of Assistant Professor.
- The faculty member must have served the institution full-time for a minimum of six years.
- Faculty members must submit their applications for sabbatical leave with a program of activity at least two trimesters in advance of the date of the sabbatical leave.

Factors influencing consideration of a sabbatical leave application:

- Relevancy of activity program of the applicant
- Previous performance record of the applicant
- Availability of a substitute faculty member. The faculty member is encouraged to locate his or her replacement.

Duration of Sabbatical Leave

- Full time faculty members are eligible for future sabbatical leave after every six-year period of full time service.
- The faculty member on sabbatical leave is required to return for at least two trimesters of full-time service following the leave. Within thirty days following the conclusion of the sabbatical leave, faculty members shall present to the College an in-depth report of activities and accomplishments during the leave.
- Compensation during the sabbatical leave is negotiated as a part of the application and approval process.

Policy on Incentives for Scholarship and Research

Cleveland Chiropractic College promotes faculty involvement in scholarship and research. Faculty, including adjunct research faculty appointees and part-time faculty, as well as administrators and professional staff of Cleveland Chiropractic College, are eligible for the incentives described below. Students, residents and Postdoctoral Fellows may be eligible for these awards if the publication is not part of a course, residency or postdoctoral requirement. The research incentive awards and salary supplements do not impact the recipient's base salary. However, eligibility does not automatically confer an award to the eligible person. He or she must initiate the required letter of request, and the Incentive Award Committee has the ultimate authority to make the award and determine the amount of the award.

Because development of the faculty and other employees' capacity to perform scholarly work is an ongoing process, this policy will be reviewed on an annual basis and revised as required by changing institutional needs.

Incentive Award Committee—Decision-Making Process

The Incentive Award Committee will consist of members of the Research Committee with the addition of 2 ad hoc faculty or administrators who are familiar with any given applicant's work and are appointed by consensus of the committee, for the purpose of making recommendations for individual awards. The Committee will be chaired by the Vice President of Research and Scholarship.

A majority (more than 50%) of committee members must be present to make a recommendation on any award. However, meetings may be conducted electronically or by phone as well as in person. If the award request under consideration has been made by any of the Committee members, that member will recuse him- or herself and the Committee will appoint a temporary replacement if they determine such to be necessary.

The Incentive Award Committee will take each request under consideration and make a recommendation to the President of the College and the Vice President of Academic Services, who will make the final determination of the award. Funding of Incentive Awards is subject to College budgetary constraints and may be suspended or decreased by the Chief Financial Officer if necessary.

Note: Funding for all awards will be drawn from a funds set aside in the Multicampus Research budget designated specifically for this purpose. Under no circumstances will funds be drawn from any external funds designated for a specific research project.

Incentive Awards for Scholarly Publications

For scholarly publications involving research projects, the project described in the article must have been conducted at or in collaboration with Cleveland Chiropractic College and been approved by the Institutional Review Board or appropriate College administrator prior to its conduct for the article to be eligible for this award. This award does not apply to commentaries or editorials published in peer-reviewed journals.

1) Scholarly Publications of Research Investigations in Scientific Journals (Non-Chiropractic): This category includes the publication of a full-length article describing the results of a research project in a peer-reviewed scientific journal outside the chiropractic profession. When the article is accepted for publication the first author, if a Cleveland employee or adjunct research faculty appointee, is eligible for a maximum award of \$1000 and each of the coauthors, if a Cleveland employee or adjunct research faculty appointee, is eligible for a maximum award of \$500.

2) Scholarly Publications of Research Investigations in Chiropractic Journals: This category includes the publication of a full-length article describing the results of a research project in chiropractic journals with peer review processes of established quality. These are:

- Journal of Manipulative and Physiological Therapeutics
- Journal of the American Chiropractic Association
- Chiropractic and Osteopathy
- Clinical Chiropractic
- Journal of the Canadian Chiropractic Association
- Journal of Chiropractic Education
- Journal of Chiropractic Medicine

When the article is accepted for publication to one of the above-named journals the first author, if a Cleveland employee or adjunct research faculty appointee, is eligible for an award of \$500 and each of the coauthors, if a Cleveland employee or adjunct research faculty appointee, is eligible for an award of \$250.

3) Books, Book Chapters and Monographs: Upon verification of publication of a book or

monograph of scholarly work by an outside publisher, the senior author or editor is eligible for an incentive award of \$500, separate from any royalty arrangements made with the publisher. First author of a chapter in a book or monograph is eligible for an incentive award of \$250 upon verification of publication. Self-published works or works published by Cleveland Chiropractic College are excluded.

4) Co-author with First Author at Another Institution: The eligibility requirements above also pertain to publications in which the first author is not a Cleveland employee. However, only coauthors who are employed by Cleveland or are adjunct research faculty appointees are eligible for an incentive award.

Restrictions

Authors may not hold a publication or defer payment of the award in order to qualify for an incentive award the following year. The monetary sum of incentive awards for publications plus salary supplements for externally funded grants may not exceed 20% of the individual's annual base salary in any given calendar year.

Procedure for Applying for an Award for Scholarly Publications

Incentive awards are NOT automatic. Each author who wishes to receive an incentive award MUST comply with these procedures in order to be considered for an award. In all instances the study described in the publication and/or author must be identified with Cleveland Chiropractic College. EACH author must make a separate application to the Committee, and must include the following in this request:

1. Letter of request providing:
 - List of all authors in correct order, with applicant's name highlighted
 - Name of journal/book
 - Date of acceptance
2. Copy of acceptance notification
3. Copy of the publication

Incentive Awards for Research Project Participation

This award pertains to internally funded research projects approved by the Research Committee and Institutional Review Board (if applicable). Educational and other exempt research may be eligible. Cleveland faculty, staff and administrators are eligible only if they are NOT employed in the Research Center. Non-research principal investigators, coinvestigators, key personnel and clinicians are eligible. Any of these individuals must have been named in the research proposal and/or approved in writing by both the Principal Investigator (PI) of the project and the individual's direct supervisor. Any awards made will be on a one-time basis at the conclusion of the project, and are contingent upon documentation of submission of a manuscript for publication in a peer-reviewed journal (the award is not contingent upon acceptance of the manuscript).

Procedure for Applying for a Research Project Participation Award

Incentive awards are NOT automatic. For this award, a single request listing all participants may be submitted to the Committee. Ordinarily, the Principal Investigator of the project will submit this request. The following information must be included:

1. Letter of request providing:
 - List of all participants and their department
 - Each participant's role on the project and % effort or hours dedicated to the project
 - Duration of the project

2. Copy of the IRB approval for the proposal (if applicable)
3. Copy of the manuscript submitted to a peer-reviewed journal
4. Copy of documentation from the journal that the manuscript was received and sent out for peer review.

Note: participants in the project who were NOT coauthors are still eligible for this award, if their participation was necessary for the completion of the project.

Note: Coauthors on the manuscript may be eligible for an additional award upon publication of the submitted manuscript; however, this is not automatic and they must observe the necessary procedures for application for the scholarly publication award.

Salary Supplements for Externally Funded Research Grants

Individuals who are involved in research projects which receive external funding may be eligible for a salary supplement. The grant must have been approved by the Research Committee and IRB or approved by an appropriate College administrator prior to submission to a funding source. Awards will be considered as follows:

Principal Investigator

- 1) Grants in which at least 25% of the PI's salary is supported by grant funds: the PI is eligible for an annual salary supplement of \$3,000 for the duration of the grant funding period.
- 2) Grants in which the PI's salary is not funded but indirect costs are provided by the funding agency: the PI is eligible for an annual salary supplement of 10% of the annual indirect costs, up to a maximum of \$3000 annually, for the duration of the grant funding period.
- 3) Grants in which the PI's salary is not funded and no indirect costs are provided by the funding agency: The PI is eligible for a one-time salary supplement of 10% of the total grant award, up to a maximum of \$3000.

Coinvestigators, Key Personnel, and Clinicians for Clinical Research Projects

- 1) Grants in which at least 25% of the individual's salary is supported by grant funds: the individual is eligible for an annual salary supplement of a maximum of \$3000 for the duration of the grant funding period.
- 2) Grants in which less than 25% of the individual's salary is supported by grant funds but indirect costs are provided by the funding agency: the individual is eligible for an annual salary supplement of a maximum of \$1000 for the duration of the grant funding period.
- 3) Grants in which the individual's salary is not funded and no indirect costs are provided by the funding agency: the individual is eligible for a one-time award of a maximum of \$500.

Maximum Salary Supplements

Salary supplements may not exceed 20% of the individual's annual base salary. Supplements may not be deferred.

Procedure for Applying for a Salary Supplement

Salary supplements are not automatic and the application process must be followed, including the following information:

1. Letter of request including
 - Copy of grant award notification, including project and funding agency names
 - Funding details, including
 - Total award, funding period and award per year
 - Indirect costs (if none, so specific)
2. List of investigators and other personnel

- % effort for each individual
- % of salary provided by grant award

FACULTY EVALUATION

The faculty evaluation process includes such components as instructional effectiveness, student satisfaction with classroom instruction, advocacy and support to the institution and its mission and values, contribution to the institution and the profession through research and scholarship, professional development, and service to the various constituencies of the College and especially the Cleveland student. An outline of the Faculty Evaluation process is presented in Appendix 4.

Faculty evaluations will be used to determine renewal of contracts, compensation, and promotion in faculty rank. Salary increases are dependent upon achievement demonstrated through the various components of the faculty evaluation process and are subject to availability of funds.

The Evaluation Committee is responsible for determining its own internal procedures and timetables. The evaluation year is September 1 through August 31. Members of the Committee are: the Academic Dean or designee, the Department Chairperson of the faculty member being evaluated, a faculty member from the department of the faculty member being evaluated and the President of the Faculty Council or designee, who will serve as the chairperson of this committee.

A performance evaluation or fulfillment of the criteria for evaluation is not a contract or a commitment to provide a compensation adjustment, bonus, advancement, or continued employment. Performance evaluations are only one of several factors that the College uses in connection with compensation, promotion, and retention decisions.

DISCIPLINARY PROBATION

A faculty member placed on disciplinary probation must be given the reasons for probation, in writing, before the probation period begins. A faculty member will have the right of appeal through the Appeal Process procedures. The letter of probation must include the following information:

1. When the probation period begins.
2. The reasons for the probation.
3. What the faculty member must do in order to be removed from probation (rehabilitative process).
4. When the next probation evaluation is to be conducted.
5. When the probation will be lifted.

Disciplinary probation may result in the issuance of a Term Contract.

REASONS FOR DISMISSAL OF FACULTY:

Faculty can be dismissed at the discretion of the College with or without just cause. Reasons for dismissal may include:

1. Failure to competently meet the expectations of a faculty member in one or more of the following ways:
 - a. ineffective classroom instruction
 - b. lack of subject-specific knowledge
 - c. inability to effectively communicate knowledge to students
 - d. unfair or biased grading practices
 - e. excessive absences from the classroom
2. Conduct in violation of standards in the Faculty Handbook or the Administrative &

Staff Handbook.

3. Incompetence, inefficiency, or insubordination in the line of duty.
4. Willful or persistent violations of policies of the College.
5. Excessive or unreasonable absences from performance of duties.
6. Substance abuse.
7. Sexual harassment.

FACULTY APPEAL PROCESS

The faculty appeal process provides a framework by which faculty may appeal a dismissal that they feel was unwarranted. Policies and procedures will remain just, fair, and right. Disputes involving faculty that are not related to dismissal are handled through the Faculty Grievance Process. See Appendix 5.

FACULTY APPEAL HEARING COMMITTEE

If a faculty member who has been dismissed feels that his/her dismissal was unwarranted, he/she may file a written appeal to the Vice President of Academic Services within 30 days following the dismissal.

Upon receipt of the letter of appeal, the Vice President of Academic Services may appoint a Hearing Committee consisting of one member from Administration, one Department Chairperson, the President of the Faculty Council and two faculty members-at-large. The committee will meet with the dismissed employee and hear his/her appeal and will consider the appeal and make a written recommendation of action to the Vice President of Academic Services. The Vice President of Academic Services will consider the written recommendation of the Hearing Committee and will render a decision regarding the dismissed faculty status. In all cases, the decision of the Vice President of Academic Services is final.

The grievance procedures for matters other than appeal of dismissal are contained in Appendix 5.

RESIGNATION PROCEDURE

A faculty member who wishes or needs to resign should provide a letter of resignation to the Academic Dean with a copy to the Vice President for Academic Services one trimester prior to the departure. If the employee is eligible for retirement benefits, provisions for this will be handled through the Finance Office. Prior to receiving the final paycheck, the faculty member will participate in an exit interview and return all College property to a designated College representative.

INFORMATION TECHNOLOGY DEPARTMENT DATA SECURITY POLICY

The College has adopted an information technology data security policy. This policy can be found in Appendix 6.

ALCOHOL AND DRUG ABUSE POLICY

The College has adopted an alcohol and drug abuse policy. This policy is contained in Appendix 7.

POLICY ON VENDORS OR DISTRIBUTORS

The College's policy prohibits vendors or entrepreneurs from displaying products on campus unless their visit has been pre-approved by appropriate administrative officials. Faculty, when engaged in sale of products on College property, will be considered vendors or entrepreneurs.

GUEST SPEAKERS IN THE CLASSROOM

Guest speakers in scheduled classes must be pre-approved by the Department Chairperson and/or the Academic Dean. College permission does not indicate that the College necessarily condones or subscribes to views or opinions expressed by the guest speaker.

COPYRIGHT, PATENT, AND FAIR USE POLICY

The College acknowledges and encourages the appropriate use (i.e., reproduction, distribution, performance, and display) of copyrighted works and materials for teaching, scholarship, and research purposes consistent with federal copyright law and the standards for fair use. Given both the importance of complying with federal copyright law and the difficulty of determining fair use, the College's copyright, patent, and fair use policy provides guidance on the use of the work of others through the Office of the Academic Dean.

TUITION WAIVER FOR FULL TIME FACULTY

Eligible faculty members may receive approval for tuition waver and enroll in the coursework as a degree-seeking student in the DC degree program. This waiver is subject to approval of the President. The scheduling of coursework may not interfere with scheduled teaching assignments. A faculty member must meet all course requirements, including 90% attendance, and successful completion of examinations and class assignments. Faculty members who have taught full time at the College for a period of 5 calendar years are eligible to apply for this employee benefit. A faculty member may seek approval to audit coursework at the College as a non-degree seeking student.

Tuition Reimbursement: Full time faculty members interested in pursuing advanced or graduate degrees in other accredited colleges or universities who have served the college for at least five years may qualify to participate in the tuition reimbursement program of the College. The faculty member must submit a proposal to the Dean one term in advance of their anticipated starting date. This proposal should include how this would benefit the courses the faculty member teaches, how it would benefit the college, what degree is being sought, which college is involved, and the time table for obtaining the degree. The proposal must receive the approval of the highest administrative officials including the President. If approved and if funding is available, the faculty member may receive up to full tuition. The faculty member may be asked to sign an agreement of length of service to the institution commensurate with the degree sought.

PROFESSIONAL MEMBERSHIP

Faculty members are encouraged to maintain memberships in professional organizations in the field of chiropractic or other disciplines and in civic organizations. Department chairs are urged to make appropriate budgetary allowances to support faculty membership for selected professional organizations. Whenever possible the College will cooperate with an instructor in providing release time to attend seminars or other professional meetings, particularly as they relate to the individual's role at the College.

SECTION IV CURRICULUM

CHIROPRACTIC CURRICULUM

Cleveland Chiropractic College espouses a traditional philosophy of chiropractic based on sound scientific principles. The curriculum is expected to reflect and teach that philosophy and its clinical applications.

ASSOCIATE OF ARTS IN BIOLOGICAL SCIENCES

Cleveland Chiropractic College offers an Associate of Arts in Biology degree. Students may pursue this degree while they are enrolled in the pre-professional courses. To earn this degree, a minimum of 60 semester units of post-secondary coursework must be completed. All candidates must complete a minimum of 15 semester units at Cleveland Chiropractic College.

BACHELOR OF SCIENCE IN HUMAN BIOLOGY DEGREE PROGRAM

Cleveland Chiropractic College offers a Bachelor of Science in Human Biology degree. Students may pursue either the Bachelor of Science or the Doctor of Chiropractic degree independently or both degrees concurrently. The general objective of the undergraduate division is to provide the student a strong undergraduate education that stresses the structure and function of the human body while providing for general education requirements of the degree.

RESPONSIBILITY FOR COURSE PLANNING AND SYLLABI

The faculty member is required to provide a syllabus for each assigned course during the first week of the trimester. The syllabus will follow the format outlined by the Dean. The syllabus should follow the format included in Appendix 8.

EXAMINATIONS

A master schedule for Final Examinations will be distributed and posted on bulletin boards throughout the College at least one calendar month prior to administration. Faculty will administer final examinations at the scheduled time. Exceptions to this policy must be approved by the Academic Dean.

SUBMISSION OF GRADES

Faculty members will be notified of the date that final grades are due and should adhere to this deadline.

ATTENDANCE RECORDS

Attendance records are distributed to each faculty member once the class rolls have been established. It is the responsibility of the faculty to take attendance at each class session and to record absences, and return the attendance records with the submission of final grades. Course credit will be given only if the student is present at least 90 percent of the time and completes the course with a passing grade. Should absences exceed 10 percent, the student will be dismissed from the course with a grade of "XF". When excessive absences have occurred due to certain extenuating circumstances beyond the student's control, he/she may submit a written request to the Dean for reinstatement in the course. Such an appeal must include all documentation that verifies the reasons for the excessive absence. Upon review of this material, the student may or may not be reinstated in the course. The decision of the Dean is final. Should the absences exceed 15 percent, there will be no reinstatement under any circumstances.

POLICY REGARDING FACULTY ADJUSTING

Adjustments, or other health care treatments provided by D.C. faculty on campus are limited to technique courses, for demonstration purposes. To enhance the learning experience during technique classes, the course instructor may demonstrate an adjustment, or other treatment procedure, for instructional purposes. Students who volunteer to be adjusted must have documentation that a current physical examination has been performed and appropriate records are available in the College clinic. Demonstration adjustments are limited to the technique being taught and must be clinically indicated (e.g. a subluxation).

When the technique course instructor receives a roll sheet at the beginning of the trimester, he/she obtains from the student's clinic records, a copy of the Diagnosis/Treatment form, all x-ray reports and Progress Note forms. These records are maintained by the instructor and taken to each class session. Each time an adjustment/treatment is demonstrated, the following will be recorded in the Progress Notes:

- Prior to the adjustment/procedure, the student signs a consent statement.
- Following the adjustment/procedure, the course instructor documents, using standard SOAP format, the procedure performed.

Should an injury or a perceived injury occur, an Incident Report must be completed immediately and submitted to the Dean's Office. At the discretion of the Dean, an Ad Hoc Committee may be appointed. The Committee will investigate the incident and submit a written report to the Dean with a copy to the Vice President of Academic Services that will include recommendations for any subsequent actions.

REQUEST FOR MATERIALS AND SUPPLIES

A faculty member requiring materials or supplies for classroom, laboratory, or clinical subjects should obtain the appropriate request form from his/her supervisor and submit to the appropriate College representative.

CARE OF EQUIPMENT

Faculty members are responsible for the care and preservation of all College-owned equipment. Attempts are made to keep all classrooms, laboratories, and clinical equipment functional and safe. The cooperation of the faculty is expected. Any damaged or non-functional equipment shall be reported without delay. Required equipment that is not located in the classroom should be requested in advance by the faculty member.

SECTION V FACILITIES AND SERVICES

Faculty should cooperate in the preservation and safeguarding of all properties and equipment of the College. Any damage or destruction thereof must be reported to the Director of Facilities Management on the Kansas City Campus and the Director of Buildings & Grounds on the Los Angeles Campus at the time of occurrence.

SMOKING, EATING, AND DRINKING

To maintain a safe and comfortable working environment and to ensure compliance with applicable laws, smoking in the College's offices and facilities is strictly prohibited. Employees should become familiar with the areas throughout the College's premises where smoking is either permitted or prohibited. Employees smoking in any nonsmoking area may be subject to disciplinary action.

The College will not refuse to hire, discharge, or otherwise discriminate against an individual solely because of that person's use of lawful products off of the College's premises during non-working hours, unless use of the product adversely affects the employee's job performance or the health or safety of other employees.

Food and drinks are not allowed in any of the College laboratories, in the Clinics, or in the Library and may be restricted from certain classrooms. Faculty members are asked to remind any students or visitors to the College of this regulation.

SCHEDULING OF ROOMS

The use of all rooms is through prior assignment. Academic needs shall take priority. Therefore, in order to schedule a room for special events or meetings, contact the appropriate College representative.

INCIDENT REPORT FORM

The Incident Report Form is used for a variety of purposes, including on-campus accidents or injuries, incidents of student or employee misconduct, or suspected on-campus criminal activity. The Incident Report Form should be completed by the faculty member for any injury sustained on campus. All injured parties should be sent to the appropriate location for treatment, depending upon the nature and severity of their condition. All incident reports must be submitted to the Academic Dean in the case of faculty or employees, or the Executive Director of Student and Alumni Relations in the case of students as soon as possible. Incident reports forms may be obtained at various campus offices.

CAMPUS SECURITY AND SAFETY

The College expects the full cooperation of the faculty in maintaining the security of its buildings and property. Faculty members are required to report all indications of theft, vandalism and accidents about which they have knowledge. Labs must be locked or supervised by a faculty member or another appointed person at all times. Details about campus emergency procedures are contained in Appendix 9.

LIBRARY SERVICE

The Library houses a specialized health science collection of books, journals, documents and non-print materials, and serves as the primary reference and information resource for the faculty, students, and alumni. A wide range of library services is available, with special emphasis on reader's services, reference service, bibliographic search, current awareness and inter-library

loan. All faculty members have full borrowing privileges. Faculty may request to have certain materials placed on reserve reading. The Library will make every effort to honor faculty requests for the purchase of curriculum or research-related materials. Additional information on Library policies, procedures, and services will be found in Appendix 10.

PARKING

Faculty members are issued parking permits that are to be displayed on each vehicle driven to campus. The permits are distributed in accordance with campus specific parking procedures.

INSURANCE PROGRAM

Full time employees of the College, including faculty, are eligible for health insurance benefits. Complete information is available from the Controller or his/her designee.

RETIREMENT PROGRAM

Full time faculty members are eligible for retirement benefits. Details are available in the Staff Handbook.

ALUMNI ASSOCIATION

All faculty members are eligible to attend the educational meetings of the Cleveland College Alumni Association. Other faculty members who are not alumni of the College may claim eligibility as an Associate Member. Faculty members in the clinical and basic science areas, as well as the undergraduate program, are welcome to attend all Alumni-sponsored events. A faculty member who attends an alumni function may be responsible for certain fees.

POSTGRADUATE PROGRAM

All full-time faculty of the College are eligible to attend certain college-sponsored postgraduate lectures at no cost. Postgraduate seminars or lectures that require a nominal fee may be paid by the faculty member's department, as funds permit, and with permission from the Dean and/or Department Chair. The interested faculty should register with the Postgraduate Department for those courses that they wish to attend. The Postgraduate department may set restrictions regarding early registration in order for faculty to enjoy the privilege of attending at no cost.

ORGANIZATION

An Organizational Chart is provided as Appendix 11.