

Jacksonville University is a private, independent institution that began in 1934 as Jacksonville Junior College, becoming Jacksonville University (JU) in 1956 and maintaining continuous SACSCOC (Southern Association of Colleges and Schools, Commission on Colleges) accreditation since 1961. JU is composed now of the Brooks Rehabilitation College of Healthcare Sciences, the College of Arts & Sciences, the Linda Berry Stein College of Fine Arts, and the Davis College of Business. The University also includes the Quality and Safety Education for Nurses Institute, the Marine Science Research Institute, and the Public Policy Institute.

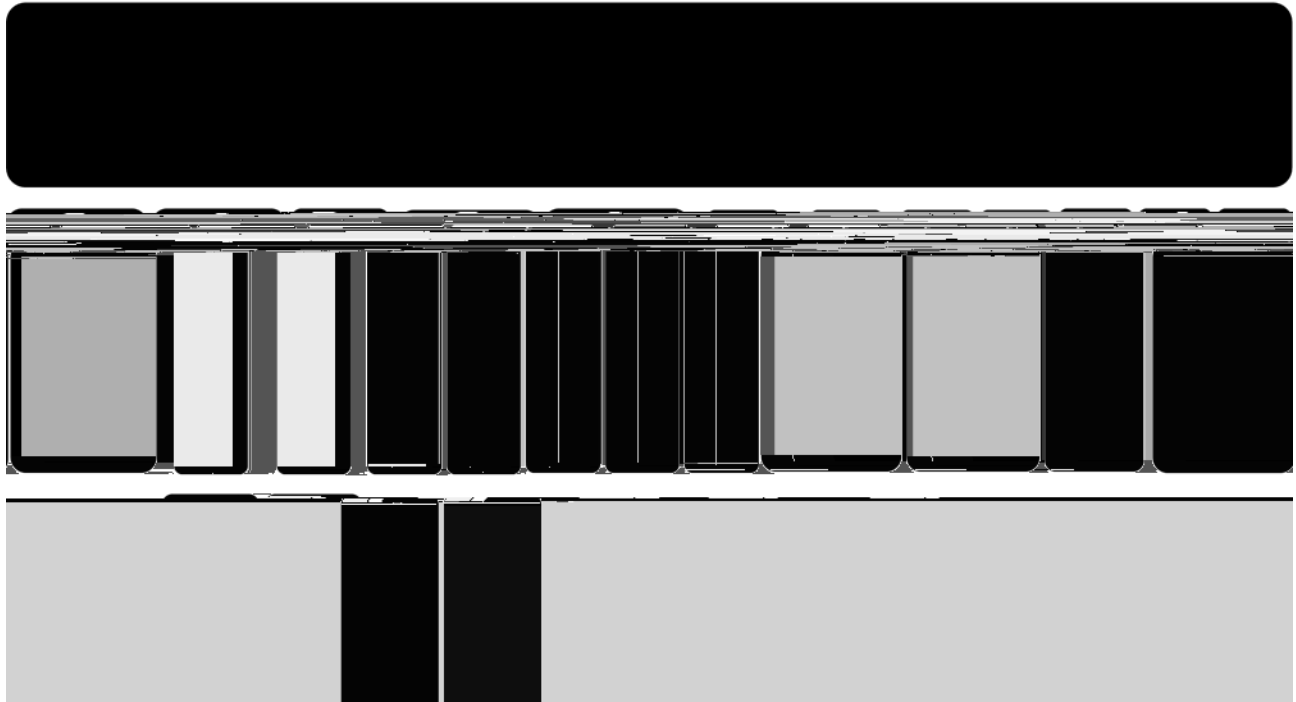
Jacksonville University empowers students for life-long growth as global citizens through a transformative, innovative educational experience, built on excellence in community-centered service.

The Jacksonville University learning and living community values:

- leadership
- community
- wellness
- integrity
- respect
- curiosity

Affirming the importance of scholarship, leadership, creativity, and service, Jacksonville University prepares students to build better communities and make meaningful contributions to an increasingly connected society. As a community, we aspire to:

- provide a distinctive campus experience for students, faculty, staff and visitors
- deliver undergraduate and graduate programs that are nationally recognized for quality and innovation
- be a center for intellectual and creative excellence and respectful discourse
- produce high quality research through undergraduate and graduate programs
- serve as an engine to economic vitality in northeast Florida



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The Brooks Rehabilitation College of Healthcare Sciences (BRCHS) is focused on preparing students to join a workforce community of healthcare professionals who provide exemplary service and care to a diverse population. Our faculty and staff are innovative, creative, and engaged in advancing the knowledge and skills to improve the delivery of health and human services.

The BRCHS consists of the Keigwin School of Nursing, the School of Applied Health Sciences, the School of Orthodontics, the Simulation Training and Applied Research (STAR) lab, and the Quality and Safety Education for Nurses (QSEN) Institute.

The mission of the QSEN Institute Regional Center at Jacksonville University addresses the challenge of building nurses and other healthcare professionals' knowledge, skills, and attitudes necessary to continuously improve the quality and safety of the healthcare systems in which they work.

The College of Arts & Sciences will maintain and enhance academic programs that develop and foster knowledge of human cultures and the physical and natural world, intellectual and

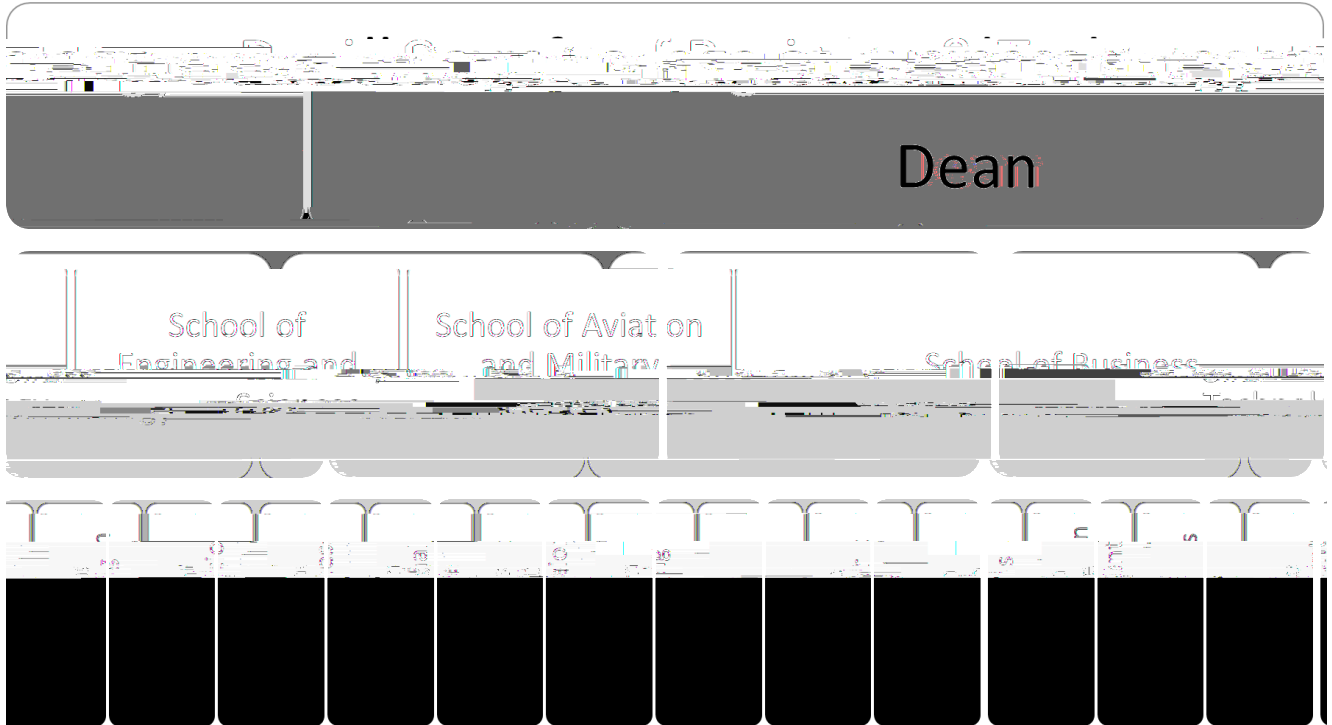


Our mission is to empower students to achieve sustainable career success with a high quality, relevant, and applied educational experience that is delivered by faculty committed to advancing the individual development of each student.

We sustain and enact our mission through:

- Our commitment to students
- Relevant faculty intellectual contributions
- Engagement with the business community
- Innovative curriculum

The college consists of three schools: the School of Business, the School of Engineering and Technology, and the School of Aviation and Military Sciences.



The Faculty Bylaws describe the relationship, actions, and responsibilities of the Faculty and Administration as they work together to achieve the mission of the University. This section expands some of the items in the bylaws with administrative and procedural information.

According to the *Faculty Bylaws, Part One, Article I, Section 1* (Definition of Faculty), a full-time faculty member is one whose major employment is with the institution, whose primary assignment is in teaching and/or research, and/or whose employment is based upon a full-time faculty contract. Officers assigned to the Naval Reserve Officers Training Corps (NROTC) program who have faculty rank will be considered members of the Faculty Assembly.

All duties and responsibilities for faculty governance are delineated in the *Faculty Bylaws, Part One, Article II* (Faculty Governance).

Serving on a faculty committee is one way of providing service to the University and the

Faculty are appointed as Adjunct (Part-time), Visiting Assistant, Visiting Associate or Visiting Professor, Assistant Professor, Associate Professor, or Full Professor. See *Faculty Bylaws, Part Two, Article IV, Section 3* (Category and Rank- General Description). All faculty are also employees of the University and all [Human Resources \(HR\) policies and practices apply](#).

computing the GPA and may result in a change of academic status if the resulting GPA so indicates. Grades of "P," "I," "AU," and "W" are not considered in computing GPAs.

Note:

Full-time faculty are encouraged to participate in professional societies as part of their professional activity and development, and community organizations as part of University service. Both types of activities bring benefits

evaluation is changed, the CAO must notify the college dean, the unit administrator and the faculty member and provide reasons for the change. The evaluation from the CAO is then sent to the President.

Faculty should keep both their yearly faculty evaluation reports and their yearly evaluations. This information will represent a central part of their portfolio for tenure and promotion as well as post-tenure review, see Suggestions for Tenure and Promotion Portfolios.

Adjunct Faculty are evaluated each term based on their teaching effectiveness (see below) by the departmental coordinator/chair. Decisions to reappoint adjunct faculty to teach are based on instructional need and quality of the adjunct teaching as reviewed by the departmental coordinator/chair and unit administrator.

Teaching effectiveness is assessed by a review of the basic facts of a faculty member's teaching career (courses taught, course research, courses planned and revised) that are recorded on the FAAR and based on the objectives indicated on the prior year's annual activities report or as altered via meeting with unit head. New faculty are evaluated for teaching through descriptions of their teaching activity in the FAAR but without a prior year's set of goals. Pre-tenured faculty typically have classroom observations by appropriate supervisors or academic unit administrators. The IDEA Student Ratings of Instruction, which measures student perception of faculty teaching, is administered in the classes of all faculty each term. Unit administrators are expected to use the information provided by the ratings and comments, taking into account class size, whether courses are required or are electives, and whether the students are majors or non-majors. Particular attention is paid to broadly stated questions (i.e., overall teaching effectiveness). Simple ranking of faculty according to their scores is avoided, and, unless faculty scores deviate by one standard deviation above or below the average for the faculty, individual items are not used to designate a professor's performance as inferior or superior. In lieu of scores significantly higher or lower than the university average, ratings are taken at face value. The unit administrator may discuss areas for improvement with the faculty member as part of the annual evaluation process. If the provisional evaluation is not satisfactory to the faculty member, he/she may request that the unit administrator provide suggestions of additional activities or accomplishments that would raise the ratings to an acceptable level. It is recommended that faculty request observations from peer faculty.

Although the primary activity required of the faculty is teaching, the university expects a full-time faculty member to continue to develop professionally beyond the award of the terminal degree. Information recorded on the FAAR is used to evaluate a faculty member's professional development and is based on the objectives indicated on the prior year's annual activities report or as altered via meeting with unit head. Activities, which contribute to a positive rating in this area include research and scholarly projects, application for the award of grants, preparation of work for publication, presentation of

Committees for the excellence awards are chaired by the winner of the award the previous year and include four faculty members each for Teaching, University Service, and Professional Development. The committee for the excellence award in Community Service is chaired by the previous winner and includes three faculty members plus the Director of Service Learning.

Adjunct faculty who have been employed at Jacksonville University for at least *two terms prior to the year of the award are eligible for this annual award. Individuals receiving the award will be recognized for their commitment to their students and for exceptional performance in teaching. The composition of the selection committee is described above.

*For example, an adjuncts faculty member applying for the award in 2022-2023 academic year would be eligible if they were employed for the 2022 fall and spring terms.

Each year, one faculty member will be elected Professor of the Year. This is open to all full-time faculty who have completed two semesters on the faculty and have not previously been Professor of the Year. The CAO will provide a list of all qualified faculty to the Executive Committee of Faculty Assembly. Faculty members will vote on their preference. The faculty member who receives the largest number of votes will be the winner. The Professor of the Year will be announced in the spring and will present a scholarly discourse at a faculty function. The recipient of this award will receive an award of \$500 after taxes and a gift for his/her permanent possession at the Faculty Recognition Dinner. A faculty member can only be designated Professor of the Year once.

The University provides numerous resources to assist faculty and students. Hyperlinks are provided to appropriate documents for each resource. [ESOURCES AND SUPPORT](#)

Adjunct contracts, written at the school and college level at the beginning of each term, detail pay rates and courses for the term. Adjunct contracts do not imply a commitment for subsequent terms or additional courses. The deans, using guidelines detailed in the [Payroll Rates Effective May 26, 2020](#) determine adjunct pay rates per credit hour.

Adjuncts and university employees, typically administrators who are teaching a course in addition to their normal duties, are compensated at \$800/credit hour.

Faculty with 9-month contracts are paid throughout the full 12 months of the year without interruption.

Full-time faculty who take on administrative duties may be given an additional stipend during the time period of the duties. Stipends are typically reflected in the contract unless they are granted within a contract period and after the contract has been signed.

Full-time faculty who elect to teach more than the standard load (as detailed in their contract) are compensated with overload pay for each course (see [Payroll Rates-Effective January 10, 2022](#)). The rate of overload pay for full-time faculty is typically \$4,000 for a three credit hour course or \$1,333.33/credit hour, however, this rate may vary based on the particular program.

Rates for Labs, Clinics, and Studio courses are calculated as

$(\text{number of credits} + \text{number of contact hours})/2$.

In the case of applied music, the contact to credit hour conversion is multiplied by \$50 per week taught.

Full-time faculty on 9-month contracts who elect to teach in the summer are paid based on a percentage of their contract salary, class size, and number of credit hours taught. Graduate Stipends are not paid during the summer.

Salary increases are made based on rank and/or merit and/or available funding.

When full-time faculty are promoted they will receive increases in their base salary:

2. The percentage appointment in each department as well as the department that will serve as the "primary department" as discussed below.
3. Voting privileges of the appointee in the departments will be determined by the individual departments. In all cases, the appointee shall have full voting privileges in the primary department.
4. A joint appointment shall not affect committee membership qualifications.
5. The procedures for annual evaluations, evaluations for promotion, pre-tenure, tenure, and salary raises will be done by the primary department and shall be responsible for conducting all such evaluations. The participation of the non-primary department(s) in the above shall be clearly articulated in the MOU.
5. Teaching and service loads of the appointee cannot be greater than those of a non-jointly appointed faculty member in each of the participating departments.
6. The MOU should specify a fixed term of the joint appointment and the procedure that will be followed either to renew or terminate the joint appointment. The percentage breakdown of the joint appointment may be adjusted at the time of renewal based on mutual agreement of the appointee and the respective departments.
7. If a joint appointment is terminated for any reason other than denial of tenure, the appointee will be appointed 100% in the primary department.
8. If an appointee is denied tenure their joint appointment will extend only to the duration of the terminal appointment in the university.

From time to time a current faculty member in a College may wish to request a joint appointment in another department, to change the percentage breakdown of an existing joint appointment, or to switch their appointment entirely to another department.

A faculty member who wishes to request a joint appointment at a non-zero percentage in a department separate from their primary department should send a request in writing to the heads of the department (and/or colleges if the joint appointment is in another college) in which they seek to establish the joint appointment.

If the request is approved, subject to a positive vote of the faculty in said department, then the head of said department shall initiate discussion and preparation of an MOU with all other departments in which the faculty member has a non-zero percent appointment. The MOU should include the identical items as described for a new hire.

The percentage breakdown of a joint appointment may be requested at the time of renewal of the appointment to the Deans of the Colleges and the department head and only at the time of renewal of the appointment and is subject to approval of all signatories of the MOU.

Example: As an example, envision a faculty member hired into the Political Science department. They will be teaching 75% of their load in political science and an additional 25% in the Public Policy program. Either prior to the position being approved or once a joint appointment is sought, an MOU between the political science and public policy units would be put in place to document the necessary information recognized above. In this example, the faculty member's primary department would be political science, and this is where tenure would be accrued. Further, political science would be responsible for 75% of the salary and public policy for 25%. As necessary, the two programs—working with the faculty member—could adjust percentages, etc., based on need by amending the MOU or drafting a new one if the existing one is to expire.

In this example if Professor X were a 9-month appointment the professor would be assigned 4 courses in the fall and 4 courses in the spring, barring any other releases

and responsibilities as full-time employees of the University. See *Faculty Bylaws, Article X, Section 1* (Outside Employment).

a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline).

Faculty teaching associate degree courses not designed for transfer to the baccalaureate degree: bachelor's degree in the teaching discipline, or associate's degree and demonstrated competencies in the teaching discipline.

Faculty teaching baccalaureate courses: doctorate or master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (minimum of 18 graduate semester hours in the teaching discipline).

Faculty teaching graduate and post-baccalaureate course work: earned doctorate/terminal degree in the teaching discipline or a related discipline.

Graduate teaching assistants: master's in the teaching discipline or 18 graduate semester hours in the teaching discipline, direct supervision by a faculty member experienced in the teaching discipline, regular in-service training, and planned and periodic evaluations.

[Approved: College Delegate Assembly, December 2006 Updated for Revised Principles: April 2018](#)

It is the policy of the University to maintain personnel records and information for each faculty member. The University attempts to balance each individual's right to privacy with the University's need to obtain, use, and retain employment information. The purpose of this policy is to provide guidelines for viewing the contents of personnel files.

Personnel records are to contain information which is needed by the University to conduct its business, or which is required by federal, state or local law. This information will include but will not necessarily be limited to the following:

~~Faculty @ \$0.015 per hour. 000009120 per 1792 application 06 60104501 001195a(164) B22703000009(1) 10161209200~~

Hyperlinks for general information and resources are listed below. These are also be found at my.ju.edu with your faculty log in.

[Academic Calendar](#)

[Academic Catalog](#)

[Academic Integrity](#)

[Alcohol policy \(see Policies and Procedures\)](#)

[Athletic events](#)