Hiring ................................................................................................................................. 1
Qualifications .................................................................................................................... 1
Rank .................................................................................................................................. 2
Responsibilities .................................................................................................................. 2
  Teaching ........................................................................................................................... 2
  Absences .......................................................................................................................... 2
  Office Hours ................................................................................................................... 2
  Syllabus ........................................................................................................................... 2
Evaluation ........................................................................................................................... 2
Personnel Files .................................................................................................................. 3
Compensation .................................................................................................................... 3
Tuition Benefit .................................................................................................................... 3
  Amount Earned ............................................................................................................... 3
  Transferability ................................................................................................................ 4
  Time Limitation ............................................................................................................. 4
  Requests for Tuition Waiver Application ..................................................................... 4
Workers Compensation ...................................................................................................... 4
Committees ....................................................................................................................... 5
Support Services ............................................................................................................... 5
  Office: ............................................................................................................................ 5
  Telephone ....................................................................................................................... 5
Academic Freedom ............................................................................................................ 5
JU Policies and Procedures ............................................................................................... 7
Calling In Absence from Work ......................................................................................... 7
When enrollments indicate that additional faculty support is required, adjunct faculty may be temporarily hired to fill this need.

**Hiring**

When it appears that there will be a need for one or more adjunct faculty, the University will advertise locally for candidates for the position or positions. In addition, the files of adjunct faculty who have taught for the University will be maintained as a potential source of future adjunct faculty. All applicants will be asked to submit a Jacksonville University Faculty Employment Application current and updated curriculum vitae, a record of prior teaching and official transcripts from all attended institutions of their academic work. The Division Chair or Director of the unit working with faculty in the area in which the adjunct faculty is sought will select the top applicants and invite them to campus for an interview. Approval from the College Dean and Senior Vice President for Academic Affairs is required prior to hiring the adjunct.

Employment is an agreement for one semester or term, executed between the adjunct faculty member and the appropriate dean of the college. Each semester, all departments must send an Adjunct to Hire Memo to Academic Affairs for each returning adjunct teaching in that department (all other forms should already be in Academic Affairs. (If the adjunct has not taught at JU for over one year, all new documentation will be needed).

**Qualifications**

To teach in a discipline, all individuals must be academically qualified. Jacksonville University follows the guidelines of the *Southern Association of Colleges and Schools Commission on Colleges*. These guidelines are listed in the *Principles of Accreditation* as follows:[1]

- Faculty teaching baccalaureate courses: doctoral 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.

---

Official transcripts and updated curriculum vitae are required from all adjuncts prior to the start of teaching and before the first paycheck is issued.

**Rank**
Adjunct faculty members are not eligible to hold academic rank (assistant, associate professor, etc.)

**Responsibilities**

**Teaching** - The primary responsibility of an adjunct faculty member is the effective teaching of the assigned course or courses. All full and part-time faculty members are expected to meet their classes at the appointed time and place and also require the filing of final grade reports in the Office of the Registrar at the end of the term per the posted university schedule.

**Absences** - If you plan to miss a class you must seek the permission of the division chair/director, and appropriate academic activity should be assigned in lieu of classroom attendance. If unexpected absences arise, you must contact the division or department chair or campus security in order that students can be informed of the cancellation of the class.

**Office Hours** - As a part of the responsibility of teaching a course, adjunct faculty are expected to set regular office hours so that students have an opportunity to meet with the instructor outside of class. If space is not available in the building in which the course is taught for office hours then the adjunct faculty member and the department chair/division head will decide on a mutually convenient location. Information will be posted in the division office.

**Syllabus** - All faculty members must provide students with a syllabus for each course taught, including written information about the goals and requirements of the course, the nature of the course content, the textbooks, the attendance policy, and the methods of evaluation to be used. Copies of all syllabi must be sent to the division/department office. Adjunct faculty are encouraged to refer to Appendix A “Suggested Syllabus Checklist”

**Evaluation**
The Student Instructional Report (SIR II), which measures student perception of faculty teaching, is administered in all classes in the Fall and Spring terms. This instrument and student comments provide all full and part-time faculty members and the University information about the students’ perceptions of faculty teaching
and of the course. This information is used by the Division or Department Chair to evaluate the faculty member’s teaching. The division or department Chair will meet periodically with each part-time faculty member to discuss the SIR results and overall teaching performance.

**Personnel Files**

It is the policy of the University to maintain personnel records and information on each full-time and part-time faculty member. The information required includes: the JU Faculty Employment Application, updated curriculum vitae, official transcripts of all degrees earned, copies of I-9 and supporting documentation and copy of the W-4.

**Compensation**

Part-time faculty are paid semi-monthly throughout the semester, beginning with the first payday following the receipt of payroll sheets in the Office of Human Resources. Although every effort will be made to ensure payment is made for the first payroll of the semester there is no guarantee that this deadline will be met and payroll will begin with the next payment cycle. Payroll will not commence until all official transcripts and updated curriculum vitae have been received in the Office of Academic Affairs.

Paychecks are issued by the Payroll Office. Employees should regularly review their paychecks for errors. If a mistake is found, or an item is not understood, please contact the department of division chair. In the event a paycheck is lost or stolen, please advise the Payroll Department immediately. All employees are encouraged to participate in the Direct Deposit program. Forms may be found on the Office of Human Resources web portal under “forms”

**Tuition Benefit**

Adjunct faculty are entitled to a tuition waiver according to the following guidelines:

**Amount Earned** - A tuition waiver is available on a 1:1 basis. For each one credit hour taught, one credit hour waiver is earned at Jacksonville University. Tuition waivers are applied to the semester that follows the semester of instruction. Adjuncts can take graduate courses upon prior approval from the SVPAA. There are however, some restrictions and tax implications for some programs. This information can be found on the Tuition Waiver Benefit form located on the HR web portal [http://www.ju.edu/humanresources/Pages/Forms.aspx](http://www.ju.edu/humanresources/Pages/Forms.aspx).
**Transferability** - Tuition waivers are transferable to the spouse of the adjunct faculty member, or any dependent child who is 25 years old or less, who meets the IRS definition of a dependent AND who resides in the parents’ home.

**Time Limitation** - Waivers must be utilized within three (3) calendar years of the semester or term in which teaching credits are earned. Example: Courses taught in Fall of 2011 will be credited for tuition waiver through Summer 2014. At the start of Fall 2014, unused credits earned in Fall 2011 will roll off and be void.

**Requests for Tuition Waiver Application** - Certification of the appropriate tuition credits will be confirmed to the Financial Aid Office by the Office of Academic Affairs. Requests for such waivers should be made by the adjunct faculty member no less than 30 days prior to the commencement of the semester. Forms are available online on the Office of Human Resources web portal and should be submitted to the Office of Academic Affairs for approval.

**Workers Compensation**

All employees of the University, regardless of their work status, are covered under the State of Florida’s worker’s compensation laws. If an employee is injured while working in an approved capacity for the University, the University will provide prompt medical care and compensation for lost wages if the employee should be unable to work due to injury. The employee is required to report all accidents, regardless of severity, immediately (within one hour) to his or her supervisor. The employee is also required to complete a written report, detailing the injury in the Human Resource Department within 24 hours of the accident in order to receive benefits under the state’s worker’s compensation laws. The injured employee’s supervisor is responsible for the submission of the employee’s accident report to the Office of Human Resources within 24 hours of any accident. Failure to follow these procedures may result in disciplinary action.

Absences due to a work-related injury must have the written approval from the University-appointed physician. The University will attempt to provide an injured employee with modified work responsibilities based on the physician’s recommendations and employee’s limitations. Employees who have been absent due to a work-related injury must also obtain a “return to work” release from the attending physician before the employee may report back to duty.

Although not required by State of Florida worker’s compensation laws, the University will pay the first seven days of lost wages for any employee who is required to be absent from work due to a work-related injury that has been
reviewed and approved by the University physician. After the first seven days, the University's insurance carrier will make payments to the employee for lost wages based on current state statutes. This payment is not full salary but based on a percentage of the wages in effect at the time of the injury. In order for the employee’s benefits to continue during such an absence, the employee must make arrangements with the Human Resource Department office for any payments normally taken via payroll deductions.

Committees
Adjunct faculty are not assigned to Faculty Standing Committees. Adjunct faculty in Visual Arts are assigned to serve on senior thesis committees.

Support Services
Adjunct faculty are entitled to secretarial and other university and division support, as available, required for their teaching assignments.

Office: Where possible, adjunct faculty are assigned office space in which they can hold office hours and meet with students. If space is not available in the building in which the course is taught for office hours, then the adjunct faculty member and the department chair/division head will decide on a mutually convenient location. Information will be posted in the division office.

Telephone: When office space is not or cannot be assigned, the office associate of the department/division in which the adjunct teaches will received phone calls and take appropriate messages. This is the on campus number that will be provided to students along with other contact information.

Academic Freedom
Jacksonville University considers a free and unconstrained exchange of information essential among its faculty, staff, and students. An explicit guarantee of academic freedom is made to faculty members through Statute I of the Faculty Bylaws and Statutes. The Faculty ByLaws can be found on the Office of Academic Affairs web portal. The University accepts as its policy on academic freedom and tenure the principles of the 1940 Statement of the American Association of University Professors. Minor deviations from this policy are identified in Statute II, Section 2 of the Faculty Bylaws and Statutes.

All full-time, adjunct, and visiting faculty members, tenured and non-tenured, enjoy full academic freedom. Any faculty member who believes his or her academic
freedom to have been abridged may direct a written grievance to the chair of the Academic Freedom and Grievance Committee, citing the abridgment in detail, providing corroborating documentation, and requesting corrective action.

Faculty members are entitled to freedom in the classroom in discussing their subjects, but they should be careful not to introduce into their teaching controversial matter which has no relation to their subjects.
JU Policies and Procedures

Calling In Absence from Work
If an employee calls in to report any problem with attendance he or she must speak with the manager or, in his or her absence, the immediate supervisor within thirty (30) minutes of the scheduled report time.

A call directed to another employee of the department will not be recognized as an acceptable report of absence. If an employee is absent for three (3) days or more, a doctor’s certificate/note permitting a return to work must be submitted to the supervisor/manager who will forward the note to Human Resources.

Code of Faculty Ethics and Professional Conduct

Introduction
By virtue of their position and leadership, University faculty members are traditionally held to a high moral standard in the community. In the interest of achieving the highest possible standard of ethical conduct, the members of The Faculty adopt the following code of ethics to inform and guide their professional conduct.

The spirit of this document is one of self-regulation. Although the Committee on Academic Freedom and Grievance will be responsible for investigating reported violations and resolving conflicts, the hope is that this document will incite thoughtful awareness and consideration of ethical behavior. It is written to offer specific examples to work as prescriptive guideline and yet be flexible enough to handle unforeseen events.

Communication
Faculty are expected to communicate openly and honestly to give accurate representations of pertinent information about personal and institutional issues.

Accordingly it is unethical to:

- Fail to disclose a material fact that could affect one's application for employment, tenure, promotion, merit pay, or awards.
- Make fraudulent, malicious, or undocumented charges about a student, colleague, or member of the staff.
• Withhold information regarding a position from an applicant or misrepresent an assignment for conditions of employment.

• Divulge information which gives unfair advantage to students or friends.

• Misrepresent anyone's (including one's own) professional qualifications or achievements.

**Discrimination**
Faculty are expected to base their judgments and decisions on fair acceptable criteria and to avoid making decisions regarding others based on inappropriate standards.

Accordingly it is unethical to:

• Write or adopt a position description in a search for the explicit purpose of including or excluding a particular individual from consideration for employment, specifically faculty already employed on visiting lines.

• Deny a colleague, student, or staff member profession access to advantages or participation in University activities on the basis of race, religion, sex, age, national or ethnic origin, political beliefs, approach to their academic discipline, marital status, physical disadvantage, social or family background, or sexual orientation.

**Exploitation**
Faculty are expected to use their power and influence as faculty members judiciously and fairly in influencing others and to avoid influencing others in inappropriate ways for inappropriate purposes.

Accordingly it is unethical to:

• Take advantage of a relationship with or the work of a colleague, student, or member of the staff for the sole purpose of personal gain.

• Subcontract signed duties compensated by Jacksonville University to another person or persons.

• Recommend a friend for employment, tenure, promotion or merit pay without disclosing the nature of your relationship to the person making the decision.
• Use coercive means or promise special treatment to influence the professional judgment of students, colleagues, or members of the staff.

• Misuse institutional privileges granted to faculty for personal gain, advantage or any other reason.

• Engage in sexual relations, even if consensual, with students presently enrolled in one's classes or a member of the staff with whom one has a supervisory relationship. [(Prior relationships are exempt.) See Appendix G on Sexual Harassment.]

• Offer to or accept from a student, colleague, or member of the staff any gratuity, gift, favor, or "ghost position," positions invented primarily to offer unjustified raises to faculty or staff that might influence or appear to influence one's professional judgment.

Harassment
Faculty are expected to influence other and to achieve their personal and institutional objectives by using positive constructive means rather than using negative coercive methods.

Accordingly, it is unethical to:

• Encourage students to enroll in the classes of colleague for the purpose of collecting negative personal information about the colleague or engaging in disruptive conduct.

• Circulate solely for the purpose of harming (malicious intent), material concerning the race, color, religion, sex, age, national or ethnic origin, political beliefs, disciplinary approach, marital status, physical disability, social or family background, or sexual orientation of any individual or group.

• Punish or conspire to punish colleagues for working with peers to carry out their assigned duties under the auspices of your position of power as a faculty member.

• By attempting to intimidate or verbally or physically threatening a colleague, student, or member of the staff.

• Award grades to students, or utilize other coercive means such as requests or threats, explicit or implicit, for the purpose of gaining favorable ratings on Student Instructional Reports.
Miscellaneous (Theft, Proselytizing)

It is unethical to:

- Enter another faculty member’s office without permission or remove a colleagues personal possessions (books, personal papers, confidential records and effects) from a member's office without permission.

- Engage in unsolicited or unwanted religious proselytizing to students, other faculty, or members of the staff.

- Ignore violations of this code.

Comprehensive Safety Plan

Providing a safe environment for faculty and support staff to work and students to learn is a primary concern of the Jacksonville University administration and campus community. All of us, regardless of our job description or title, desire a safe and healthy environment. Critical to this goal is being knowledgeable about what to do in the event of an emergency. Planning and being prepared is our shared responsibility.

Please refer to the following website for the JU Comprehensive Safety Plan: http://www.ju.edu/CampusSecurity/Forms/ComprehensiveSafetyPlan.pdf. Adjunct faculty teaching in Theater and Dance specifically should be aware of the safety handbook in the comprehensive safety plan document.

In addition to this plan the JU community is encouraged to read the pamphlet created by the Department of Homeland Security entitled: “Active Shooter-How to Respond”. This can be found on the Campus Security webportal: http://www.ju.edu/CampusSecurity/Documents/DHS_ActiveShooterBook.pdf

Contact with the News Media

No employee should discuss University positions or University business with members of the news media without first clearing their remarks with the University Marketing Communications Office.

Drug-Free Workplace/Abuse Policy

(See also Drug Free Schools and Campus Policy, distributed separately)
In compliance with Federal law, it is the policy of Jacksonville University to maintain a drug-free workplace in order to promote the health and safety of our employees, our students, and the general public.

**Policy Statement**
Jacksonville University prohibits the unlawful manufacturer, distribution, dispensation, possession or use of controlled substances on University owned or controlled property. Further, no employee may report to work while under the influence of drugs or alcohol.

**Sanctions**
Violation of this policy will result in referral to a substance abuse assistance or rehabilitation program and/or disciplinary action which may include suspension or termination. Violators will also be subject to referral for prosecution. Violations of Federal or State law concerning controlled substances can result in incarceration and/or fines. Any employee convicted of a violation in the workplace of any criminal drug statute is required to notify Jacksonville University within five (5) days of the conviction.

In order to comply with Federal law, Jacksonville University will then notify any Federal contracting agency within ten (10) days of a notice of conviction when said employee is engaged in the performance of a Federal contract or grant.

**Condition of Employment**
All Jacksonville University employees will, as a condition of their employment, abide by the terms of the foregoing statements.

**Awareness Program**
In support of its Federal Compliance Policy, Jacksonville University is implementing a drug awareness program to acquaint employees with the serious health risks associated with the abuse of drugs and alcohol; the dangers of drug abuse in the workplace; the availability of the counseling, rehabilitation and employee assistance programs; and the penalties imposed on employees for drug abuse violations.

**Emergency Contact**
Emergency contact information on each employee is maintained in the Office of Human Resources. All employees should keep the information current by completing a form available in the Office of Human Resources.
Employment of Relatives
The University subscribes to the philosophy that all employment decisions should be based solely on the merits of the individual candidate.

However, it is considered inappropriate for staff to be in a working relationship (same department/division) with immediate family or household members. Staff should neither initiate nor participate in, directly or indirectly, decisions involving a direct benefit (including employment or appointment, retention, promotion, salary, work assignments, leaves of absence or any other employment condition) to members of their immediate family or household.

Equal Employment Opportunity

Policy
Jacksonville University is committed to providing an inclusive and welcoming environment for all who interact in our community and strives to attract students, faculty and staff from a variety of cultures, backgrounds and life experiences.

Procedure
Recognizing the value of all available human resources, Jacksonville University affords equal opportunity in employment without regard to race, color, age, veteran status, gender, national origin, religion, marital status, sexual orientation, gender identity or presence of a disability. This non-discrimination policy applies to all aspects of educational and employment decisions, including recruitment, admission, hiring as well as retention, compensation, transfer and opportunities for advancement.

HIV/AIDS Policy
Jacksonville University recognizes that significant developments have occurred during the past several years in the care of persons with HIV/AIDS. What has not changed, however, is the University’s commitment to treat persons who have this life-threatening illness with the same dignity and concern which it affords to everyone with a serious illness, e.g., heart disease, cancer, diabetes, etc.

Consequently, it will not discriminate in the matter of hiring, retention, and continued employment. It will expect a person with HIV/AIDS to meet the same performance and attendance standards that are required of all employees. It will allow a person to remain in his/her position unless medical evidence indicates that his/her actions or condition pose a threat to the health and safety of themselves or
others. It will provide the degree of confidentiality concerning the person’s condition that it affords to others and is required by current law.

Through the Office of Human Resources the University will provide:

- Referral to agencies and organizations which offer support services for HIV/AIDS
- Benefit consultation to assist employees in the effective management of health, leave and other benefits.

Finally, the University will continue a vigorous education program about the disease for all employees in the hope that the type of misinformation and prejudice that have often accompanied a diagnosis of HIV/AIDS does not take place within the University community.

**Intellectual Property Policy**

**Scope of the Policy:**

- This policy applies to all faculty, staff, and students (hereafter noted as “author/inventor” unless specifically designated) at Jacksonville University whether associated with the University in a full- or part-time capacity.
- This policy also covers non-employees (consultants, subcontractors, etc.) of Jacksonville University who participate in research, teaching, scholarship, or supportive activities provided for by the University on or off campus.
- This policy applies uniformly across Jacksonville University without regard to the individual’s rank, status, or department.

**Intellectual Property Subject to this Policy**

- Copyright – An original work of expression by an author, artist, composer, or programmer. Education-related examples include but are not limited to:
  - Journal articles, books, course syllabi, lectures, printed instructional materials, manuals, examinations;
  - Novels, short stories, poems, theses
  - Artwork, graphic designs, sculptural works, photographs;
  - Dramatic compositions, choreographic works, musical arrangements;
  - Audiovisual works, motion pictures, videotapes;
  - Computer programs, computer controlled multimedia, websites
- Patent – A unique invention, process, design, or plant. Examples include but are not limited to: devices, electrical circuits, computer software, manufacturing processes, new bacteria, newly discovered genes, methods of doing business, and uniquely shaped or ornamented articles or objects.
Trademark – Distinctive words and graphic symbols used to identify and
distinguish a product from others in the marketplace.

Ownership and Rights
A. Individual Efforts
1. All rights and ownership reside exclusively with the author or inventor of the
Intellectual Property if:
   a. The Intellectual Property was generated as a result of individual effort
      and initiative.
   b. The Intellectual Property is a pedagogical, scholarly, artistic, or
      aesthetic work that is not part of a directed assignment from the
      University. Unless otherwise specified in a contract or another policy
      (see Section “C”), the author or inventor retains the copyright in
      pedagogical, scholarly, artistic, or aesthetic works produced through the
      normal usage of sabbaticals, release time, and professional development
      grants through University programs.
   c. Only incidental use of University facilities and resources was involved
      in producing the Intellectual Property. This includes instructional
      technologies that might be associated with online courses where the
      technology simply supplies a delivery mechanism and does not
      contribute to the authorship or creative process.
   d. The Intellectual Property is course material, such as syllabi, websites,
      recordings of classroom activities, assignments, and tests, that is
      developed at the University by the author or inventor, unless grant or
      other outside funding sources indicate otherwise. The university shall be
      permitted to use such Intellectual Property for internal instructional,
      educational, and administrative purposes, including satisfying requests of
      accreditation agencies for faculty-author ed syllabi and course
      descriptions.
   e. The Intellectual Property was created by a student, not employed by
      the University, solely for the purpose of satisfying a course or degree
      requirement, including papers, theses, articles, music, or art. This does
      not apply if the student was employed, specifically assigned, and/or
      funded by the University (see Section “C”). Intellectual Property created
      by students in connection with course assignments or in response to
      surveys administered by the University shall be available for the
      university to use for internal instructional, educational, and
      administrative purposes, including the assessment of student learning
      outcomes.
2. In the case that the Intellectual Property is an “Individual Effort”, a written
disclosure to the Office of the Senior Vice President of Academic Affairs is not
necessary.
3. Jacksonville University will be granted royalty-free license to use the Intellectual Property for internal instructional, educational, and administrative purposes as long as the individual is employed by the University.

B. University Assisted Effort

1. When the University provides the significant use of University resources to assist in developing the Intellectual Property, the University is entitled to certain rights and privileges.

2. “Significant Use of University Resources” is defined as the use of University resources that is over and above the normal level of funding, release time, sabbatical, library resources, research assistance from librarians, students, and/or graduate assistants, secretarial or clerical assistance, word processing equipment, databases and equipment already owned or licensed by the University, specialized facilities, or other support services for the production of Intellectual Property typically provided by the University. The normal usage of sabbaticals, release time, and professional development grants by the University shall not constitute the “Significant Use of University Resources” unless specified by the University in the terms of the sabbatical, leave, or grant.

3. As early as possible in the creation of the Intellectual Property, preferably before the author or inventor meets the criteria regarding the “Significant Use of University Resources,” the author or inventor shall disclose in writing the facts surrounding the creation of the Intellectual Property to the Senior Vice President for Academic Affairs (hereafter SVPAA).

4. The written disclosure will include: (1) the names of the author(s)/inventor(s), (2) a description of the Intellectual Property, (3) a discussion of the circumstances that led to the development of the Intellectual Property and the University’s involvement, (4) an explanation of what needs to be done to secure protection for the Intellectual Property, and (5) a discussion of what is to be done with the Intellectual Property and its possible benefit to the University.

5. If the SVPAA determines that the significant use of University resources will be required to develop Intellectual Property, the University and the author or inventor will negotiate a contract outlining rights and responsibilities. The contract should, at a minimum, describe the work; set any deadlines and reporting requirements; allocate the rights of each to publish, promote, revise, or otherwise use the work; delineate what rights, if any, the author/inventor retains for attribution, future use, or revision rights; and articulate the division of royalties or revenues, if any, from the sale of resulting products of Intellectual Property.
6. If an agreement between the author/inventor and the SVPAA is not reached within (60) sixty days of receipt of the written disclosure, the SVPAA will convene an Intellectual Property Committee that will recommend what action should be taken by the University. The committee will consist of two faculty members or staff of the SVPAA’s choosing, two faculty members or staff of the author/inventor’s choosing, and a fifth faculty member or staff agreed upon by the other four members. After receiving the committee’s recommendation, the SVPAA will forward his/her final decision in writing to the author/inventor, all within the sixty-day period. The decision may include one of the following:

   a. The University will release all ownership rights for the Intellectual Property to the author/inventors. The University will not require repayment of any expenditure made by the University in developing the Intellectual Property.

   b. The University will release all ownership rights for the Intellectual Property to the authors/inventors. However, the University will require repayment of all expenditures made by the University in developing the Intellectual Property. Repayment will come out of any royalty income that might be received by the authors/inventors.

   c. The University will retain partial ownership of the Intellectual Property with royalty income to be distributed as given below. University funds will be used to further develop, publish/patent, market, and protect the Intellectual Property from infringement.

   d. The University will require an additional sixty days to have the Intellectual Property evaluated by technical development consultants to ascertain whether there would be sufficient interest and financial return to justify continuing the development of the Intellectual Property and its protection. By the end of the sixty-day period, the University will inform the author/inventor in writing which of the above three options was the final decision. If the University decides to retain partial ownership, the work will commence immediately and continue at a reasonable pace. Steps will be taken to maintain and limit the disclosure of patentable materials. Royalties derived from the marketing or licensing of the Intellectual Property will be distributed as follows:

      i. All of the revenue generated by the Intellectual Property will first be used to recover the documentable costs associated with developing the Intellectual Property, seeking its protection, and marketing.

      ii. Remaining income will be distributed as follows:

          a. Inventor(s) or their heirs 50% of gross royalties
b. Inventor(s)' Department 20% of gross royalties  
c. University 30% of gross royalties  

C. University Initiated, Assigned, and Supported Efforts ("Work for Hire")

1. All rights and ownership of Intellectual Property reside with the University if:

   a. The Intellectual Property was generated as a result of a “work for hire,” which is specifically assigned or commissioned to the individual by the University or arising out of duties for which the individual was specifically employed.

   b. The Intellectual Property resulted from the simultaneous or sequential contribution of numerous faculty, staff, and/or students over an extended period of time without a prearranged understanding of ownership.

   c. The Intellectual Property was created by a student acting as an employee of the University and working on a project as part of responsibilities as an employee.

2. Under special circumstances, the University may share royalty income with the author or inventor of the protected Intellectual Property. Such an arrangement would require approval by the President in consultation with the SVPAA and other officers.

3. An individual who gains professional expertise through such Intellectual Property may engage in professional activities (consulting, presenting at conferences, publishing, etc.) that may result in additional compensation.

4. Any "Work for Hire" will be designated as such by the University and will require a written contract signed both by the employee or student and the University prior to beginning the work on Intellectual Property. In the absence of a written contract, any Intellectual Property developed by the individual remains the copyright of that individual.

D. Sponsor Supported Efforts from Outside the University

1. Where the terms and conditions provided in the sponsorship contract give total or partial ownership to the University, the following additional considerations will apply:

   a. If the funding proposal to develop Intellectual Property was initiated and written by an individual or group of faculty or staff for the purpose of conducting research or developing instructional materials, the University’s portion of the ownership of any Intellectual Property and resulting royalties
shall be shared between the University and the involved individuals using the formula delineated above under “University Assisted Individual Effort.” The individuals provide the creativity associated with the development of the protected Intellectual Property.

b. If the funding proposal was initiated by the University and written by faculty or staff expressly for that purpose, the University shall retain all rights and ownership. This can be considered a “work for hire.”

2. Intellectual Property purchased with funds provided by the outside funding agency or foundation shall remain the property of the University unless stipulated differently in the sponsorship contract.

E. Any provision in this policy may be changed by written agreement among all parties prior to the granting of Intellectual Property rights. The author or inventor voluntarily may transfer the Intellectual Property, in whole or in part, to the University. Such transfer shall be in the form of a written document signed by the author or inventor.

F. This policy will not be applied retroactively from the date that it is passed by the Faculty Assembly.

Name Changes
When the employee has a name change, he or she should first change the records at the Social Security Office, then bring the corrected Social Security card to the Office of Human Resources and complete a new W-4 form changing name and status if necessary.

Non Harassment Policy
Jacksonville University believes that all employees should be able to enjoy a workplace atmosphere free from all forms of discrimination and harassment. Harassment on any basis, including sex, religion, race, national origin, disability, age, veteran status, or marital status is prohibited. A detailed policy on Sexual Harassment follows. Harassment is a form of misconduct that undermines the integrity of the employment relationship and includes such behaviors as jokes, insults, epithets, threats, and derogatory comments. If you believe you are a victim of harassment, you should promptly report the incident(s) to your supervisor; or, if you are not comfortable doing so, to another supervisor or the Director of Human Resources. Any supervisor or manager who becomes aware of possible unlawful harassment should promptly advise the Director of Human Resources. Jacksonville
University will promptly investigate all such charges; maintaining confidentiality, to the extent possible.

Parking
Free parking is available for all employees in designated areas. The Office of Campus Security is responsible for the regulations and enforcement of traffic and parking at Jacksonville University. All vehicles driven on campus by University employees must be registered with the Campus Security Office and have a current parking decal.

Sexual Harassment Policy

Policy Statement
Jacksonville University strives to establish and maintain a work and academic environment in which the dignity and worth of all members of the University Community are respected; an environment characterized by equal employment, academic opportunity, academic freedom, (freedom of inquiry and expression) and the absence of harassment and intimidation. Sexual harassment of students, staff, administrators and faculty at Jacksonville University is inconsistent with these objectives and is unacceptable conduct that will not be tolerated. This policy is intended to prohibit sexual harassment; to establish procedures providing due process for both complainants and those accused of sexual harassment; and to clearly distinguish between expressive behavior which might constitute sexual harassment and expressive behavior protected by the University’s commitment to academic freedom. It is the responsibility of each member of the University Community to foster and maintain an environment free from sexual harassment.

Definition
For purposes of this policy, sexual harassment may involve the action of a person of either sex against a person of the opposite or same sex. Sexual harassment of students, staff, administrators and faculty at Jacksonville University is defined, in accordance with the Equal Employment Opportunity Commission’s (EEOC) definition, as any unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment, education or enrollment;
2. Submission to or rejection of such conduct is used as the basis for employment, or academic decisions affecting that individual or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance, academic experience, or creates an intimidating, hostile, or offensive work environment or academic environment.

**Prohibited Conduct**

It is a violation of this policy for any member of the University Community to engage in sexual harassment or to retaliate against any member of the University Community for raising an allegation of sexual harassment, filing a complaint alleging sexual harassment, or for participating in any proceeding to determine if sexual harassment has occurred. Sexual Harassment may take many forms. Prohibited behaviors include, but are not limited, to the behaviors described in this section.

A. **Sexual Favors as a Basis for Actions Affecting an Individual’s Welfare as a student or Employee.**

No member of the University Community shall behave toward another member of the University Community in any of the following ways:

1. Make, or threaten to make, submission to or rejection of requests for sexual favors a basis for decisions or assessment affecting an individual’s employment or education.
2. Agree or offer to trade sexual favors for favorable decisions or assessments affecting an individual’s employment or education.

B. **Flagrant or Repeated Sexual Advances, Requests for Sexual Favors, and Physical Contacts Harmful to Another’s Work or Academic Performance or to the Work or Academic Environment.**

No member of the University Community shall behave toward another member of the University Community in any of the following ways:

1. Make sexual advances, request sexual favors, or make physical contact commonly understood to be of a sexual nature,
   
   (a) if the conduct is unwelcome by the person(s) to whom it is directed, and

   (b) if, because of its flagrant or repeated nature, the conduct either

   (1) seriously interferes with work or academic performance of the person(s) to whom the conduct was directed, or
(2) makes the institution’s work or academic environment hostile, intimidating, demeaning or abusive to a person of average sensibilities.

C. Flagrant or Repeated Verbal and Other Expressive Behavior of a Sexual Nature which is Harmful to Another’s Work or Academic Performance or to the Work or Academic Environment.

No member of the University Community shall behave toward another member of the University Community in any of the following ways:

1. Make sexual gestures, inquire about or discuss sexual activities, make sexual comments, statements, jokes, slurs or gender-related epithets concerning a specific person(s) if such gestures, inquiries and remarks

(a) are commonly considered by people of a specific sex to be demeaning to that sex, and

(b) if, because of its flagrant or repeated nature, the conduct either

(1) seriously interferes with the work or academic performance of the person(s), to whom the conduct is addressed or directed, or

(2) makes the work or academic environment hostile, intimidating, demeaning or abusive to persons of average sensibilities of that sex.

2. Display visual materials, alter visual materials displayed by others if

(a) such displays, or alterations are commonly considered by persons of a particular sex and of average sensibilities to be demeaning to members of that group, and

(b) if, because of its flagrant or repeated nature, the display or alteration or statement either

(1) seriously interferes with work or academic performance of a member of the University Community, or

(2) makes the work or academic environment hostile, intimidating, demeaning or abusive to persons of average sensibilities of a particular sex.

This part shall not be interpreted so as to interfere with academic freedom. Section D below, addresses this concern and distinguishes between expressive behavior
which is protected by academic freedom and, therefore, permitted, and expressive behavior which may be deemed sexual harassment.

D. Verbal and Other Expressive Behavior of a Sexual Nature in Instructional Settings.

1. Definitions for Purposes of Section III D:

(a) An “instructional setting” is a situation in which a member of the faculty is communicating with a student(s) concerning matters the faculty member is responsible for teaching the student(s). These situations include, but are not limited to, such communication in a classroom, in a laboratory, during a field trip, and in a faculty member’s office.

(b) “Expressive behavior” is conduct in an instructional setting through which a faculty member and students communicate. It includes, but is not limited to, the use of visual materials, oral or written statements, and assignments of visual or written materials.

2. Expressive behavior related to subject matter shall be protected and shall not be a basis for discipline of faculty or students unless the appropriate hearing body finds that the accused’s claim that the expressive behavior was germane to the subject of the course is clearly unreasonable. Academic freedom in choosing materials, constructing courses and conducting instruction will be protected to the fullest extent possible.

3. A faculty member’s or a student’s expressive behavior will be deemed unprotected and subject to discipline if,

(a) all claims that the behavior is germane to the subject are deemed clearly unreasonable, and

(b) the behavior is prohibited by Section III C above.

E. Consenting Relationships

Consenting sexual and romantic relationships between a member of the University Community and someone for whom he or she has professional responsibility (e.g., faculty/student relationship, administrator/faculty relationship, supervisor/employee relationship) are strongly discouraged by Jacksonville University for the reasons described below.
1. The respect and trust accorded a professor by a student, as well as the power exercised by the professor in giving praise or blame, grades, recommendations for further study and future employment, etc., can greatly diminish the student’s actual freedom of choice should sexual favors be included among the professor’s other legitimate demands. Similarly, an employer may feel coerced into an unwanted relationship because he or she feels that refusal to enter the relationship will adversely affect his or her employment.

2. Conflicts of interest may arise when a faculty member, supervisor or other member of the University Community is required to evaluate the academic performance or work performance of an individual with whom he or she has a romantic relationship. It is difficult at best to be unbiased in such a situation, and other student(s) or co-workers of the individual involved in the relationship may perceive that individual as having an unfair advantage.

3. If such a romantic relationship ends negatively, the ongoing educational or work relationship can become difficult. There is a possibility that the individuals involved may seek to harm one another or perceive that they are or were being harmed, and charges of sexual harassment may be raised. If a complaint is lodged by one party to a consensual relationship against the other, and the facts establish a power differential between the accused and the complainant, the presumption by those investigating or acting as a hearing body in this matter will be that the accused has violated the policy against sexual harassment, unless the accused can show by clear and convincing evidence that there was genuine consent to the relationship by the complainant.

F. No Retaliation

No member of the University Community shall retaliate in any way against any other member of the University Community for:

1. reporting instances of sexual harassment, filing a complaint within the University or outside the University, responding to a complaint, or
2. appearing as a witness, investigating a complaint or serving on a hearing body concerning a complaint of sexual harassment.

G. False and Malicious Charges
False accusations of sexual harassment can seriously injure innocent people. Where the preponderance of the evidence shows that a member of the University Community intentionally made a false and malicious charge of sexual harassment, that person will be subject to disciplinary action. Charges made in good faith which are erroneous or unproven are not subject to discipline.

Procedures
The University reserves the right to investigate and take appropriate action in any matter of sexual harassment which comes to its attention.

Complaint
Any member of the Jacksonville University faculty, staff, administration, or student body who believes he or she has been subjected to unlawful discrimination, as defined in the University’s sexual harassment policy, may initiate informal and formal actions for complaint resolution. It is the responsibility of persons receiving complaints about the behavior of a member of the University Community, which is or may be construed to be a violation of this policy against sexual harassment, to promptly proceed to report the alleged violation in the manner required by this policy. Failure to do so also constitutes a violation of University policy.

Confidentiality
All complaints of sexual harassment will be handled promptly, treated with discretion, and fully and fairly investigated. Access to information provided by the complainant will be available only to those persons on a reasonable need-to-know basis. The University will make every effort to maintain confidentiality of the charges and proceedings, subject to the disclosure it deems necessary to conduct a full and fair investigation.

Informal Procedure
The purpose of the informal procedure is to provide an opportunity for the parties to reach a mutually acceptable resolution. A complainant is encouraged to use the informal procedure prior to a formal complaint process. A complainant may initiate an informal procedure for resolution of a sexual harassment complaint by contacting a Receiving Officer (“RO”). For student complainants, the RO is the Dean of Students or any counselor at the Student Counseling Center; for faculty the RO may be any academic dean or member of the Sexual Harassment Committee described in Section IV D 3; and for administrators and staff the RO may be the Director of the Human Resource Department, or any member of the Sexual Harassment Committee described in Section IV D 3.
The RO shall provide counseling and assistance as soon as possible. Informal complaints should be made as soon as possible, but in no event later than thirty days (30) after the alleged incident.

1. The RO will counsel the complainant concerning the options available under the sexual harassment policy. If the complainant chooses to proceed with an informal complaint, the complainant may choose one or more steps described below.

   (a) The complainant may choose to attempt to resolve the matter by confronting the harasser directly or indirectly (e.g. in person with a witness present, or by letter).
   (b) The complainant may request that the RO intervene and help the complainant mediate the complaint with the accused;
   (c) The complainant may request that the RO discuss the accusation with the accused, out of the presence of the complainant, and attempt to get resolution.

2. The RO shall attempt to assist the complainant in reaching a resolution within thirty days (30) of the filing of the informal complaint and shall make a written summary of the informal proceedings which will be retained by the Sexual Harassment Officer (“SHO”) who shall be appointed by the President.

3. If the complainant chooses not to proceed with an informal or formal complaint, the University reserves the right to take appropriate action.

**Formal Procedure**

If a complaint cannot be resolved informally or if the complainant chooses to take the complaint through the formal procedure, the complainant may elect to initiate the following formal complaint procedure.

1. A sexual harassment complaint must be made, in writing, and should be delivered or sent to the SHO, or any member of the Sexual Harassment Committee (see 3(b) below) in an envelope marked “Personal and Confidential” within one hundred and eighty (180) days of the alleged sexual harassment incident; or, if an informal complaint has been filed, within one hundred and twenty (120) days of the final action on the informal complaint.

2. The written complaint must include the following information:

   (a) name, address and telephone number of the complainant,
(b) nature of the complaint,
(c) date(s) and location of the occurrence,
(d) facts upon which the complaint is based and supporting evidence, and
(e) redress sought by the complainant.

3. The SHO shall notify the accused of the nature of the complaint, the identity of the complainant and the procedures to be followed. The SHO shall then convene a Sexual Harassment Panel (“SHP”) which shall commence an investigation of the complaint as soon as possible but by no means longer than five (5) working days from the receipt of the complaint.

(a) The SHP will consist of five (5) members, including the SHO, chosen from the Sexual Harassment Committee.

(b) The Sexual Harassment Committee shall consist of twelve (12) persons, excluding the SHO, who shall be appointed by the President for a two-year term, and consist of persons of both genders, representing the student, faculty, administrators and staff. Members of the Faculty Grievance Committee or University Discipline Committee may not serve a simultaneous term on the Sexual Harassment Committee.

(c) The SHO will select the four (4) members for each SHP from the members of the Sexual Harassment Committee with the following parameters in mind:

1) fairly apportion the opportunities to serve on an SHP;
2) provide for representation from the accused’s branch of the University; and
3) insure that participants on the SHP have no direct association with the persons involved in the complaint and/or a conflict of interest.

4. The SHO will coordinate the investigation and deliberations of the SHP. It will be the responsibility of the SHP to investigate the complaint and report its findings to:

(a) the President when faculty or administrators are accused;
(b) to the Dean of Students when the accused is a student; 
(c) and to the Vice President for Finance when the accused is staff. To maintain the confidentiality required by this policy, members of the SHP are prohibited from discussing matters related to the complaint outside meetings of the SHP unless such discussions are part of the assigned investigatory process.

5. The investigation will provide an opportunity for both the complainant(s) and the accused person(s) to submit facts and to identify witnesses to be interviewed. The SHP shall review the facts and circumstances and interview witnesses identified by the parties. Within seven (7) working days of the completion of the investigation, the Officer will provide a written report of the formal investigation which details the findings, determines whether there is cause to believe the policy was violated, and includes any actions recommended to the President, Dean of Students or Vice President of Finance, as appropriate. The SHO shall also provide a report to the complainant, unless prohibited by law, and to the accused. In addition, the SHO shall also provide a quarterly report to the President’s office on the nature and action of each complaint related to sexual harassment without identifying details of the complaint or the names of the parties involved.

6. If the report of the SHP finds that there is cause to believe that the policy has been violated and recommends action against a faculty member or administrator, the accused person has five (5) days to request a hearing before the Grievance Committee, in accordance with the principles and procedures specified in the Bylaws of the Faculty, including the right of appeal.

7. If the report finds that the policy has been violated and recommends action against a student, the accused student has five (5) days to request a hearing in accordance with the Code of Student Rights and Responsibilities, including the right of appeal.

8. If the report finds that the policy has been violated by an administrator or a staff person, the accused person has five (5) days to request a hearing in accordance with the Employee Handbook, including the right of appeal.

9. If the report finds no probable cause to believe that the policy has been violated, the complainant may appeal, in writing, to the President of the University within five (5) days of the no probable cause finding. The complainant’s appeal must demonstrate that the findings are erroneous, the
procedure required by this policy has been violated or that new evidence is available. The Complainant and the accused will be notified in writing, of the President's final decision within ten (10) working days.

**Other Procedures**
The University reserves the right to continue or suspend all proceedings if the complainant or defendant files a charge with the EEOC, through the courts, or a state agency.

**Sanctions**
Because of the private nature of sexual harassment incidents, and the emotional and moral complexities surrounding such issues, every effort will be made to resolve problems on an informal basis. If formal charges are pursued and verified, the sanctions applied will vary depending on the nature and severity of the violation and can include termination of employment or dismissal from the University.

Examples of possible sanctions for employees of the University include, but are not limited to, participation in developmental educational programs related to sexual harassment; warning letters; poor job performance ratings impacting upon salary, work reassignment, demotion, non-renewal of contract; and suspension or termination.

Examples of possible sanctions for students of the University include, but are not limited to, referral for counseling; loss of scholarship; denial of on-campus employment; denial of on-campus housing; warning, probation, suspension or dismissal.

**Implementation**
To assure that all faculty, staff, administrators and students of the University are aware of this policy and the University's commitment to the establishment and maintenance of a working and academic environment free from sexual harassment, copies of this policy will be distributed to the University Community and placed permanently on designated bulletin boards. In addition, summaries of the policy will be included in faculty, staff personnel and student handbooks.

**Sexual Abuse Policy and Procedures**
Jacksonville University will not tolerate and will seek to eradicate any behavior by its employees and students which constitutes Sexual Abuse. “Sexual Abuse” means
any actual or attempted criminal sexual conduct of a person by another person, or persons acting in concert, regardless if criminal charges or proceedings are brought, which causes physical and/or mental injuries. Sexual Abuse does not include “Sexual Harassment”.

**Reporting Procedures**

All employees are required to report any known or suspected incidents of sexual abuse to the Sexual Harassment Officer who will handle further proceedings in accordance with state law and report as needed to the appropriate University administrator. See Jacksonville University Policy and Procedures Regarding Sexual Harassment. This policy can be found in both the Student and Employee Handbook or obtained in the Office of Human Resources.

Each year, students shall be advised of the contents of this Sexual Abuse Policy and Procedures and be instructed to report any incident of known or suspected sexual abuse.

**Investigation & Confidentiality**

All formal complaints will be given a full, impartial and timely investigation. During such investigation, while every effort will be made to protect the privacy rights of all parties, confidentiality cannot be guaranteed.

**Discipline**

Any employee or student who is determined, after an investigation, to have engaged in sexual abuse in violation of this policy will be subject to disciplinary action up to and including termination and or expulsion.

False accusations regarding sexual abuse will not be tolerated, and any person knowingly making a false accusation will likewise be subject to disciplinary action up to and including termination, with regard to employees and expulsion with regard to students.

Jacksonville University will discipline any individual who retaliates against any person who reports alleged sexual abuse or who retaliates against any person who testifies assists or participates in an investigation, a proceeding or a hearing relating to sexual abuse complaint. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

**Sexual Abuse Incident Reporting & Followup**
Any case of known or suspected sexual abuse will be reported immediately in compliance with the state law reporting requirements to a police officer or the State’s Attorney’s Office.

Any employee involved in a reported incident of sexual abuse may be immediately relieved of responsibilities that involve interaction with students or may be suspended, as determined by Jacksonville University. The reinstatement of an employee involved in a reported incident of sexual abuse shall occur only after all allegations of sexual abuse have been cleared by Jacksonville University.

**Smoking Policy**
In compliance with the Florida Clean Indoor Air Act and to provide a healthful working environment, the University has designated all “public places” in University academic and administrative buildings as “Smoke Free.” Employees are prohibited from smoking in all University buildings.

**Solicitation Policy**
The University views solicitation as falling into two distinct categories. The first is solicitation by or on behalf of recognized local and national charitable organizations. The University encourages its employees to participate in national and local charitable and civic organizations. Examples of the types of organizations that fall into this category include the United Way, the American Cancer Society, and the Heart Fund. However, employees are not permitted to solicit for, or distribute materials on behalf of, any organization or individual during the employee’s working time or the working time of an employee being solicited without the permission of the Department Manager and the Office of Human Resources.

The second is solicitation of a business nature by outside interests unrelated to a national or local charitable organization. The University prohibits any individual or employee from soliciting on behalf of any business enterprise or any other organization which is not a recognized charity or organization offering educational opportunities to our employees for job improvement or a professional association related to the employee’s job or profession.

**Telephone Calls**
We ask that employees limit personal calls during business hours. If the telephone is used for personal calls please limit their frequency. Please remember that excessive or unauthorized use of University telephones for other than University business can be cause for disciplinary action.